



# APPRENTICE EMPLOYMENT PROGRAM



GTNT Group is a community based not-for-profit organisation and we have been creating quality training to employment opportunities for 32 years for over 6,500 apprentices and trainees and partnering with over 1,500 Host Businesses across the Northern Territory.

Employing an apprentice through GTNT Group enables the host business to get the best employees for their business and it gives the apprentice access to our many support services. All of the benefits at a *minimal cost!*

This program is one of our traditional group training models, where GTNT Group legally employs the apprentice and places them into a business, without the host business having the responsibility of employing and managing them through to the end of the training contract.

## OUR SERVICES INCLUDE:

1. Recruitment & selection
2. Management & mentoring support
3. Payroll & administration services

## OPTIONAL SERVICES AVAILABLE:

- ✓ Pre-employment medical testing
- ✓ Psychological assessment
- ✓ Professional development
- ✓ Human Resources support services

## 1. RECRUITMENT & SELECTION

*Our recruitment team will provide advice on the various options for the Registered Training Organisation (RTO) selection, and the training delivery methods best suited to your workplace. The team will ensure:*

- All vacancies are listed on GTNT Group website and social media platforms
- Pre-screening and interview are completed
- Industry specific testing conducted, including risk assessments referrals provided to Host Businesses

*Advertising of a vacancy in any other form of media can be requested, however this will be at the cost of the Host Business.*

## 2. MANAGEMENT & MENTORING SUPPORT

*You will be assigned a designated GTNT Group Employment Specialist who will support both the apprentice and supervisor, along with managing and mentoring the apprentice. They will provide:*

- Monthly visits to your workplace
- Additional visits as required to deal with priority workplace related issues
- Quarterly progress reports
- Administration of all training contract paperwork
- Monitoring the quality of training provided by the selected RTO
- Work Health & Safety (WHS) training for all apprentices
- The arrangement of apprentice rotations to other workplaces

## 3. PAYROLL & ADMINISTRATION

*Our experienced payroll and administration team will provide the following services:*

- Weekly payroll on submissions of time sheets
- Superannuation, including information about superannuation options and contribution
- Manage changes to industrial instruments including Fair Pay Commission increases
- Customised payroll reporting by negotiation
- Management of workers compensations, including return to work plans
- Arrangement of travel and accommodation if required to attend off the job training
- Claiming potential incentives and rebating back to Host Businesses

*Note: Incentives are claimed when eligibility is confirmed by GTNT Group - Australian Apprenticeship Support Network, normally after the expirations of the Apprentice probationary periods.*