

EMPLOYING A TRAINEE WITH AEATS

1

Identify Opportunities

Meet with an AEATS representative (Training Provider) who will help identify opportunities available to you. If you're busy and could use an extra set of hands or want to give your team the opportunity to get qualified or upskill.

2

Arranging the Paperwork

AEATS will introduce you to an AASN and schedule in a time to get all the paperwork complete. We will guide you through each step and make it as simple as possible. This process will include an Employer Resource Assessment (ERA). Simply ensuring you have the capability and equipment to employ a trainee.

3

Finding the Right Person

If you already have an existing employee who isn't yet qualified, but you would like to support their career – then you can skip right to step four because you've already found the right person.

4

Sign Up

At the signup you'll typically have yourself, a workplace supervisor if this person has already been identified, the Trainee, AASN and AEATS your training provider.

5

Meet the Trainer

Once the traineeship is approved by the Department of Education, AEATS will organise to get the training started. Your Trainer will come out to meet you and the Trainee, run through how everything will work and get started with the first units on the training plan.

6

Approval

Traineeships are approved by the Department of Education. Approvals can take anywhere from 2-12 weeks to be appointed. Once the training contract number is received the traineeship and relevant training can commence.

7

Training

Your Trainees will participate in weekly virtual tutorials with their Trainer and bi-monthly workplace site visits. Theory based assessments will be completed online, and practical assessments will be observed in the workplace.

8

Reporting

Every three months AEATS will touch base to report your trainees academic outcomes and ensure that there have been no changes which might affect the students training. If there are, we will arrange a time to review and update the ERA and training plan.

9

Qualified

Once your Trainee has successfully completed all units of competency within their chosen qualification, they will be issued a Certificate. Now is the time to celebrate your success! At this point you won't have a Trainee anymore and will need to make sure their wage reflects this as per Fair Work Australia.

Contact us today on **1300 217 375** to discuss employing your trainee with AEATS, or email info@aeats.com.au.