



We make it **simple** to engage an apprentice or trainee.



**POSSIBILITIES
UNLIMITED**

Services

Recruitment and selection

- Advertising, short listing and interviews
- Aptitude testing - numeracy and literacy
- References & security checks

Sign-up and induction of apprentices and trainees

- Ensure the training contract is signed & submitted
- RTO selected and organised to deliver training
- All employment paperwork is completed
- Workplace Health and Safety induction

Payroll: Wages and entitlements

- Payment of wages to apprentice/trainee
- Annual leave/sick leave/public holiday
- Superannuation, workcover and allowances
- Invoicing

Field services/pastoral care

- Dedicated field officer
- Regular contact visits
- Workforce opportunities & succession planning

Performance management

- Competency tracking
- Human resources
- Skills rotation and training progression
- Recognition and award nominations



1300 621 499

communitysolutions.org.au

apprentices@communitysolutions.org.au

Industries including:

Building and Construction
Diesel Fitting
Electrical
Hospitality
Engineering
Plumbing
Civil Construction
Business
Automotive
Warehousing
Water Infrastructure
Food Processing
Furnishing

Employer benefits

- Community Solutions is the legal employer, supplying apprentices and trainees for small, medium or large businesses.
- We manage the traineeship/apprenticeship, allowing you to focus on your core business activities.
- Promote your trade and business through Community Solutions networks.
- Save time and money selecting your apprentice/trainee.
- Service fee is 100% tax deductible.

