



# FAQ for host employers and contractors

250 Apprenticeships Pilot Program



## What is an apprenticeship?

An apprenticeship is a structured training arrangement of usually three and a half to four years duration. An apprentice's training combines practical experience at work with off-the-job training with a Registered Training Organisation (RTO), such as TAFE SA. The probation period for an apprentice is generally 90 days and apprentices are issued with a trade certificate when they complete their training.

### As a host employer and/or SA Housing Authority contractor, you will:



provide supervision, management and the on-the-job training for your apprentice



work with an RTO to make sure your apprentice is learning the right skills in the classroom



shape and mould your apprentice, helping them to develop into an integral part of your business



enter into a training contract, which is a legally binding agreement to work and train together until your apprentice has completed their training and you both agree they are competent in the skills required for their trade or vocation.

## What are Group Training Organisations?

Group Training Organisations, or GTOs, employ the apprentice and place them with a host employer through a hire arrangement for a specified period of time. GTOs manage administration and provide mentoring and support to the apprentice and yourself when needed throughout the placement.

## What are the benefits of hiring an apprentice?

### Affordable skills and labour

Apprentices are paid less than fully trained employees and, by the time an apprentice is trained up, it is usual for a business to have grown and for the apprentice to have grown with it. While this is good for your business, it is also good for the Australian economy. By passing on your skills and knowledge to future generations, you help the building sector grow and thrive.

### Incentives

There are a range of financial incentives through the State and Commonwealth Governments that are available to employers when they hire an apprentice or trainee. Eligibility criteria applies to both employers and apprentices, and some examples include:

- Boosting Apprenticeship Commencement 50% Wage subsidy, which is available until March 2022
- Construction Industry Training Board incentives
- Commencement and completion incentives
- Additional Identified Skills Shortage payment
- Rural and Regional Skills Shortage incentive
- Support for adult Australian apprentices
- Mature aged worker incentives
- Australian school-based apprenticeship incentive

**More information about the Australian Apprenticeships Incentives Program is available on the Australian Government's website.**

## Future-proof your business

Hiring an apprentice gives you an opportunity to pass on your skills and industry knowledge and your apprentice with an opportunity to bring fresh skills and perspectives into your business, which they gain from training with their RTO. By introducing your business to the latest tools and techniques, apprentices can help to keep your company up-to-date.

## What are the benefits of taking on an apprentice under the 250 Apprenticeships Pilot Program?

Under the program, apprentices are engaged through Group Training Organisations (GTOs) or employed directly by contractors. GTOs employ apprentices and trainees and place them with host employers, where they undertake their on-the-job training and gain vital industry experience. This model enables your business to engage an apprentice while the GTO retains long-term responsibility for their training and support services.

The GTO employed apprentices are hosted in the building and construction sector, and provided with additional services related to the program, including recruitment, pastoral care, support and mentoring, personal protective equipment and pre-employment training. Ordinarily these services would come at an increased cost. By hosting an apprentice through the Employment Pathways Apprenticeship Program, host employers can access the GTOs services,

while SA Housing Authority subsidises their activities. This significantly reduces the hourly rates for host employers.

## Are host employers eligible for the 50% Boosting Apprenticeship Commencement wage subsidies when using a GTO?

Wage subsidies paid to host employers are determined by each Group Training Organisation. For more information, refer to each GTO for its charge out rates.

## When do apprentices go to trade school? Is it every week, two weeks at a time?

Apprentices will receive call up notices for anywhere from one day to two weeks at a time. GTOs will send reminders to apprentices and to hosts to remind them of upcoming trade school dates.

## If my organisation wins a contract with SA Housing Authority, what are my obligations to host an apprentice?

Contractors working with SA Housing Authority are required to commit to hosting a minimum specified number of apprentices, who must be secured through the 250 Apprenticeships Pilot Program and its partner GTOs. The number of apprentices engaged is specified in the program schedule and based on the number of housing outcomes they will deliver:

Number of Dwellings	Approx. Contract Value (based on \$200k per dwelling)	Number of Apprentices	Host period duration
1 – 5	\$200k - \$1million	2	22 weeks
6 - 10	\$1.2 - \$2million	4	27 weeks
11 – 15	\$2.2 - \$3million	6	32 weeks
16 - 20	\$3.2 - \$4million	8	37 weeks
21 - 25	\$4.2 - \$5million	10	42 weeks
26 - 30	\$5.2 - \$6million	12	47 weeks
31 - 35	\$6.2 - \$7million	14	52 weeks

Program apprentices working for a head contractor or sub-contractor on construction projects or sites other than SA Housing Authority projects will satisfy program requirements. Program apprentices who are hosted for longer than outlined in the program schedule will count towards a host employer's future requirements if successfully awarded further SA Housing Authority contracts.

### **What happens if I run out of work for an apprentice?**

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Most GTOs have a minimum one week hire period. If you run out of work, the GTO will place the apprentice with another host.

### **How are host employers charged for apprentices?**

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Host employers will receive weekly invoices for the time the apprentice is on site.

### **Do I pay for trade school or when the apprentice is at trade school?**

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The GTO arranges and pays for the apprentice's placement at trade school. Host employers will not be charged for an apprentice's attendance at trade school. They are only ever charged for when an apprentice is physically working with them on site.

### **What is the difference between SA Housing Authority charge out rates and what I pay now for group training?**

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With the exception of wages and wage related on costs, SA Housing Authority will cover all costs and expenses incurred for an employer to host an apprentice.

### **Can I select the apprentice for my organisation?**

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Host employers are encouraged to select their apprentices, noting that GTOs have minimum standards around attitude, cohorts and aptitude.

### **Do I have a say in where my apprentice goes to training?**

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If your organisation has a Registered Training Organisation it prefers to use, please discuss your choice with your GTO.

**For more information about the 250 Apprenticeships Pilot Program**

 [HousingEmploymentPathwaysProgram@sa.gov.au](mailto:HousingEmploymentPathwaysProgram@sa.gov.au)  [www.housing.sa.gov.au/apprenticeships](http://www.housing.sa.gov.au/apprenticeships)