

**SKILLED GROUP  
TRAINING  
SERVICES –  
APPRENTICESHIP  
& TRAINEESHIP  
FAQ'S**



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# FREQUENTLY ASKED QUESTIONS

## WHAT IS AN APPRENTICESHIP OR TRAINEESHIP?

Apprenticeships and Traineeships combine employment and training that lead to a nationally recognised qualification.

Individuals who undertake an Apprenticeship or Traineeship:

- Sign a Training Contract which is State Government approved
- Work with an employer to gain “hands on” practical experience
- Are registered with a Nationally Registered Training Provider to attend training and gain a Nationally Recognised Qualification. Training can be completed “on” or “off” the job or both, and is varied based on the qualification being undertaken.

### THE DIFFERENCE:

- Traineeships are generally 1-2 years in duration and may apply to blue, green and white collar roles.
- Apprenticeships are 3-4 years in duration and generally apply to traditional trades.

## WHAT IS A GROUP TRAINING ORGANISATION (GTO)?

### GROUP TRAINING ORGANISATION (GTO)

Group Training is an employment and training arrangement whereby an organisation (SKILLED) employs apprentices and trainees under an apprenticeship or traineeship training contract and places them with Host Employers (our clients) for the duration of the apprenticeship or traineeship.

SKILLED is a nationally Registered Group Training Organisation (GTO). As a GTO, we manage the apprenticeship and traineeship process end-to-end, which includes:

- Attraction, Screening, Recruitment and Employment, including basic Pre-employment Medical and Aptitude Testing specifically designed for Apprentices and Trainees
- Comprehensive Induction prior to commencing in the Workplace
- Pastoral Care and Support, including ongoing coaching and mentoring from a dedicated Apprenticeship/Traineeship Field Officer
- Payroll, Superannuation and Work cover
- Performance Management
- Issue Resolution
- Training and Training Providers
- Administrative Paperwork associated with the Australian Apprenticeship Scheme including Training Contracts and Commonwealth Incentive Claim Forms
- Government rebates if eligible

in accordance with the standards set out by the VET Quality Framework and associated legislation.

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## WHAT ARE THE BENEFITS TO EMPLOYING AND APPRENTICE OR TRAINEE?

- Contribute to skilling Skill Shortage Areas
  - Providing career pathway for individuals
  - Address retention issues within the workplace
  - Flexible workforce (full-time, part-time or school based)
  - You are giving someone an opportunity to learn new skills in a practical way and helping to develop their career prospects
- You are building the workforce of the future

## WHY USE SKILLED?

- Management and Administrative Tasks conducted by SKILLED
- A Dedicated SKILLED Field Officer will be appointed to specifically manage the apprentices and trainees within specified Service Levels
- Management of:
  - Employment and wages
  - Identification of Apprenticeship & Traineeship pathway in each state
  - Determination of nominal duration
  - Identification of appropriate funded RTO
  - Co-ordination of the Apprenticeship & Traineeship State Contract signing with the AAC
  - Administration of eligible incentives
  - Performance management liaising with various government bodies
- No obligation/commitment to take the apprentice and trainee upon completion of the Apprenticeship & Traineeship i.e.: employ into their business
- Consolidated lobbying through our link to Skills Council and Government bodies such as the manufacturing task force
- National footprint and capability
- Expertise in National Client Delivery and Management
- Consistency across all states
- Quality tailored recruitment process that ensure high outcomes and completions (cost effective and low churn)
- Target filling our apprenticeship/traineeship almost solely on recruitment drives associated with client specific order/s
- Promotion of submission of our Apprentice and Trainee applications for State awards

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## IS THERE FUNDING AVAILABLE?

Once you've engaged us, a dedicated Field Officer will identify the most appropriate qualification for the tasks that will be carried out on your site, including the selection of a suitable training provider to minimise your costs.

In some cases, funding may also be available for the employment of Indigenous and Torres Strait Islander people through our preferred service provider agreement with the Department of the Prime Minister and Cabinet's Indigenous Employment Program (IEP).

If funding is available, it will be passed on by SKILLED to you, the host employer, through a rebated charge rate.

Funding is available to eligible apprentices and trainees. This is determined at the time of the signing of the Training Contract. The Australian Apprenticeship Centre advises SKILLED of eligibility.

## WHAT DO I NEED TO DO IF I WANT TO EMPLOY AN APPRENTICE OR TRAINEE?

Talk to us! As a Group Training Organisation, we take care of the entire process for you (see page 1 for details about what we cover).

**HOSTING AGREEMENTS**  
When employing an apprentice or trainee, you will be required to sign a Hosting Agreement prior to the Apprentice or Trainee commencement.

The Hosting Agreement outlines responsibilities of the Host Employer (our clients) and requirements under the Apprenticeship & Traineeship Act in the States and Territory.

## SKILLED TECHNICAL TRADES FOUNDATION

The SKILLED Technical Trades Foundation aims to support and encourage apprentices and trainees by providing financial assistance and mentoring to help them complete their technical qualifications.

To date, the SKILLED Technical Trades Foundation has awarded over \$280,000 to more than 120 apprentices and trainees across a range of trade specialisations. These grants have helped recipients purchase tools, meet job-related expenses and obtain extra-curricular tutoring.

Awards are available in three categories:

**Technical Training Opportunity Awards** – available to those who would like to start an apprenticeship or traineeship but would have difficulty in doing so for any number of reasons such as the need to travel long distances, having to relocate or not having the resources to support them during training.

**Encouragement Awards** – available to those who have commenced technical training but are experiencing difficulty in completing it.

**Excellence Awards** – available to those who have completed technical training but who could benefit from further training.

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# CONTACTS

If you have any queries about training, please contact our National Manager Training Services, Petrina Wetzel:

Mobile: 0408 801 431

Phone: 03 9565 5314

Email: [petrinaw@skilled.com.au](mailto:petrinaw@skilled.com.au)

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