



Hiring an apprentice or trainee

Employing an apprentice or trainee is a great investment in the future of your business and the life of the person you hire. They will train, study and earn an income while contributing to your business.

Let's start with the basics.

When you take on an apprentice/trainee, you will enter into a formal agreement known as a training contract. It outlines your obligations and responsibilities, such as:

- ensuring your apprentice or trainee receives the correct training and is enrolled with a registered training organisation.
- allowing your apprentice/trainee to leave work to attend off-the-job training.
- providing your apprentice/trainee with appropriate facilities and experienced people to work alongside.
- providing a supportive environment in which your apprentice/trainee will work and receive the skills related to their course.

For your rights and obligations, please visit the [Victorian Registration and Qualifications Authority](#).

A little more detail

You must be able to provide on-the-job training, supervised by a suitably qualified or an experienced person, and you must give them the chance to learn how to use the tools and equipment and experience in a wide range of relevant tasks.

Information to assist you in making sure you are meeting all the regulatory requirements are [here](#).

An additional benefit of employing an apprentice/trainee is that you may be eligible for [financial assistance and incentives](#).



Real skills. Real experience. Real outcomes.

thegordon.edu.au

09121 25 November 2021 TAFE 3044

**the
Gordon**



Hiring an apprentice or trainee

Training plans

A training plan is a signed agreement, put in place between the apprentice/trainee, you as the employer, and the Registered Training Organisation.

Training plans are negotiated between The Gordon, employer and apprentice/trainee within the first 3 months of beginning the apprenticeship.

Employer involvement is vital to enable you can best support your apprentice/trainee through their training.

The training plan is a 'live' document that you can change through the term of the apprenticeship/traineeship.

The Training Plan outlines:

- How will training and assessment happen
- When will it occur
- Where will training and assessment takes place
- Who will conduct the training and assessment.

The Gordon will review the training plan with you and your apprentice/trainee at least four times a year.

If you need to change a training plan you can get further instructions [here](#).

Workplace visits

As an employer of an apprentice or trainee, you might hear from the Victorian Apprenticeship Field Services (VAFS), our regulatory field services provider. VAFS makes routine visits to workplaces to see if both parties are meeting their obligations.

When VAFS contacts you, you can prepare for your visit by having a copy of your training plan ready and make sure it is up-to-date. (The Gordon can assist you with this).

The officer will arrive in uniform and identify themselves with an ID card. They will spend time talking with apprentices/ trainees, providing them and you with general assistance if you have any problems to discuss. They will determine the progress of your apprentice/trainee.

If issues arise, VRQA will decide on the best course of action. From time to time, problems and disputes may arise. Helpful information on this topic can be found [here](#).



Real skills. Real experience. Real outcomes.

thegordon.edu.au

08138 TAFE 3044 page 2

the
Gordon