

APPRENTICESHIP & TRAINEESHIP | Employer info

First Door is committed to developing inspired, knowledgeable, skilled and dedicated educators. Partnering with First Door supports the professional capability and growth of qualified educators in your team, through our subsidised Nationally Recognised Training in:

- **APPRENTICESHIPS** for *CHC50113 Diploma of Early Childhood Education and Care*
- **TRAINEESHIPS** for *CHC30113 Certificate III in Early Childhood Education and Care*

This employer information overviews the **benefits**, and the **responsibilities** of the employer and First Door during an apprenticeship/traineeship training contract.

Please read more detailed information using the links provided, and at: <https://desbt.qld.gov.au/training/apprentices>



Employer benefits:

Employer incentives

Depending on eligibility requirements, incentive payments are made to the Apprenticeship/ Traineeship employer for:

- **Commencement incentives** ranging from \$1,250 - \$1,500
- **Completion incentives** ranging from \$1,500 - \$3,000

Support is also available for employers of adult apprentices over 21 years of age.

To determine your eligibility and to apply contact MEGT or your local Australian Apprenticeship Support Network provider.

Boost Apprenticeships 50% wage subsidy

The wage subsidy is 50% of the apprentice/ trainee's gross wage paid, for eligible new and existing employees. The wage subsidy is for a maximum of \$7,000 per quarter, per eligible Apprentice/Trainee. This is calculated on the wages paid in the 12-month period from the date of apprenticeship commencement or recommencement.

The final date to enter this wage subsidy program is 31 March 2022. [See full details here](#)

Eligibility for 50% wage subsidy

An employer will be eligible to receive the Boost apprenticeships 50% wage subsidy for educators with improved employment outcomes within the last six months, for both:

- **new employees** that are employed as an apprentice or trainee on a full time or part time contract for at least 15 hours per week.
- **existing employees**, when they commence as an apprentice or trainee AND their employment status improves, either from:
 - casual employment to part-time or full-time
 - part-time employment to full-time.

Eligibility for existing employees

Existing employees can be an apprentice/trainee, providing they have worked continuously (and immediately prior to entering an apprenticeship), for an employer either:

- full-time for more than three months, or
- part-time or casual for more than 12 months

They can also be an employee that is currently studying towards an Early Childhood qualification.

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Early Childhood
Professional Learning

Fee free & subsidised fees for training

Co-contribution fee and concessions

Under the User Choice Program policy, it is a requirement for First Door (and all Skills Assure RTOs) to charge specified Co-contribution fees to apprentices/trainees.

The full course cost of these Co-contribution fees:

- Traineeship for Certificate III in ECEC - \$1,494
- Apprenticeship for Diploma of ECEC - \$3,136

Depending on the employees' wage award, employers are not obliged to pay for the co-contribution fees for employees formal training, although many employers do pay these.

Monthly payment of co-contribution fees, and concessions and exemptions available

Details are provided on the First Door [website](#), including:

- Free Apprentice/Traineeships for Under 25s
- Fee free school-based trainees

Employer responsibilities:

Employers of apprentices and trainees have responsibilities in these four key areas, throughout the duration of the training contract.

Please read the full information about [employer responsibilities](#) provided by QLD Government.

1. Getting started responsibilities

At the beginning of the apprenticeship, the employer must:

- have an employment contract, with the minimum requirement of part time employment for 15 hours per week
- arrange the signing of a training contract with an Australian Apprenticeships Centre (MEGT)
- select a Skills Assure Supplier Registered Training Organisation (First Door), in consultation with the apprentice
- negotiate a training plan with the apprentice and First Door within 3 months of signing the Apprentice/Traineeship contract

2. Required resources

As the employer, you will need to have enough resources to support the apprentice. For your apprentice to achieve competency in the *Early Childhood Education and Care* qualifications, you must be able to provide appropriate and adequate:

- facilities
- range of work
- level and hours of supervision.

Read full information about the [required resources for employing apprentices](#)

Employer resource assessment

First Door as the RTO, is required to complete an Employer resource assessment, [using this form](#).



3. Training duration: employer responsibilities



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For the duration of the apprenticeship/traineeship, the employer must:

- provide, or arrange to provide, the facilities and range of work as specified in the provided **training record folder**, ensuring your apprentice is adequately supervised by a qualified person
- pay the wages and provide the entitlements specified in the relevant award
- meet all **lawful obligations** of an employer, including those relating to workplace health and safety
- **release the apprentice from work and pay the appropriate wages** to attend any off-the-job training, as below.

4. Paid time for 'off-the-job' training with First Door

Training and assessment provided by First Door for the units in the Early Childhood qualifications is referred to as '*off-the-job training*' during the period of the apprenticeship. Under the requirements of the training contract, all employers must release their apprentice from work and pay the appropriate wages for the time spent participating in this training.

This time is estimated to be 6 - 8 hours per unit (or 6 – 8 hours each month, based on the student completing one unit per month), as outlined below:

Training: Online courses, resources and Zoom workshops - 4 hours per unit

First Door students are provided access to an online course/eLearning portal for each unit. This involves paid time to use the unit learning resources, including video tutorials and assessment guide videos.

Students are also provided with a Zoom workshop timetable, so they can book into and attend relevant 1.5 hour Zoom workshops to support their online learning.

Assessment - 3 hours per unit

The assessment workbook for each unit is based on practical work-based activities and assessment tasks which allow students to gather evidence and to put their learning into practice.

Mentoring meeting & study support - 1 hour per unit

Each student has an Early Childhood qualified and experienced personal mentor for study support. The student has a mentoring meeting for each unit to enable the mentor to provide feedback and guide the student.

This meeting also forms part of the assessment as the mentor evaluates the student's relevant knowledge and practical skills through the professional conversation/observation of skills.

