

# Employer Step by Step (AAN-FO011-04)

*This form comes from the following procedure:*

AAN-FO011 In-Training Data Entry Procedure

- 1 Identify a training need and opportunity for employment of an Australian Apprentice.

Need Assistance with finding the right person suited to your Australian Apprenticeship position. You can do this yourself or use the assistance of Australian Apprenticeships NT Gateway Services Australian Apprenticeships NT encourages all employers to consider aptitude testing when recruiting an apprentice or trainee and we will provide these tools to you.

- 2 Contact Australian Apprenticeships NT Gateway Services where a pre-commencement meeting will be scheduled with the Employer and the Employer Assessment and regulatory check will be used to establish the support requirements of the business. The sign-up meeting and Gateway assessment tool will be used to determine the segmentation category of the Apprentice. Australian Apprenticeships NT will provide you with a list of Registered Training Organisations (RTOs) able to deliver the training required for the Australian Apprenticeship as well as contact details to obtain information on appropriate wage rates.
- 3 Contact all/or your selected Registered Training Organisation/s on the list provided. Ascertain which training provider will best meet your needs. It is advisable to check what fees if any apply and the method of training delivery (ie. on the job, off the job, block release etc). Refer overleaf for more RTO information.
- 4 A Support Network Officer will contact, visit and assist you to complete the Training Contract and conduct a commencement visit with you and your Australian Apprentice.
- 5 Please note that it is a requirement under the Northern Territory Employment and Training Authority Act for the Training Contract to be received by Australian Apprenticeships NT no later than 14 days from the commencement of the Australian Apprentice.
- 6 Once a Training Contract is received, Australian Apprenticeships NT will register the Contract or if necessary, will contact you for further information. When all required information is received, the Training Contract will be registered and assessed for eligibility for government incentives.
- 7 You will receive a 'Notice of Registration' as well as the Employer and Australian Apprentice copies of the Registered Training Contract. This will confirm that the Training Contract has been registered and assessed in the Northern Territory.
- 8 Some Australian and NT Government Incentives require you to complete a claim form. If you have been assessed as eligible for these incentives you will receive the claim form by email to the employer email address provided at the sign-up. Please note that Australian Government Incentives cannot be claimed prior to the 6 month waiting period.
- 9 As the employer, it is your responsibility to contact your chosen Registered Training Organisation and negotiate the delivery of training. A 'Notice of Enrolment' will be forwarded by Australian Apprenticeships NT to your nominated Registered Training Organisation.

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## Registered Training Organisations (RTOs)

For information regarding Registered Training Organisations please refer to the following Department of Trade, Business and Innovation (DTBI) policies. These policies are available from the DTBI website at <https://business.nt.gov.au/business/publications/policies/user-choice-fundingpolicy>

- 1) NT User Choice Funding Programme for Apprenticeships and Traineeships
- 2) Policy and Guidelines for Apprenticeships and Traineeships in the NT

## Questions Employers Should Ask When Choosing a RTO

- ✓ Can the RTO offer the competencies needed by the business?
- ✓ What qualification best suits my business?
- ✓ Which units in the qualification are important for my business?
- ✓ What experience does the RTO have in delivering the qualification?

## The RTO is required to work with the employer to establish what training and assessment is to occur and how and when it takes place.

- ✓ When and how does the RTO deliver the training and assessment?
- ✓ How much choice is there in the selection and sequencing of competencies in the Training Schedule?
- ✓ Where is the training delivered?
- ✓ When is the training delivered?
- ✓ Is it day release or block release?
- ✓ How flexible is the timing of the training?
- ✓ Who will train, assess and supervise?
- ✓ Does the employer play a role in the assessment?
- ✓ What support are employers given to help with assessments?
- ✓ Do supervisors need training to support their role e.g. training and assessment skills?

## What service/materials are provided and what are the costs?

- ✓ What does the RTO provide?
- ✓ What costs are involved? Enrolment fees, amenities fees, resource materials e.g. tools, books?

## How will you know if your apprentice/trainee is going OK?

- ✓ How much contact will you have with the RTO? (A minimum of quarterly face-to-face contact is recommended.)

Can the RTO provide additional learning support e.g. maths, reading, writing?

*This form also relates to the following other procedures: AAN-FO001 Leads, Sign-Up, TC Submission Procedure*