

# Employing an Apprentice or Trainee - Guidance

2024



## Overview

Under the Local Jobs First Policy, the Major Project Skills Guarantee (MPSG) provides opportunities for apprentices, trainees, and cadets to work on Victorian's largest construction projects. This helps to ensure Victorian's starting their career in the construction industry have more opportunities to receive on the job training. Apprentice and trainee hours contribute to the Principal Contractor's overall MPSG target on the project.

This document provides guidance on how to employee apprentices and trainees and ensure their eligibility to contribute towards MPSG targets.



## Definitions

An **Apprentice** is a person who:

- is employed and working as an apprentice (typically an apprenticeship is undertaken over a duration of three to four years);
- has a National Training Contract with an employer that combines structured training with paid employment;
- is studying a competency-based course at Certificate III level (and above) in their chosen trade(s) consistent with their National Training Contract; and
- is registered with the Victorian Registration and Qualification Authority.

A **Trainee** is a person who:

- has entry-level skills
- is employed/engaged as a trainee and working as a trainee (traineeships typically have a duration of 2 to 24 months);
- has a National Training Contract with an employer that combines structured training with paid employment
- is undertaking a competency-based course at a Certificate II level or above including Diploma and Advanced Diploma consistent with their National Training Contract; and is registered with the Victorian Registration and Qualification Authority.



## Setting up your apprentice and/or trainee

- 1** You and your apprentice or trainee must sign up to a formal training contract within **4 days of employment**. A training contract is a legally binding agreement between an employer and employee that includes details on the duration and the nature of training.
- 2** Contact an [Australian Apprenticeship Support Network \(AASN\)](#) provider in your area to conduct the training contract sign-up. They can tell you and your apprentice or trainee about your roles and responsibilities, outline any relevant incentives, and may also be able to help with finding an apprentice or trainee if you're still recruiting.
- 3** Become an approved [Victorian Registration & Qualifications Authority \(VRQA\) employer](#). Apprenticeship Network providers administer the process when a new employer seeks to arrange a training contract with an apprentice or trainee. New employers must complete and sign the VRQA Fit and Proper Employer Declaration form
- 4** Within **3 months of commencing the training contract**, you will need to enrol your apprentice or trainee with a [Registered Training Organisation \(RTO\)](#) and agree to a training plan. This generally covers off the timing, location and type of training needed for them to complete their qualification, and for you to meet your business needs.



## RESOURCES

- [Australian Apprenticeship Support Network provider Finder](#)
- [Registered Training Organisation \(RTO\) Finder](#)
- [VRQA Employer Approval Process](#)
- [Group Training Organisation \(RTO\) Finder](#)



## CONTACT

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