

Hi,

Here is the information about school based apprenticeships. I've highlighted the incentives and other relevant information and will call mind next week to chat about it.

Enclosed information about Apprenticeships & traineeships includes: incentives, school based apprenticeships, how to sign up to be an employer of apprentices/trainees and FAQs.

Apprenticeship and Traineeship Facts:

- As an Apprenticeship Broker, I can support you to access young people from age 15/year 10 for School Based Apprenticeships, support the contract organising process and provide training information.
- School Based Apprenticeships can be working for 1-2 days per week with you, which can be good if you can't commit to a fulltime apprentice or trainee
- Their Trade training is done either in blocks or a day per week
- Their compulsory schooling, like English and math is done on the other days
- All of this counts towards them getting their year 11 and 12
- The apprenticeship is completed after year 12, then the employer needs to take on the young person fulltime.
- Full time apprenticeships are an option for young people who are work ready too, if you would prefer fulltime.

To access these young people, it is as simple as:

- Contacting me to let me know when you have a need for a school based or fulltime apprentice,
- I can then recommend the top students in our trade courses for you to interview.
- If you wish to move forward from there, I can organise the parties to sign the contract
- One of which is the Apprenticeship Centre, who ensure your incentives are received and submit the contract.
- We also can work with and refer you to group training too, if you have a young person in mind that you wish to employ.
- We can also do appraisals around the 3 month mark, and support any mediation type work needed especially in the first 3 months.

Other information you will need to follow up to move forward is:

- Regarding wages and the award, you need to ring Fairwork Australia to get the name of the award and the correct wage (make sure you say they're an ASBA if they are!)
- You will also need to register the new employee for workcover, there is no fee if you have existing employees but there is a fee of this is your first employee. You can ring on 131855 and download the employer registration form online at www.workcover.com
- You will need to register with TAS too, and that form is attached.

I hope the information is clear, and to hear from you when you have a need for an apprentice!

Yours Sincerely,

Andria Rose
Apprenticeship Broker
Trade Schools for the Future
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