



## Training contracts and commencement

The training contract is a legally binding contract that allows the employer, apprentice or trainee to enter into a registered apprenticeship or traineeship. The training contract must be negotiated and signed by the employer, the apprentice or trainee (and the parent/guardian where applicable).

### Information to get you started

#### Important facts

All the information on the training contract must be accurate and truthful. By signing the training contract, the employer and apprentice or trainee have indicated they understand and are bound by the conditions and associated obligations of the training contract.

If it is discovered that a training contract contains false or misleading information, the Department of Education and Training (DET) will not register the contract (if discovered at time of application) or will cancel the contract (if discovered after registration). Legal action may also be required.

Training contracts with the following alterations **will not be accepted** by an Australian Apprenticeships Centre (AAC) **and cannot be registered** by DET:

- alterations in liquid paper
- employer details that have been stamped on the training contract (unless all copies of the training contract have been stamped)
- adhesive labels on the training contract.

The training contract must be lodged with DET or the AAC before the expiry of the probationary period.

#### School-based apprenticeships and traineeships

Before a training contract can be registered with DET, the employer, student, school, training organisation and parent/guardian must negotiate and complete the [Education, Training and Employment Schedule \(ETES\)](#).

Once fully completed and signed by the appropriate parties, the training organisation will

forward the ETES to the AAC to lodge the training contract for registration with DET.

#### Commencement

The recommended process, following offer and acceptance of employment as an apprentice or trainee, is as follows:

1. Contact an AAC to begin the training contract registration process as soon as possible after employment commences.
2. Commence training in the workplace from day one of employment. Off-the-job training (with a training organisation) should commence as soon as possible.
3. Arrange for an AAC to visit the workplace to perform an induction and advise the employer and apprentice or trainee of their obligations under the training contract.
4. The AAC will contact the training organisation chosen by the employer and the apprentice or trainee to deliver training.
5. The training organisation will contact the employer and apprentice or trainee to arrange for an induction to take place and to negotiate a training plan that suits the needs of the workplace.

It is important for the employer and apprentice or trainee to form an effective partnership with the training organisation, and to develop a full understanding of the training plan and training delivery to ensure quality training.

#### Who to contact?

For further information, contact:

- Australian Apprenticeships Centres on 13 38 73
- Apprenticeships Info on 1800 210 210.