



Frequently Asked Questions Employer

Sarina Russo
Apprenticeships

A U S T R A L I A N
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S U P P O R T N E T W O R K
An Australian Government Initiative

Frequently Asked Questions

Employer

WHAT IS THE DIFFERENCE BETWEEN AN APPRENTICESHIP AND A TRAINEESHIP?

Usually an apprenticeship is for a trade based industry such as electrical, building and construction, cooking, automotive, hairdressing and engineering. Traineeships cover industries that don't require a trade certificate like business, retail, hospitality, IT, Tourism and many more.

HOW LONG WILL I HAVE MY APPRENTICE OR TRAINEE FOR?

A full time apprenticeship/traineeship can take anywhere from 12-60 months and include qualifications from Cert II to Adv. Diploma.

HOW DO I CHOOSE A QUALIFICATION THAT SUITS MY BUSINESS?

There's over 600 qualifications to choose from. SRA can assist you in choosing the right qualification, if you're not sure what the right apprenticeship or traineeship is for your business.

HOW DO I PAY MY APPRENTICE OR TRAINEE?

This is a negotiation between employer and employee, based on your industry and your business. There is a minimum condition for employers and employees across Australia. You can view these at www.fairwork.gov.au or call Fair Work 13 13 94.

HOW MUCH WILL THE TRAINING COST ME?

There is a range of government incentives both federal and state. Your SRA consultant will work with you to manage training benefits available.

WHEN SHOULD I CONTACT SRA?

Contact SRA if there are any changes which may impact the Training Contract - this could include any amendments to your employee's qualification, changes to personal or business details such as your email address, workplace address or phone number. You can also contact us if there are issues in the workplace with your employee - we may be able to provide mentoring or other support to help you and your employee.

HOW DO I CHOOSE A TRAINING PROVIDER?

Your training provider is responsible for developing your training plan, delivering the training, assessing achievements and issuing your employee with their qualification when completed. It's important that you and your employee choose the right one for you both. The provider can either be a public provider (TAFE) or private organisation with accreditation.

SRA consultants can provide you with a list of registered training organisations offering your qualification. Some providers are funded by the government which means they can provide subsidised training. If you and your Apprentice or Trainee chose from a wider selection of unfunded providers, your training will be delivered on a fee-for-service basis.

Make sure you and your Apprentice or Trainee think about the following things when choosing a training provider:

- How much input will you and your employee have into the course?
- Ask how and when the training will take place and when will it be assessed?
- How often will your provider visit you both at work and provide feedback?
- What other assistance can they provide?
- How are they funded?

WHAT HAPPENS WHEN MY APPRENTICE OR TRAINEE IS READY TO COMPLETE?

Contact your training provider if your apprentice/trainee is ready to complete their qualification. Your apprentice or trainee can complete when you, the apprentice and the training provider all agree that required competencies have been reached.

For further information, please contact your SRA Consultant:

1300 178 776
sarinarusso.com