

Seven steps to signing on an apprentice or trainee

- **Step 1** – apply for registration to employ and train apprentices and trainees.
- **Step 2** – find a candidate to sign up as an apprentice or trainee.
- **Step 3** - choose an Apprenticeship Network Provider (ANP) to assist you and your apprentice or trainee to complete and lodge a training contract.
- **Step 4** – you and your apprentice or trainee negotiate the training arrangements and complete a training plan with your chosen training provider.
- **Step 5** – the State Government’s Regulation and Contract Management will assess the training contract application and advise you in writing of the decision.
- **Step 6** – you or your nominated supervisor provide on-job training to your apprentice or trainee and pay them wages including (in most cases) the time they are attending formal training.
- **Step 7** – When you, your apprentice/trainee and your training provider all agree the apprentice or trainee has displayed competence in the workplace, they can be signed off.

Source - www.skills.sa.gov.au/apprenticeships-traineeships/employing-an-apprentice-or-trainee/what-you-need-to-know?mc_cid=53992f0500&mc_eid=8211702938