

APPRENTICE/TRAINEE RECRUITMENT



Would you like to expand your business? Would an apprentice add value to your business? This simple guide will help you find one.

OPTION 1

HOSTED EMPLOYMENT THROUGH A GROUP TRAINING ORGANISATION

Benefits:

- › Flexible on-demand placement
- › Hourly rate
- › CITB funding support is received through a discounted hourly rate
- › Minimal paperwork

Instructions:

- › Call a Group Training Organisation to discuss your needs
- › ATEC Group Training 1300 112 832
- › Career Employment Group (CEG) 1300 885 697
- › Group Training Employment (GTE) 8721 2345
- › Housing Industry Association (HIA) 1300 650 620
- › Master Builders Association Group Training Scheme (MBA) 1800 067 466
- › Master Plumbers Association (MPA) 8292 4000
- › Maxima Group Training 1300 669 859
- › Plumbing, Electrical, Electronic and Refrigeration Training (PEER) 8348 1200
- › Statewide Group Training 1800 808 004
- › Sunraysia Murray Group Training (SMGT) 1800 025 097
- › Training and Placement Services Inc (TAPS) 8433 1200

OPTION 2

DIRECT EMPLOYMENT OF AN APPRENTICE/TRAINEE UNDER A TRAINING CONTRACT

Benefits:

- › Award wages
- › 3-4 year Training Contract
- › Direct CITB support available
- › Candidate Selection
- › Tailored off-job training

Instructions:

1. Find an Apprentice/Trainee
 - › Contact a CITB Field Officer on 8172 9500 or;
 - › Contact a DECD Apprentice Broker on 8226 0480 or;
 - › Contact appropriate Registered Training Organisation (RTO)
2. Select a Registered Training Organisation (RTO)
 - › Contact a CITB Field Officer on 8172 9500
 - › Talk directly with approved RTO or;
 - › Search for training providers via training.gov.au
3. Find an Australian Apprenticeship Support Network (AASN)
 - › Contact a CITB Field Officer on 8172 9500
 - › Visit australianapprenticeships.gov.au
4. Register the Apprentice/Trainee with the CITB
 - › Visit citb.org.au
 - › Contact a CITB Field Officer on 8172 9500

SCHOOL BASED APPRENTICE/TRAINEE

Benefits:

- › Award wages
- › Flexibility
- › Apprentice/Trainee can obtain their SACE
- › Trade School Support funding available

Instructions:

1. Find an Apprentice/Trainee
 - › Contact a CITB Field Officer on 8172 9500
 - › Contact a DECD Apprentice Broker on 8226 0480

2. Select a Registered Training Organisation (RTO)
 - › Contact a CITB Field Officer on 8172 9500
 - › Talk directly with approved RTO or;
 - › Search for training providers via training.gov.au

3. Find an Australian Apprenticeship Support Network (AASN)
 - › Contact a CITB Field Officer on 8172 9500
 - › Visit australianapprenticeships.gov.au

4. Register both the Apprentice/Trainee and Employer with CITB
 - › Visit citb.org.au
 - › Contact a CITB Field Officer on 8172 9500

