

This diagram illustrates the key stages of an apprenticeship/traineeship, and the role of the Australian Apprenticeship Support Network (AASN) providers, the Department's Apprenticeship Office and North Metropolitan TAFE

COMMONWEALTH
GOVERNMENT
AASN

SIGN UP OF TRAINING
CONTRACT

Managed by the Australian Apprenticeship Support Network Providers. Apprenticeship Network providers are contracted by the Australian Government to provide free Australian Apprenticeships support services to apprentices and employers. Apprenticeship Network providers will provide advice and support services tailored to the needs of employers and apprentices throughout the apprenticeship lifecycle – from pre-commencement to completion.

There are 4 in WA:

AMA Apprenticeship & Traineeship Services 1800 808 568
MEGT 136348

Apprenticeship Support Australia 1300 363 831
The Apprenticeship Community 1800808568

STATE
GOVERNMENT
APPRENTICESHIP
OFFICE

REGISTRATION OF
TRAINING CONTRACT

Once the Training Contract documents are signed by all parties the Apprenticeship office will Register the training contract. A training contract is a legally binding agreement between the employer and the apprentice or trainee. In signing the training contract, both parties are bound by certain obligations expressed in the contract. The training contract sets out the terms of the apprenticeship or traineeship, which are agreed to by both the employer and the apprentice or trainee.

The Apprenticeship office is also responsible for changes to the Training Contract throughout the term of the contract. A number of fact sheets are available on their website

NORTH METROPOLITAN TAFE

NOTIFICATION TO TRAIN

Once the contract has been assessed and registered North Metropolitan TAFE will receive notification to train. If we are unable to accept the Training contract for any reason, we will advise the Apprenticeship office within 21days. If we are going to proceed with the Training we will commence the Apprentice in our system and work with you to negotiate a Training Plan.

TRAINING PLAN

A Training Plan will be developed, taking into account any previous training that the Apprentice has undertaken. If you are a new employer or you request a visit – a lecturer will come and talk to you about the Training Plan. Once you have received the Training Plan – use the link in the email provided to Request a Site Visit. If you are a NEW employer – we will need to assess your capacity to train to ensure that you can provide on the job experience in all parts the apprenticeship. Where there are areas where this cannot be done, we will discuss option or recommend a more suitable qualification.

ENROLMENT

Once the Training Plan has been signed by all parties, your apprentice will be enrolled. Enrolment is on a Semester basis and your apprentice (or your company – if you nominate to pay will be billed per semester in approximately January and July of each year.

SCHEDULING

After fees are paid (or Payment Options are arranged) your apprentice can be scheduled into training. As your apprentice moves through their contract you will continue to be billed and scheduled for each semester of Training until all of the off the job training is complete

COMPLETION

Once your apprentice has completed all off the job training and you as his employer feel that he has achieved all requirements of the on the job training, we will start to negotiate the completion. Only once all parties are in agreement can the contract be completed

ISSUE OF TRADE PAPERS

Once your completion is finalised by NMT, the Apprenticeship Office will issue the Apprentice Trade Certificate