

### Traineeship and Apprenticeship Services Employer Registration Process Fact Sheet

Congratulations on making the decision to employ and train an apprentice / trainee.

Traineeship and Apprenticeship Services has created the following guide to step you through the registration process.

**Step 1:** Complete the registration application form, available on [www.employment.sa.gov.au](http://www.employment.sa.gov.au) under 'want to employ a trainee or apprentice' or by contacting Traineeship and Apprenticeship Services on 1800 673 097.

**Step 2:** Email, fax or post your application to Traineeship and Apprenticeship Services (TAS).

EMAIL [DFEESTtasemployer@sa.gov.au](mailto:DFEESTtasemployer@sa.gov.au)

FAX 08 8124 1401

MAIL GPO Box 320, Adelaide SA 5001

Traineeship and Apprenticeship Services (TAS) will contact you within two (2) working days of receiving your application to confirm its receipt.

**Step 3:** A TAS representative will arrange and conduct a site visit

The site visit is a necessary part of the registration process and will take up to 1½ hours. The Consultant responsible for site visits in your geographical area will contact you as soon as possible after we receive your application, to arrange a time for the visit. We will arrange a time for the site visit to occur, ideally within 10 days of your application being received.

During the visit, we will provide you with all the information you will need to understand your rights and obligations as an employer of apprentices and trainees. The Consultant will also assess whether you meet the employer registration criteria. This includes an assessment of the equipment and methods to be used and the people who will supervise and train trainees or apprentices. We will also need to see documentation, such as your business registration certificates, relevant business and occupational licences for staff who will supervise and train trainees or apprentices, and any other relevant information. The Consultant will guide you as to what the appropriate supervision ratio is for your industry.

To avoid delay in assessing your application you are encouraged to have the required documentation ready for the visit. Our aim is to give you verbal approval at the conclusion of the visit, but if this is not possible, we endeavour to provide approval or reasons for declining your registration within five (5) business days following the site visit.

We will work with you during this time and keep you informed of progress, and advise what steps you need to take to expedite the approval process.

You are encouraged you to invite your potential apprentice or trainee, if you have already selected one, to the site visit.

**Step 4:** Choose an Australian Apprenticeships Centre

Once approval has been given, your next step, if you haven't already done so, is to choose an Australian Apprenticeships Centre (AAC). The list of AACs is available at [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au) under 'Australian Apprenticeships Centre', or is contained in the back of the information booklet you will receive at the site visit.

**Step 5:** Meet with your chosen AAC

Your chosen AAC will advise possible methods of recruiting a trainee/apprentice (if you haven't already) and provide information about User Choice and Commonwealth incentives you may be entitled to.

**Step 6:** Formally appoint your apprentice/trainee and complete a Training Contract. This legally binding contract is made between you, your apprentice/trainee and their legal guardian or parent (if they are under 18).

The Training Contract outlines

- the details of the parties to the contract
- the industrial arrangement under which the apprentice / trainee is employed and the nominal duration of the contract
- the name of the qualification which is being undertaken
- the employment arrangements of the apprentice/trainee (full-time or part-time)
- obligations and responsibilities of all parties to the contract

The AAC will submit the Training Contract to TAS for approval on your behalf.

Together with the apprentice/trainee, choose a Registered Training Organisation (RTO) and negotiate the Training Plan.

The Training Plan outlines the way the training will be provided, patterns of learning and method of assessment. Once complete, it needs to be submitted to Traineeship and Apprenticeship Services.