

ATIS-013

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Employer responsibilities

Information to get started

As an employer of apprentices and trainees, you have certain roles and obligations to fulfil under the training contract.

At the beginning of the apprenticeship or traineeship

You must:

- Arrange the registration of a training contract with the assistance of an Australian Apprenticeship Support Network (AASN) provider. Take all reasonable steps to:
 - have the training contract signed by you and the apprentice or trainee within **14 days** of the start of the apprenticeship or traineeship
 - give the signed training contract to the AASN provider within **28 days** of the start of the apprenticeship or traineeship.
- Choose a training organisation to provide training and assessment to the apprentice or trainee.
- Negotiate and sign a training plan with the apprentice or trainee and the training organisation within **3 months** of the start of the apprenticeship or traineeship.

Further responsibilities that relate specifically to school-based apprenticeships and traineeships:

- If the student is outside years 10, 11 or 12, prepare and submit a business case for the proposed school-based arrangement to the Department of Employment, Small Business and Training.
- Obtain the school's agreement to the school-based arrangement.

During the apprenticeship or traineeship

You must:

- Provide, or arrange to provide, the facilities and range of work as specified in the training plan, ensuring the apprentice or trainee is [adequately supervised by a qualified person](#).
- Deliver training as negotiated in the training plan.

- Pay wages and provide entitlements specified in the relevant industrial relations instrument.
- Release the apprentice or trainee from work and pay the appropriate wages to attend off-the-job training, including assessment as provided for in the training plan. This may not apply to school-based apprentices and trainees – you may need to check the relevant industrial instrument.
- Follow all lawful obligations of an employer, including those relating to workplace health and safety.
- At reasonable intervals (not more than **3 months**), review and update the apprentice's or trainee's training record.

Further responsibilities that relate specifically to school-based apprenticeships and traineeships:

- Provide the minimum 375 hours (50 days) of paid employment for each 12 months from the date of commencement of the school-based apprenticeship and traineeship. If in the electrotechnology field, the minimum is 600 hours (80 days).
- Ensure the school-based arrangement impacts on your student's school timetable.

At the completion of the apprenticeship or traineeship

Once the apprentice or trainee has successfully achieved all competencies in their training plan, you can both start the formal completion process. Read about [your requirements upon completion](#).

Prior to completing a school-based traineeship, your school-based trainee must have completed 375 hours (50 days) of paid employment for each 12 months from date of commencement.

Notifying us of changes

You must notify your AASN provider or us (the department) of any of the following events:

- [amending or cancelling the training contract](#)
- deciding the apprentice or trainee is unlikely to meet the requirements of their training plan
- deciding the apprentice or trainee will not complete their training within the nominal term and an [extension is required](#)

- [sale of disposal of your business](#), or dissolution or change of business partnership
- [temporary transfer of the training contract](#) (within **7 days** after the day the transfer takes effect)
- [suspension of the training contract](#)
- [ending the training contract during the probationary period](#)
- your apprentice or trainee has made an application for unfair dismissal, reinstatement, or commenced another proceeding contesting the cessation of employment.

You **must not** directly or indirectly:

- **Obstruct or discourage** in any way, the apprentice or trainee from participating in the training required under the training plan to be delivered by the training organisation.
- Place the apprentice or trainee at a disadvantage because they participate or attempt to participate in the required training.

For further information

Contact:

- the nominated AASN provider
- Apprenticeships Info on 1800 210 210, regarding employer obligations under the training contract
- [Fair Work Ombudsman](#) on 13 13 94, regarding employment concerns.

Related documents

- [ATIS-052 Apprenticeships in the electrical industry – employer information.](#)
- [Registering a training contract procedure.](#)
- [Guide to school-based apprenticeships and traineeships.](#)

