

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 *CHC50121 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 payment for employers

As from 1 July 2024, the Priority Hiring Incentive is paid in the first year of an apprenticeship, over two instalments, totalling:

\$5,000 for full time apprentices and trainees

Incentive payments of:
- \$2,000 at 6 months and
- \$3,000 at 12 months.

\$2,500 for part time apprentices & trainees

Incentive payments of:
- \$1,000 at 6 months and
- \$1,500 at 12 months.

The part-time payment rate is applied as a flat rate regardless of part-time hours worked in any given Claim period.
No one employer can claim more than one years' worth of the Priority Hiring Incentive for one Australian Apprenticeship.

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

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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 CHC30121 Certificate III: \$1,980.50
- Apprenticeship CHC50121 Diploma: \$2,044.50

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.

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
- 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.

