

## Commonly Asked Questions

### Who does what?

- **TAS: Training and Apprenticeship Services**  
... is the State Government body who process the contracts. TAS is a good first point of call with any questions as they are the regulatory body for apprenticeships and traineeships. You need to fill in an employer registration form to begin the process of employing a trainee or apprentice. After approval you can offer and fill a position.  
1800 673 097 [www.employment.sa.gov.au/employ](http://www.employment.sa.gov.au/employ)
- **Choosing a student**  
When you've committed to taking on a trainee or apprentice and have begun the registration and investigation process, you can promote your opportunity to students. This is best done by contacting your local Apprenticeship Broker who will promote the opportunity and source students from a number of local schools, who are ready to work, for you to interview. If a student is doing VET training in this area already or needs to do work experience for school, they could do some work experience first, then you can work out who you would like to offer the opportunity to. The Apprenticeship Broker then pulls the rest together with and for you. (Explained over the next few points)
- **Wages questions: Fairwork Australia and Safework Sa**  
Can advise you on wages, work conditions and awards to pay
  - Safework SA on 1300 365 255
  - Or Fairwork Australia 1300 799 675Information you need when you ring is: the certificate they'll be trained under, whether you're a sole proprietor or company/Pty Ltd and what year level the student finished at school.
- **Workcover**  
You need to register your trainee/ apprentice with workcover even though you don't pay a fee for this  
13 18 55 [www.workcover.com](http://www.workcover.com)
- **Payroll Tax**  
Call the ATO or your or accountant for advice, there are some tax exemptions for some businesses in relation to some apprenticeships / traineeships.
- **AAC: Australian Apprenticeship Centres**  
AACs are responsible for submitting the contract to TAS within 7 days and sending off incentive information.
- **RTO: Registered training organisation**  
Provides Nationally recognised training, may provide on the job training too. They are responsible to advise on fees and to submit the training plan to TAS within 7 days of the contract signing.
- **DECS/ Trade School for the Future Apprenticeship Brokers**  
Work with students to support them to get work ready, and work with employers to source suitable students for their business.  
When it is time to finalise a contract, an Apprenticeship Broker organises the contract signing by pulling together the AAC, the RTO (sometimes information is sourced beforehand instead, then sent to the RTO) and the family and employer.  
When the contract is signed, the AAC submits the contract to TAS and organises the relevant documents to ensure government incentives are received by parties.  
After the contract is signed, the Apprenticeship Broker, RTO and AAC are available to call to answer questions by either party and will direct you to the right place.

- **Incentives**

The employer MAY be eligible for commencement, completion and sometimes retention incentives. Retention incentives may be when an apprentice/trainee goes from one certificate to the next, or is retained to the completion of year 12. These vary in amount and sometimes there are extra incentives available to employers in specific areas; i.e. skill shortage areas. There are also specific rules attached to the incentives that your AAC can explain.

The AAC undertakes the processes required for these to be actioned for employers and eligible students. Note: not all careers are eligible for apprentice/trainees to have incentives, usually only those trades requiring tools, such as the 'tools for your trade' incentives are available.

- **Productivity Placement Program**

Employers are able to access other funds to up skill their existing staff. This is a different rate paid by the participant or employer than the apprenticeship program, but is only available to existing workers or job seekers, for the purposes of up skilling to deal with skills shortages.

<http://www.dfeest.sa.gov.au/Programs/ProductivityPlacesProgram/ExistingWorkersProgram/tabid/132/Default.aspx>

### How many hours for School Based, part time and fulltime Apprentices or Trainees and how can it work?

Cof T nominal duration	Min Part time hrs
up to inc 23 mths	15 hrs per week
24-48 mths	25 hrs per week if allowed by the relevant award
ASBA (App & Trainee)	8 hrs per week - can be averaged over 26 wk period, twice a year in each yr of ASBA

Australian School Based Apprenticeship or Traineeships (ASBA/Ts) are flexible. The traditional model is that a student does 2-3 days a week at school and 2-3 days a week in the workplace/ training.

Often an employer will have the student one day a week, and one day the student could be away for training. Where possible though, we organise on the job training as that is more valuable for both the student and employer in terms of learning and cost benefit, as the employer does pay for training too.

An ASBA/T can be done with the student in the workplace for up to 4 days a week, as long as they can juggle their core subjects at school, such as English and Math. Sometimes the employer will need to be flexible with this as days may need to change.

### Who pays for training?

The responsibility of who actually pays is between the employer and apprentice/trainee and their family based on the appropriate legislation (few awards require the employer to pay). In some situations, the family pays initially, then the employer might reimburse when the student passes their subjects. Or the family and employer might split the fees. When incentives are received by either party, it is to support wages, training and tools, which is why employers do support this in some cases.

It is important to be aware that in situations where the family pay, they can be involved in choosing the RTO, and Apprenticeship Brokers and AACs can support you to find out the fees before contract signing.