



# become a **FLOORING TECH**




## Step by Step Guide to Employing a Flooring Apprentice





This is a step-by-step guide for flooring tech businesses considering employing an apprentice including links to key sources of information to help you along the way

### TICK YOUR PROGRESS

#### THE BENEFITS

- |   |                                                                   |                                                                                                                                  |
|---|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 1 | Benefits of taking on an apprentice.                              |  <a href="#">See Become a Flooring Tech</a> |
| 2 | What do apprentices learn?                                        |  <a href="#">Read More</a>                  |
| 3 | How much time will your apprentice spend on the job?              |  <a href="#">Download The Info Here</a>     |
| 4 | How long will they be an apprentice? Course is 4 years part-time. |                                                                                                                                  |

#### THE FINANCIALS

- |   |                                    |                                                                                                                     |
|---|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| 5 | What will it cost you?             |  <a href="#">See Pay Guide</a> |
| 6 | What will it cost your apprentice? |  <a href="#">Read More</a>     |

**7** What financial help is the Government giving?

**A.** To Apprentices.



*Read More*

**B.** To Employers.



*Read More*



*Read More*

## THE OBLIGATIONS

**8** Your responsibilities as an employer.



*Read More*



*Read More*

**9** Understand National Code of good practice for Australian Apprenticeships.



*Read More*

## RECRUITING AN APPRENTICE

**10** Register to become an employer of apprentices.



*Go to AASN*

**11** Setting up to be an Employer.



*View Checklist*

**12** Source candidates.



*Contact "Become a Flooring Tech"*

**13** Decide the skills and level of apprentice you require.



*Read More*



*Read More*

**14** Review candidate resumes.

**15** Prepare interview questions and schedule interviews



*Read More*



*Read More*

**16** Interview candidates.

**17** Make an employment offer to apprentice.



*Read More*

**18** Provide Apprentice with Guide to Starting an Apprenticeship.



*View Guide*

**19** Inform apprentice of employment conditions including:

**A.** Three-month probation period.

**B.** Wages.

**C.** National Code of good practice for Australian Apprenticeships.

**d.** Supporting Apprentice Training.



*Read More*



20 Apprentice accepts offer with three-month probation period.

21 Commence employing your apprentice.

## SETTING UP TRAINING

22 Training Contract – You, apprentice and Victorian Registration and Qualification Authority (VRQA).



[Go to AASN](#)

23 Receive your Epsilon number from VRQA. Could take approx. 6 weeks.

24 VRQA forwards your registration ID (Epsilon) and your apprentice ID to TAFE or RTO.



[More information](#)

25 Apprentice applies for a Unique Student Identity number (USI).



[More information](#)

26 Apprentice attends TAFE Induction Session or RTO.

27 A TAFE representative will enrol Apprentice into the Certificate III in Flooring Technology.

28 Apprentice participates in a Pre-Training Review as part of the enrolment process with TAFE.

29 TAFE provides Training Plan for each individual apprentice.

30 Training Plan to be signed by employer, apprentice and TAFE.

## CLAIMING YOUR GOVERNMENT INCENTIVES

31 Responsibilities of the RTO or TAFE.



[More information](#)

32 Submit claim form for Government incentive quarterly with Training Plan **signed by all three parties**.

## SUPPORT FOR YOU AND YOUR APPRENTICE

33 AASN consultant will make progress contact twice in first year.