

Hiring Checklist with an Apprentice

[last updated September 2025]

1. Pre-employment check

Consider conducting checks on your employees such as reference checks, qualification checks and psychometric screening. Your industry may have additional requirements, such as a Working With Children Check (Blue Card) or a General Construction Induction Card (White Card) so please ensure you cover all the relevant checks before proceeding to hire an apprentice.

If you are employing someone who is not an Australian resident, you need to check their visa entitlements to work in Australia. Some work visas have limitations on the hours or types of work that a person can do.

2. Preparing your Letter of Offer

Please complete the schedule of the employment agreement and delete any parts that do not apply.

Ensure you locate the correct Award that is applicable to your apprentice, confirm the rates of pay and any entitlements, superannuation and other allowances (such as tool allowance) that may be applicable and make sure you can provide your apprentice with the range of work, facilities and supervision required. Familiarise yourself with the probationary period and note the dates within the employment agreement.

Ensure you choose a suitable Registered Training Organisation (RTO) for your role. In addition to a RTO, you will need to choose your training partners and sign a training contract. The training partners will assist you to confirm any government incentives for hiring apprentices.

Please check the Award annually because award rates increase each year on 1 July.

3. Provide your Letter of Offer and attachments to your new employee

Not everyone accepts an offer of employment. Be prepared for someone to say 'no' or want to negotiate. When you give them the letter you should specify a date when you'd like them to let you know whether the offer is accepted.

You can send your employee their letter electronically. It doesn't have to be mailed. Consider that if you do send it electronically but want them to sign it, not everyone has a printer. You can nominate that you will accept an electronic signature or type-written name as a signature.

For the training contract, it will need to be signed with the training partners present, so prepare to sign them all at a specified time and date.

4. Give your new employee time to consider the Letter of Offer

You should give the person enough time to consider the contents of the Letter of Offer and seek their own advice (if they want it) before they accept the offer. Make yourself available to discuss the letter and your expectations with your new employee before they accept it. If your apprentice has any questions, offer to go through the training contract with them now, so everyone has clear expectations.

5. Keep a copy of Letter of Offer

Keep a copy of the Letter and your employee's acceptance, and provide the employee with a copy, so you both have a record of what has been agreed. Keep records of the training plan and a training record as well, in order to manage the training progress.

6. When the employee accepts the offer

When your employee accepts the offer, immediately give them these documents to read or complete:

- (if casual employee) Casual Employment Information Statement
- Fair Work Information Statement / Fixed Term Contract Information Statement (apprentices)
- TFN declaration form
- Standard superannuation choice form

Your obligations

As an employer, you need to:

Meet the National Employment Standards (NES). There are 11 minimum entitlements that you must provide to your employees, which cannot be contracted out of:

<https://www.fairwork.gov.au/employee-entitlements/national-employment-standards>.

- Pay your employee
- Record your employee in Single Touch Payroll
- Pay PAYG tax, if applicable
- Pay Superannuation for your employee
- Pay the tool allowance or any other allowances (such as travel) *where applicable*
- Register for workers compensation
- Induct the employee/apprentice into your workplace, including uniform, personal protective equipment (PPE), expected hours of work and breaks
- To pay apprentice pay rates, you must have a formal training contract that is registered and recognised by a state or territory training authority
- Discuss with your RTO and apprentice when and how often your apprentice will undertake trade school training
- Pay your apprentice for the time spent at trade school and it is included in ordinary hours of paid work
- Coordinate the training materials, resources, facilities and supervision arrangements that will support the apprentice's training, plus note any additional support that may be required if there are identified barriers of learning (for example, poor literacy and numeracy skills)

Free resources

There are lots of resources available to help you.

Fair Work

<https://www.fairwork.gov.au/>

Fair Work Awards

<https://www.fairwork.gov.au/awards-and-agreements/awards>

Pay calculator

<https://www.paycalculator.com.au/>

ATO – Your Workers

<https://www.ato.gov.au/Business/your-workers/>

Australian Apprenticeships

<https://www.apprenticeships.gov.au/>

State and territory training authorities:

ACT – Skills Canberra at act.gov.au/skills or call (02) 6205 8555

NSW – Skills NSW at skills.education.nsw.gov.au or call 13 28 11 (local) or 1300 772 104 (interstate)

NT – Department of Industry, Tourism and Trade – Northern Territory at nt.gov.au/employ/apprenticeships-and-traineeships or call (08) 8935 7707

QLD – Department of Trade, Employment and Training – Queensland at desbt.qld.gov.au/training/apprentices or call 1800 210 210

SA – Skills SA at skills.sa.gov.au or call 1800 673 097

TAS – Skills Tasmania at skills.tas.gov.au/learners or call 1800 655 846

VIC – Apprenticeships Victoria at apprenticeships.vic.gov.au or call 13 18 23 (local) or (03) 9651 4701 (outside of Victoria)

VIC – Victorian Registration and Qualifications Authority at vrqa.vic.gov.au/apprenticeships or call 1300 722 603 (for apprenticeship regulatory matters)

WA – Apprenticeship Office WA at wa.gov.au/organisation/apprenticeship-office or call 13 19 54 (local) or (08) 6551 5499 (interstate).

State and territory workplace health and safety bodies:

ACT – WorkSafe ACT at worksafe.act.gov.au

NSW – SafeWork NSW at safework.nsw.gov.au

NT – NT WorkSafe at worksafe.nt.gov.au

QLD – WorkSafe QLD at worksafe.qld.gov.au

SA – SafeWork SA at safework.sa.gov.au

TAS – WorkSafe Tasmania at worksafe.tas.gov.au

VIC – WorkSafe Victoria at worksafe.vic.gov.au

WA – WorkSafe WA at worksafe.wa.gov.au

Commonwealth – Comcare at comcare.gov.au

End.