

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 *CHC50125 Diploma of Early Childhood Education and Care*
- **TRAINEESHIPS** for *CHC30121 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:

To [determine your eligibility](#) and to apply, contact **MEGT** or your local **Australian Apprenticeship Support Network** provider.

Incentive payments

Priority Hiring Incentive as from 1 January 2026

Eligible employers of Australian Apprentices working towards a Certificate III or above in a Priority List occupation can receive up to \$2,500 paid in two instalments during the first year of the apprenticeship.

Up to \$2,500 for employers of early childhood trainees and apprentices, paid in two instalments during the first year.

Up to \$2,500 for early childhood apprentices and trainees paid over the first two years of training.

For further information please visit apprenticeships.gov.au

Training support payment for the apprentice/trainee

The **Australian Apprentice Training Support Payment** provides the following incentives for eligible apprentices and trainees, paid over 4 instalments:

Up to \$5,000 for full time apprentices & trainees:
\$2,500 in first year – payments of \$1,750 at 6 & 12 months
\$1,500 in second year – payment of \$750 at 18 & 24 months

Up to \$2,500 for part time apprentices & trainees:
\$1,750 in first year – payments of \$875 at 6 & 12 months
\$750 in second year – payment of \$375 at 18 & 24 months

Read full information on incentive payments for employers, apprentices and trainees here: [Australian Apprenticeships Incentive System Guidelines - Department of Employment and Workplace Relations, Australian Government \(dewr.gov.au\)](#)

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Early Childhood
Professional Learning

Fee free & subsidised fees for training

Co-contribution fee and concessions

It is a requirement for First Door (and all Skills Assure RTOs) to charge specified Co-contribution fees to apprentices/trainees. Concessional fees for eligible apprentices/trainees are charged at 40%.

The full course cost of these Co-contribution fees:

- Traineeship CHC30121 Certificate III: \$1,980.80
- Apprenticeship CHC50121 Diploma: \$2,044.80

NOTE: These fees are excluded for:

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

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

Details are provided on the First Door [website](#) for payment plans, and the concessions and exemptions available.

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
- 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 8 hours per unit (or 8 hours each month, based on the student completing one unit per month), as outlined below:

Training: Online courses, resources and online meetings - 4 hours per unit

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

Assessment - 3 hours per unit

The online assessment tasks for each unit is based on practical work-based activities 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.

