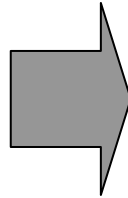


GETTING AN APPRENTICE FOR YOUR BUSINESS IN 5 EASY STEPS.....

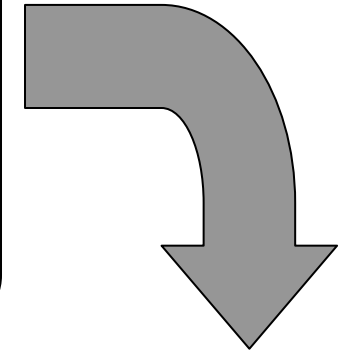
STEP 1

Talk to a local New Apprenticeships Centre (NAC) to gather information about suitable apprenticeships or traineeships for your organisation, choices of Registered Training Organisations (RTOs) and delivery of training, and check eligibility in regard to receiving State and Australian Government incentive payments for apprentices.



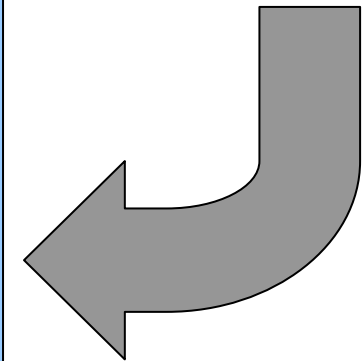
STEP 2

Find an apprentice – either by advertising yourself, approaching a Job Network Agency or Group Training Organisation to put you in touch with potential candidates, contacting a Careers Adviser at your local high school or TAFE College, or changing the status of an existing employee.



STEP 3

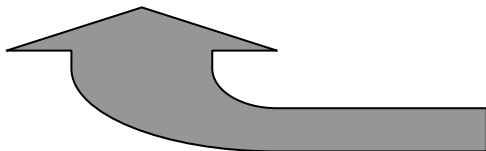
Complete an Apprenticeship Training Contract Form with your proposed apprentice. The NAC will assist you and bring the form to the sign-up.



STEP 4

Complete a Summary Training Plan at sign-up with the apprentice and the RTO. It indicates the qualification the RTO offers, the delivery mode and the location of the training. Endorsement by the RTO secures a training place with the RTO for the start date indicated on the Summary Training Plan.

The RTO is responsible for developing the full Training Plan within 12 weeks of the apprenticeship's commencement indicated in the Training Contract, in consultation with the employer and apprentice. They are also responsible for delivering and monitoring the training, assessing the apprentice's progress and issuing their qualification on successful completion.



STEP 5

Your NAC checks the Contract and Training Plan and submits them to the Department of Education and Training (DET) for approval. Training may start from the commencement date of the apprenticeship. DET will send a letter advising of approval or dismissal of the application. If approved, the training arrangement becomes binding from either the approval date indicated or the end of the probationary period, whichever is the later.