

# Three groups you need to know about –

## Apprenticeships/Traineeships

**1. Regulation and Contract Management:** a part of the South Australian Department of State Development:

- registers employers to employ and train apprentices and trainees
- assesses and approves training contracts
- approves variations and completions of training contracts
- issues letters and certificates indicating the successful completion of an apprenticeship or traineeship
- provides information, advice and assistance to apprentices, trainees and employers.

For anything relating to traineeships and apprenticeships contact [Regulation and Contract Management](#).

**2. Apprenticeship Network Providers (ANPs):** Apprenticeship Network Providers are non-government organisations contracted by the Australian Government to help employers and apprentices or trainees to enter into a training contract.

They are responsible for:

- helping parties to prepare training contracts
- helping with the selection of an appropriate qualification
- helping with the selection of a training provider
- making sure that a training contract is lodged with Regulation and Contract Management
- administering incentive payments to eligible employers
- administering income support and other payments to eligible trainees and apprentices
- providing mentoring to assist in the successful completion of the training contract.

For further information regarding Apprenticeship Network Providers or incentive payments, call 13 38 73 or visit the [Apprenticeship Network Providers website](#).

### 3. Training Providers

Your apprentice or trainee will get a mix of on-job training (done in your workplace under supervision) and off-job or formal training that is provided by a training provider.

It is up to you and your apprentice or trainee, with the assistance of an ANP, to work out the appropriate qualification your apprentice or trainee should do through their training contract, according to the occupation.

Some training providers can offer a government subsidised training place if your apprentice or trainee is eligible.

If a government subsidised training place is not available, you or your apprentice or trainee will have to meet all course costs.

You may have a preference or recommendation for a training provider but you should both agree on the choice. (Most people prefer to study close to where they live, or where other apprentices or trainees from the same workplace attend.)

Source - [www.skills.sa.gov.au/apprenticeships-traineeships/employing-an-apprentice-or-trainee/what-you-need-to-know?mc\\_cid=53992f0500&mc\\_eid=8211702938](http://www.skills.sa.gov.au/apprenticeships-traineeships/employing-an-apprentice-or-trainee/what-you-need-to-know?mc_cid=53992f0500&mc_eid=8211702938)