

\*\* For Employers of Apprentices and Trainees

# State Training Services - Apprenticeships and Traineeships

Supporting Industry and Vocational Education and Training in New South Wales

Congratulations on your decision to employ an apprentice or trainee in New South Wales.

## State Training Services

State Training Services is part of the NSW Department of Education and Training and is the registering authority in New South Wales for all apprentices and trainees. State Training Services manages the training contracts of more than 150,000 apprentices and trainees currently in training in NSW. These contracts are administered under the Apprenticeship and Traineeship Act, 2001.

State Training Services:

- assesses, approves and administers apprenticeships and traineeships
- monitors the quality of on-the-job training and compliance of employers, apprentices and trainees with their contractual obligations under training contracts
- funds Registered Training Organisations (RTOs) to deliver apprenticeship, new entrant traineeship and selected existing worker traineeship training and monitors RTO compliance against national quality standards and contractual obligations
- advises and assists employers, apprentices and trainees and provides a mediation and dispute resolution service
- issues apprenticeship and traineeship certificates on successful completion.

State Training Services works cooperatively with Australian Apprenticeships Centres (AACs), Registered Training Organisations (RTOs) and other agencies to ensure that apprentices and trainees and their employers benefit from quality training arrangements and good customer service.

## Assisting employers

State Training Services assists employers with:

- information about the most appropriate type of apprenticeship or traineeship for your workplace
- advice about obligations under the training contract
- advice about changes to the training contract e.g. extensions, transfers, suspensions or cancellations
- advice about any employment related checks that must be made before an apprentice or trainee commences work: e.g. working with children checks (child-related employment), police checks (security industry), visa restrictions (temporary residents)
- help with problems in the workplace
- help with training or assessment services provided by the Registered Training Organisation
- targeted assistance and mentoring for Aboriginal apprentices and trainees
- targeted assistance for apprentices and trainees in skill shortage areas who lose their employment because it is no longer economically viable for an employer to retain them.

## NSW government financial incentives

### Exemption from worker compensation premiums

Employers receive exemptions from workers compensation premiums for their apprentices. To be eligible for the apprentice premium exemption you must have a valid workers compensation policy and have entered into a NSW Department of Education and Training (NSW DET) approved training contract with the apprentice in a designated trade vocation. See the WorkCover website for more information: [www.workcover.nsw.gov.au/FAQs](http://www.workcover.nsw.gov.au/FAQs)

**Payroll tax rebates** are provided by the Office of State Revenue (OSR) for employers of apprentices and new entrant trainees. The rebate is offset against monthly payroll tax payments. OSR provides this offset facility through their monthly calculator online service. Employers should regularly check for changes in payroll tax requirements at [www.osr.nsw.gov.au](http://www.osr.nsw.gov.au)



## Further information

### STS publications and websites

The State Training Services website ([www.training.nsw.gov.au](http://www.training.nsw.gov.au)) provides information for employers, apprentices, trainees, AACs, RTOs and other training agencies. The website contains links to forms that can be used if the training contract is to be varied, as well as a range of informative publications.

### A Complete Guide to Apprenticeships and Traineeships in NSW

This guide provides employers with comprehensive information about apprenticeships and traineeships in

New South Wales, and specifically about the rights and responsibilities of employers, apprentices and trainees. The Guide is available through the State Training Services website [www.training.nsw.gov.au](http://www.training.nsw.gov.au).

### Supervising Your Apprentice or Trainee

This booklet sets out simple steps that workplace supervisors can take to create an enjoyable working environment and provide their apprentices and trainees with a rewarding training experience. The booklet is also available through the State Training Services website [www.training.nsw.gov.au](http://www.training.nsw.gov.au).

#### Hunter & Central Coast

L1, 117 Bull St  
Newcastle West NSW 2302  
P: (02) 4974 8570  
F: (02) 4925 2139

#### Illawarra and South East NSW

L1, Block E, 84 Crown St  
Wollongong East NSW 2520  
P: (02) 4224 9300  
F: (02) 4224 9334

#### New England

L2, 155-157 Marius St  
Tamworth NSW 2340  
P: (02) 6755 5099  
F: (02) 6766 4120

#### North Coast & Mid North Coast

L4, Suite 3, 29 Molesworth St  
Lismore NSW 2480  
P: (02) 6627 8400  
F: (02) 6621 9994

#### Central & Northern Sydney

L13, 12 Help St  
Chatswood NSW 2067  
P: (02) 9242 1700  
F: (02) 9415 3979

#### Riverina

87 Forsyth St  
Wagga Wagga NSW 2650  
P: (02) 6937 7600  
F: (02) 6921 0724

#### Southern & South Western Sydney

L2, 41-45 Rickard Road  
Bankstown NSW 2200  
P: (02) 8707 9600  
F: (02) 9709 5356

#### Western NSW

L1, Cnr Anson and Kite Sts  
Orange NSW 2800  
P: (02) 6392 8500  
F: (02) 6392 8539

#### Western Sydney & Blue Mountains

16-18 Wentworth St  
Parramatta NSW 2150  
P: (02) 9204 7400  
F: (02) 9635 9775