



Training Services NSW – Apprenticeships and Traineeships

Supporting Industry and Vocational Education & Training in NSW

Congratulations on your decision to employ an apprentice or trainee in New South Wales.

Training Services NSW

Training Services NSW is part of the NSW Department of Industry and is the registering authority in New South Wales for all apprentices and trainees. These contracts are administered under the *Apprenticeship and Traineeship Act, 2001*.

Training Services NSW:

- assesses, approves and administers apprenticeships and traineeships
- monitors the quality of on-the-job training and the compliance of employers, apprentices and trainees with their contractual obligations under training contracts funds Registered Training Organisations (RTOs) to deliver apprenticeship and new entrant traineeship training and monitors RTO compliance against national quality standards and contractual obligations
- advises and assists employers, apprentices and trainees and provides a mediation and dispute resolution service
- issues apprenticeship and traineeship certificates on successful completion.

Training Services NSW works cooperatively with Apprenticeship Network Providers (ANPs), Registered Training Organisations (RTOs) and other agencies to ensure that apprentices and trainees and their employers benefit from quality training arrangement and good customer service.

Assisting employers

Training Services NSW assists employers with:

- information about the most appropriate type of apprenticeship or traineeship for your workplace
- advice about obligations under the training contract

- advice about changes to the training contract e.g. extensions, transfers, suspensions or cancellations
- advice about any employment related checks that must be made before an apprentice or trainee commences work: e.g. working with children checks (child-related employment), police checks (security industry), visa restrictions (temporary residents)
- help with problems in the workplace
- help with training or assessment services provided by the Registered Training Organisation
- targeted assistance and mentoring for Aboriginal apprentices and trainees
- targeted assistance for apprentices and trainees in skill shortage areas who lose their employment because it is no longer economically viable for an employer to retain them.

NSW government financial incentives

Exemption from worker compensation premiums

Employers receive exemptions from workers compensation premiums for their apprentices. To be eligible for the apprentice premium exemption you must have a valid workers compensation policy and have entered into an approved training contract with the apprentice in a designated trade vocation. Visit **icare workers insurance**

<https://www.workersinsurance.icare.nsw.gov.au/premiums-and-policies/calculate-your-premium/incentives-and-levies>

Payroll tax rebates Revenue (OSR) for employers of apprentices and new entrant trainees. The rebate is offset against monthly payroll tax payments. OSR provides this offset facility through their monthly calculator online service. Employers should regularly check for changes in payroll tax requirements at www.osr.nsw.gov.au.

Further information

TSNSW publications and websites

Training Services NSW provides information for employers, apprentices, trainees, ANPs, RTOs and other training agencies. The website contains links to forms that can be used if the training contract is to be varied, as well as a range of informative publications.

Visit www.training.nsw.gov.au

A Complete Guide to Apprenticeships and Traineeships in NSW

This guide provides employers with comprehensive information about apprenticeships and traineeships in

New South Wales, and specifically about the rights and responsibilities of employers, apprentices and trainees. The Guide is available from the Training Services NSW website www.training.nsw.gov.au

Supervising Your Apprentice or Trainee

This booklet sets out simple steps that workplace supervisors can take to create a productive working environment and provide their apprentices and trainees with a rewarding training experience. The booklet is also available from the Training Services NSW website www.training.nsw.gov.au

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Visit our website www.training.nsw.gov.au or call 13 28 11 to be directed to your local Training Services NSW regional office.