

## EMPLOYING AN AUSTRALIAN APPRENTICE

### 1. Research

Discover what [Australian Apprenticeships](#) are all about

Find out more about the [benefits for your business](#)

Learn more about [hiring an Australian Apprentice](#)

Research the [organisations](#) involved in apprenticeships and traineeships

Find qualifications that may suit your needs through the [Job & Training Descriptions](#) and [Job Pathways Charts](#)

### 2. Hiring

It is your decision who you hire. There are several ways you can do this

- Recruit someone you know
- Contact [local schools or training providers](#)
- Advertise on a [job board or social media](#)
- Use a [Group Training Organisation](#) or [Australian Apprenticeship Support Network provider](#)
- Contact a [local Employment Services provider](#)

Make sure you understand the [wages and entitlements](#), and [incentives](#) that may relate to your potential apprentice or trainee

### 3. Sign Up

You will have to contact an [Australian Apprenticeship Support Network provider](#) to organise the sign up

The [AASN provider](#) will organise a time that is convenient to visit your workplace for the sign up

Once your apprentice or trainee is signed up, engage with a [registered training provider](#) about the [off-the-job training](#)

### 4. Ongoing support

You will need to supervise and manage your apprentice or trainee through the duration of the apprenticeship

There are [support systems](#) in place to assist you and your apprentice or trainee when needed

Stay in touch with your [AASN provider](#) for questions or help