

HELPFUL INFORMATION FOR EMPLOYERS

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About the Logistics Training Council

The LTC actively promotes state and national training initiatives and also assists in the implementation of the National Transport and Logistics Training Package and traineeships.

The LTC distributes information to industry, Government departments and agencies and training providers through its comprehensive newsletter and website as well as through workshops and information sessions. The LTC also responds to individual requests for information and offers a consultancy service to assist industry to more effectively develop the skills of its workforce.

Role of Registered Training Organisations (RTOs)

RTOs or training providers deliver the nationally recognised qualifications that form traineeships.

These can be public training providers (TAFEs) or private training providers. You can choose the training provider you wish to use, as long as it is registered to deliver the relevant qualification.

You will need to negotiate the price of the training with the RTO. This may be a major consideration as different RTOs charge

different amounts and deliver the training in different ways. It is important to select the RTO that will provide the best outcomes for your company and negotiate a suitable contract with them.

The LTC’s Assessor Network, which is comprised largely of RTOs, has suggested some **guide-lines** of what to look for when selecting an RTO. Essentially you are looking for an RTO that is professional, suits your busi-

ness and gets along well with your employees. A list of **Registered Training Organisations** who deliver training in transport and logistics in Western Australia are located on our website —

www.logisticstc.asn.au. The **NTIS website** contains all the nationally registered training packages and the RTOs who deliver the training.

Role of Australian Apprenticeship Centres (AACs)

Australian Apprenticeship Centres are funded by the Department of Education, Science and Training (DEST) so there is no outgoing cost to you. Their role includes promoting apprenticeships and traineeships, signing up employees for traineeships, monitoring traineeships, and processing incentive claims. They can also advise what incen-

tives and personal assistance is available. Whilst they are not permitted to recommend RTOs to employers, they can provide employers with an approved list of RTOs who can deliver the relevant traineeship. Ensure the AAC consultant has the information you need, is professional, keeps you informed and maintains

an excellent working relationship with you. Ultimately, if you are dissatisfied with the service provided by your AAC and cannot resolve the issue, you can change AACs, by contacting the AAC you would like to use.

“We cannot always build the future for our youth, but we can build our youth for the future”

*Franklin D. Roosevelt
1882—1945*

Signing Up The Trainee

Australian Apprenticeship Centres are responsible for processing traineeship training contracts, so you will need to make contact when you are ready to sign up your trainees. You can find the AAC nearest you by visiting Australian Apprenticeships. We have included some general suggestions for selecting an AAC in our AAC section.

New workers (employed with the company for less than three months at more than 35 hours per week or less than one year between 20 and 35 hours per week), need to be signed up within the first three months of employment.

Starting Training and Assessment

A well organised RTO will give reasonable advance notice of planned visits to the trainee, and ensure that the employer is kept up to date with the progress, especially through the Assessment Record Book (ARB). Initially the RTO will provide the trainee with informa-

Claiming Payroll Tax Exemption

All trainees registered with the Department of Education & Training in Western Australia are payroll tax exempt from the commencement date of the traineeship until the completion date, for all wages paid to the trainee. To find out how to claim the payroll

tax exemption, contact the [Office of State Revenue](#) (www.dtf.wa.gov.au) on 08 9262 1300, and explain that you wish to claim payroll tax exemption for a trainee registered with the Department of Education and Training. If you are unsure of the commencement date

of the traineeship, refer to the letter of confirmation you will receive regarding your trainee from the Department, or contact your Australian Apprenticeship Centre.

Funding – New and Existing Worker Traineeships

Funding is available from the Commonwealth Department of Education, Science and Training for new and existing workers doing traineeships in the form of incentives, as long as they meet the requirements. Your AAC can confirm your trainee's eligibility for funding.

Claiming Incentive Payments

The first incentive payment can be claimed three months after the commencement date of the traineeship, as long as the traineeship is active and registered. To claim the payment a form needs to be completed and processed by your

AAC. Most AACs are aware of the three-month anniversary date and will contact you with a claim form. The final incentive payment is made on completion of Certificate III. The RTO will advise you of the completion date as it is required to

provide this information to the Department. Most AACs are aware of when completion occurs and will contact you with a claim form.

The person who makes a success of living is the one who sees his goal steadily and aims for it unswervingly. That is dedication.

“Cecil B. DeMille” (1881—1959)

Completion of the Traineeship - Certificate Issued

On completion of the traineeship, the RTO is required to notify the Department of the completion date and issue a certificate to the trainee. If for any reason the entire qualification is not completed the RTO is required to is-

sue a statement of attainment that shows all the units that had been completed. This is also the case should the traineeship be cancelled. If for any reason the traineeship is expected to pass the planned com-

pletion date, you can apply to the ATSN for an extension. Your RTO and AAC can assist with this.

If your trainee completes a Certificate II traineeship, he/she will have three

User Choice Funding

If you are putting on a new worker (an employee who has been with the company for less than three months at greater than 35 hours per week or less than one year at between 20 and 35 hours per week) as a trainee you may be able to take advantage of the State's user choice list. This is basically a list of RTOs who have a contract with the Department to deliver traineeships whereby the training costs are funded by the State. This means

that the employer has no training costs to pay and will still be able to claim Commonwealth incentive amounts and payroll tax exemption if the trainee is eligible.

User choice funding covers most of the contracted RTO training and assessment costs, and only enrolment/tuition/resource fees would need to be paid to the RTO by the employer.

If you can access User Choice funding for your trainees, you may also be

eligible for the Commonwealth incentives and for payroll tax exemption.

Trainees on the user choice funding system will gain the same qualification as trainees on the existing worker project.

If your trainee will NOT be under constant line of sight supervision you MUST have an approved Arms Length Supervision Undertaking as detailed in Existing Worker Trainees.

More information about [User Choice](#)

www.training.wa.gov.au

If a Trainee Leaves Employment

If a trainee leaves your company before completing the traineeship, you need to notify your RTO and AAC of the trainee's final date of employment. If you are claiming payroll tax for this person, this will cease on the date you nominate to cancel the traineeship.

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Managing the Traineeship

As an employer there are some responsibilities you need to fulfill with regard to the traineeship. Ensuring you are an integral part of the process is very important in achieving excellent outcomes. The more the employer is involved in the traineeship, the better the outcome for both the trainee and company.

Managing the traineeship involves completing relevant paperwork, monitoring the training and coor-

dinating the training/assessment times with the RTO. If you have an efficient AAC and RTO this process can be very straightforward and simple.

The ARB provides a list of all units to be covered under the traineeship, and the trainee, employer and RTO sign off on each unit that has been completed.

The ARB should be updated every three months. This provides you with the opportunity to comment

on the trainee's ability and may overlap with coordinating the training/assessment times with the RTO. It is important to be aware that the more trainees you have, the more time that will be required to manage them.

If you have difficulties with the traineeship, talk to your RTO about the issues. If this does not resolve them, you can contact the ATSN for help or contact the ITC.

Links to Relevant Government Information

[Australian Apprenticeships—www.newapprenticeships.gov.au](http://www.newapprenticeships.gov.au)

[Commonwealth Department of Education, Science and Training—www.dest.gov.au](http://www.dest.gov.au)

[National Training Information Service—www.ntis.gov.au](http://www.ntis.gov.au)

[Office of State Revenue—www.dtf.wa.gov.au](http://www.dtf.wa.gov.au)

[State Department of Education and Training—www.training.wa.gov.au](http://www.training.wa.gov.au)

[Traineeships and Apprenticeships—www.apprenticeships.training.wa.gov.au](http://www.apprenticeships.training.wa.gov.au)

[Training Accreditation Council—www.tac.gov.au](http://www.tac.gov.au)