

1. Researching

Discover what [Australian Apprenticeships](#) are all about

Find out more about the [benefits for your business](#)

Learn about the [responsibilities and obligations](#) required of employers

Research the [organisations](#) involved in apprenticeships and traineeships

Find qualifications that may suit your needs through the [Job & Training Descriptions](#) and [Job Pathways Charts](#)

Consider whether [pre-apprenticeships](#) or [PaTH internships](#) would suit your business

2. Hiring

There are several ways to find applicants:

- Recruit someone you know
- Upskill or reskill existing staff
- Re-engage an out-of-trade apprentice or trainee
- Advertise on a job board or social media
- Use a Group Training Organisation or Australian Apprenticeship Support Network provider
- Contact a local Employment Services provider

Make sure you understand the [wages and entitlements](#), and [incentives](#) that may relate to your potential apprentice or trainee

3. Sign Up

You will have to contact an [Australian Apprenticeship Support Network provider](#) to organise the sign up. The sign up typically needs to be done within 14 days of the apprentice or trainee starting

The [AASN provider](#) will organise a time that is convenient to visit your workplace for the sign up

Once your apprentice or trainee is signed up, engage with a [registered training provider](#) about the [off-the-job training](#)

Both the employer and Australian Apprentice should be committed to the duration of the apprenticeship. There may be [additional requirements](#) if either party wants to cancel the contract after probation

4. Ongoing support

You will need to [supervise and manage](#) your apprentice or trainee through the duration of the apprenticeship

The supervisor will need [skills and experience](#) to teach the apprentice or trainee

There are [support systems](#) in place to assist you and your apprentice or trainee when needed

Stay in touch with your [AASN provider](#) for questions or help