

AUSTRALIAN APPRENTICESHIP TRAINING CONTRACTS

IMPORTANT INFORMATION FOR EMPLOYERS

What is my apprentice's/trainee's start date?

In the ACT, the start (or commencement) date of your apprentice or trainee is the actual date they started working in your business as an Australian Apprentice under an approved training contract.

A worker is not an apprentice or trainee until they have a training contract approved under the *Training and Tertiary Education Act 2003 (ACT)*.

Why is the start date important?

In the ACT, an employer cannot employ a person on apprentice or trainee wages and conditions if there is no approved training contract.

An approved training contract

An Australian Apprenticeship Training Contract is a legally binding document signed by both the employer and the prospective apprentice or trainee.

In the ACT, your local Apprentice Connect Australia Provider (Provider) will assist you to sign the training contract and submit it to Skills Canberra for approval. In the ACT there are two providers, MEGT and MAS National.

Assuming all other information is correct, and eligibility criteria are met, Skills Canberra will approve a contract if it is signed on or before the date your apprentice or trainee commenced in the workplace.

What if I forget to sign the training contract?

You can employ a person before you have a signed Australian Apprenticeships Training Contract, but you must provide them with appropriate wages and conditions.

What should I do next?

- Contact your preferred Provider, MEGT on 13 63 48 or MAS National on 1300 627 628
- Check or calculate your worker's correct pay and conditions on the [Fair Work Ombudsman website](#)
- Ensure your apprentice's or trainee's employment status is part-time or full-time. They cannot be employed under casual worker wages and conditions on or after the day they start their apprenticeship or traineeship.

What is my apprentice's/trainee's workplace address

To be eligible for an ACT training contract, the prospective apprentice or trainee must work in the ACT. This means, they must work for an ACT employer or an ACT host employer, if employed by a group training organisation (GTO).

An ACT employer is an employer who has a workplace address in the ACT. The workplace address must be:

- a physical address in the ACT, not a PO Box; and
- the usual work site of the apprentice or trainee.

Where the prospective apprentice or trainee works across various work sites or in the field, the street address of the employer's shop, workshop, depot, site office or home base must be in the ACT.

Note: the address of the employer's accountant or bookkeeper cannot be used as the workplace address.

For further information contact:

Fair Work Ombudsman: 13 13 94 or Skills Canberra: 6205 8555 or skills@act.gov.au