

Frequently Asked Questions

Employer FAQ's

Can my Apprentice do all training onsite?

Your Apprentice can do as much training on site as you can manage. We will work with you to establish which units will be able to be assessed in the workplace, depending on what type of jobs you do and the range of tasks they are exposed to.

Do I have to send my Apprentice into College?

Generally, there are some units (for example high-risk units such as Elevated Work Platforms & Working at Heights) that they will need to come into College for, but we try and keep this to the minimum. You will be provided with a Workshop schedule each quarter which details when workshops are being delivered (at either the Currumbin or West Ipswich campus) so you can choose the best option for you and your apprentice.

Do I have to give my Apprentice time to study?

Yes, it is a requirement for you to allow your student to have access to a trainer for training and assessment purposes. We understand, however, that we need to be as flexible as possible and work in with your business needs. We will give you options for workshop dates and trainer site visits to help reduce the impact of your Apprentice undergoing training and assessment.

How do I book my apprentice into workshops or arrange a site visit?

Please call our Trade Training Operations team on **07 5669 9000** (Option #3) and one of our friendly staff will be able to assist. Alternately, you can **book** via our website: <https://peopleperformance.com.au/info-for-apprentices-and-employers/employer-docs/>



Workshop
Calendar and
Bookings



Request a Site
Visit

Can my Apprentice come into college on rainy days or quiet days?

Absolutely! Take advantage of downtime and our trainers will work with your apprentice to complete training and assessment activities at the campus. We welcome your apprentice to come to campus as often as you like. Please just give us a call on 07 5669 9000 (Option #3) to let us know when they will be coming in.

My Apprentice is struggling with the theory work, can they get some help?

Our Trainers are here to support your Apprentice. They are experienced with working with a broad skills range and a variety of learning needs. You can be confident that your Apprentice will get all the help they need.

What incentives do I get as an employer for having an apprentice?

There are a range of government incentives for taking on an apprentice. Currently both the State and Federal Governments are committed to supporting Apprenticeships and employer incentives are currently substantial. We can put you in contact with an Australian Apprenticeship Support Network (AASN) provider to help you understand what incentives are available to you.

What do I need to do to claim my incentives?

Your Australian Apprenticeship Support Network (AASN) provider will assist you with the simple process of claiming your incentives.

Should I take videos and photos of my Apprentice working to give to their trainer?

Taking videos and photos of your apprentice undertaking tasks on site will be a great help to your Apprentice and could benefit you by reducing the amount of time our Trainers need to spend with your Apprentice.

When will I receive my Apprentice's training plan?

The training plan will be provided to you as soon as your apprentice is registered with the Department of Employment, Small Business and Training (DESBT).

Can my apprentice's enrolment be terminated?

If a student's behaviour, progress or engagement doesn't meet the standard we set at enrolment we may elect to terminate your apprentice's enrolment. All students of GCTC / QTC have an obligation to engage in training, progress through the training at the required standard set and behave in accordance with our student policies. Failure to do so may result in the termination of your apprentice's enrolment.

Where can I find out further information about employing apprentices and my obligations?

<https://www.business.qld.gov.au/running-business/employing/hiring-recruitment/apprentices-trainees>

If your question is not answered, or if you have any concerns, please email Demi at demi@peopleperformance.com.au and we will assist you directly.