

GUIDELINES FOR THE APPROVAL OF EMPLOYERS OF APPRENTICES AND TRAINEES WHO UTILISE HOSTING ARRANGEMENTS

PREAMBLE

These guidelines which employers are required to meet supplement the current Guidelines for the approval of an employer to train an apprentice/trainee under a contract of training under the Training and Skills Development Act, 2003.

Definitions

In these Guidelines:

- An **employer** is an organisation that employs apprentices/trainees and places them with another employer for their on-the-job training. Employers generally fall within two categories—group training organisations (GTOs) and labour hire firms.
- A **host company/organisation** is an organisation that hosts, under a written agreement, an apprentice or trainee employed at that time by either a GTO or a labour hire firm.

GUIDELINES

Specifically, employers of apprentices/trainees are required to provide evidence that:

1. They have a registered office in South Australia
2. Their host companies/organisations are compliant with the Employer Approval Guidelines and Section 39(2) of the Training and Skills Development Act, 2003
3. There is an upfront written agreement between the employer and the host company/organisation regarding their respective roles and responsibilities with regard to the apprentice or trainee
4. Pastoral/monitoring support is being provided to the individual apprentices/trainees with face-to-face contact being made at least every eight weeks, and these visits should confirm that the on-job training is commensurate with the level of the apprenticeship or traineeship and the qualification
5. The off-the-job training arrangements are meeting the needs of apprentices and trainees and the relevant program requirements
6. Apprentices/trainees are being rotated, as necessary, to ensure that all work-based learning requirements are met
7. Appropriate records are maintained to demonstrate that the Guidelines have been applied.