



Employer Checklist

Employers can use this checklist to ensure that they meet the requirements for apprenticeships.

Training Permits	
Employer writes to NTPC National Apprenticeship & Trade Testing Department (NATTD) to recruit Apprentices.	<input type="checkbox"/>
<div style="border: 1px solid black; padding: 5px;"> <p><i>NATTD then verifies records for confirmation of valid training permit.</i></p> <p><i>If the permit is not valid then NATTD advises the Employer when the permit inspection at their premises to training Apprentices.</i></p> <p><i>The Apprentice Officers will conduct inspection to issue permit to train Apprentices.</i></p> <p><i>The permit will be valid for 6 months that the employer must engage Apprentices.</i></p> </div>	
Criteria of Apprentices Selection	
Apprentices should have passed Year 12 and obtained a pass in English/ Completed Certificate III Qualification	<input type="checkbox"/>
Be Medically Fit	<input type="checkbox"/>
Training Contracts	
Employer must register apprentice with NATTD within 3 months of commencing the training	<input type="checkbox"/>
Employer must submit the following to NATTD: <ul style="list-style-type: none"> ○ Valid Medical Certificate ○ Birth Certificate ○ Passport size Photo ○ Certified External Year 12/13 High School Result or Cert III qualification ○ Confirmed apprentices wages rates 	<input type="checkbox"/>
Training Plan	
Employer must have negotiated and agreed to a training plan with Apprentice and NATTD and have a copy of the training plan	<input type="checkbox"/>
The training plan outlines on the job training competencies (Apprenticeship Training Guides) and off the training (theory training) that the apprentice will undertake over the duration of the apprenticeship.	<input type="checkbox"/>
Workplace Supervision	
Employer must ensure that a suitably qualified and experienced person with relevant knowledge, skills is available to supervise apprentice’s progress and endorse training records.	<input type="checkbox"/>
Workplace facilities and Equipment	
Must ensure to have appropriate facilities and equipment to assist apprentice gain necessary skills to complete the apprenticeship	<input type="checkbox"/>

Work Tasks

Apprentice is provided with work tasks which is relevant to the vocation that supports skills enhancement and achievement of the qualifications

Contractual Obligations

Employer has read, understood and agrees to uphold its contractual obligations towards apprenticeship training (Part 2- Apprenticeship Contract)