



Employer's Guide to Hiring an Apprentice.



Step-by-Step Guide,
Practical Advice and Funding
Information for Employers.

Hiring an Apprentice: An Employer's Roadmap

1

Decide to hire an apprentice

- Contact an Apprentice Connect Australia Provider (ACAP) for information and assistance
- Understand your responsibilities as an employer

2

Find an apprentice to hire

- This could be:
 - » An existing worker
 - » Someone you know or who is suggested by an ACAP
- Have a conversation and see if they want to work with you





3

Sign up your apprentice

Your ACAP will guide you through this process.

- Sign a national Training Contract with your apprentice and the nominated Registered Training Organisation (RTO)
- Once the training contract is registered, you will sign a training plan developed by the RTO

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Support your apprentice

- Onboard your apprentice within your business
- Provide on-the-job training
- Supervise and mentor your apprentice
- Monitor their progress against their Training Contract
- Release them for off-the-job training at the RTO
- Comply with all of your responsibilities as an employer



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Sign them off

- Agree with the RTO and the apprentice that all required competencies have been attained for the qualification
- Your RTO will advise you on your responsibilities and formal requirements
- Sign training contract completion agreement



Ready to take the next step in hiring an apprentice?

Contact your local ACAP to learn more and get started.





Benefits of Hiring an Apprentice



Competitive advantage

- Additional support to assist with workloads
- Teach the apprentice your business's way of doing things from the get-go
- Cost-effective way to build your team and capability



Positive impact on your community

- Give someone the opportunity to grow their skills and potential
- Help build a sustainable future for the WA construction industry



Financial incentives

- State and Commonwealth Government incentives assist with the cost of hiring an apprentice

Why hire an apprentice?

Hiring an apprentice is an investment in both your business and the future of the WA construction industry.

It is a smart way to build the capacity of your business, while providing valuable hands-on learning to an apprentice crucial to the future growth and sustainability of the industry.

How does CTF support employers to hire an apprentice?

Construction Training Fund (CTF) is dedicated to a safe, skilled and sustainable workforce for WA's building and construction industry.

CTF encourages and supports employers to hire apprentices by providing grants of up to \$36,500 to reduce the cost of employing them.

CTF also provides apprentices with support towards the completion of their trade.

To find out more about hiring an apprentice, visit:



Have a question?

Our friendly team can help.

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Construction Training Fund is a statutory authority dedicated to creating a skilled, sustainable and safe Western Australian construction workforce.