



Employer Responsibilities

The employer is expected to work with the trainee to ensure they are providing enough opportunity for the trainee to practice the requirements of each unit.

The employer responsibilities include:

- employ and train the trainee as agreed in the training plan and ensure the apprentice understands the choices that he/she has regarding the training;
- provide the appropriate facilities and experienced people to facilitate the training and supervise the trainee while at work, in accordance with the training plan;
- ensure the trainee receives on the job training and assessment in accordance with the training plan;
- provide work that is relevant and appropriate to the vocation and also to the achievement of the qualification referred to in the training contract;
- release the trainee from work to attend any training and assessment specified in the training plan;
- pay the trainee the appropriate wage to attend any training and assessment specified in the training plan. Any time spent by the apprentice in performing his/her obligations under the contract whether at the employer's workplace or not, is to be taken for all purposes (including the payment or remuneration) to be time spent working for the employer;
- all legislation requirements of an employer, such as but not limited to wages and employment conditions, insurance covering business and its employees and occupational health and safety and welfare conditions.
- work with the training provider and the trainee to ensure the training plan is followed, keep training records up to date, and monitor and support the apprentice's progress; and
- notify the DTWD Apprenticeship Office within five working days if completion of the training contract has been jeopardised.

Employers and supervisors are also required to be familiar with the assessments that the trainee is required to complete so they are able to:

- allocate appropriate tasks for the employee to demonstrate their competence in the unit.
- sign off in the appropriate sections of the assessment workbooks.
- provide comments when they are useful and helpful.