

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 or 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 Australian Apprenticeship Support Network (AASN) provider will assist you to sign the training contract and submit it to Skills Canberra for approval. In the ACT, your AASN provider is Sarina Russo Job Access.

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 or register with Sarina Russo Job Access by phoning 1300 178 776 or visiting [How To Sign Up An Apprentice In Your Business - We Can Help | Sarina Russo](#)
- Check or calculate your worker's correct pay and conditions by using the [Pay and Conditions Tool](#)
- Know your pay slips and record-keeping obligations by visiting [What has to be on a payslip?](#)
- 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.

For further information contact:

[Wage & Entitlements Information Service for Australian Apprenticeships](#)

Fair Work Ombudsman: 13 13 94

Skills Canberra: 6205 8555 or skills@act.gov.au