



**POSSIBILITIES
UNLIMITED**

Does your business need an Apprentice or Trainee?

We make it simple.

Community Solutions is a for purpose organisation owned and operated by the community, and has commenced over 10,000 apprentices and trainees in the past 35 years.

As part of our service, we:

- Recognise the essential importance of people to business success. Our passionate staff are ready to support your business.
- Are the legal employer of apprentices and trainees and place them with host employers.
- Create employment opportunities for our future leaders.
- Work with thousands of host employers; including small, large and family owned business.
- Manage the apprenticeship/traineeship, enabling you to focus on your business.

Call us today!

**We have quality candidates
ready to work.**

**Speak to one of our friendly
team so we can understand your
business and tailor a solution to
your workforce needs.**

 **1300 621 499**

 communitysolutions.org.au

 apprentices@communitysolutions.org.au

Services matrix

The Administration fee is 100% tax deductible		Host Employer responsibility	Community Solutions responsibility
Recruitment & selection			✓
Access to school networks			✓
Access to candidate database			✓
Proactive recruitment campaigns			✓
Promote host apprenticeship opportunities at career expos			✓
Advertise on a range of online platforms as required			✓
Manage response to vacancy advertising			✓
Manage 100% acknowledgement to candidates of their applications			✓
Shortlist candidates in line with host employer job specifications and book interviews with host employer if required			✓
Aptitude testing – numeracy & literacy			✓
Pre-employment medical if required			✓
Pre-employment drug & alcohol testing if required			✓
Advise unsuccessful candidates in writing			✓
Sign-up and induction of apprentices/trainees			
Arrange for guardian/school/other representative to be available for the signing of the training contract			✓
Ensure the training contract and related paperwork is signed and submitted			✓
Ensure the apprentice/trainee understands their responsibilities and obligations required under their training contract			✓
All employment paperwork is completed such as tax deductions, bank account details for payment of wages and superannuation details			✓
Coordinate site inductions		✓	✓
Provide apprentice/trainees with first day preparation readiness			
Coordinate the Australian Apprenticeship Support Network to attend the sign-up			✓
Payroll - wages and entitlements			
Payment of wages to apprentice/trainee			✓
Annual leave/sick leave/ leave loading/ public holidays			✓
Online timesheets		✓	✓
Superannuation			✓
Wages while at training off site			✓
Workcover premiums and incident management including rehab			✓
Managing changes to industrial instruments			✓
Tool allowance			✓
Any other allowances or entitlements			✓
Provision of detailed invoice covering wages and entitlements paid plus applicable service fee			✓

Services matrix

The Administration fee is 100% tax deductible		Host Employer responsibility	Community Solutions responsibility
User choice programs; government funding to cover college training			✓
Negotiate training, monitoring arrangements, complete training plan and arrange college bookings			✓
Manage apprentice/trainee progressions in the timeframe outlined in the Training Plan			✓
Monitor the Supervising Registered Training Organisation to ensure delivery of service is being provided to the standard required			✓
Monitor the apprentice/trainee performance while at college and discuss issues or concerns with the training authorities and/or Host Employer			✓
Additional certifications/licenses, including First Aid and CPR, Working at Heights, Forklift Licence, Electrical Licence	✓		✓
Field services / pastoral care			
First 100 days			
- Work Health & Safety checklist prior to commencement			✓
- Face-to-face visit on first day for site induction where requested			✓
- Face-to-face probation review			✓
Annual Work Place Safety Assessment			✓
Formal contact/site visits monthly			✓
Performance management			✓
Identify professional counselling/support, if required refer to Employee Assistance Program (Benestar)			✓
Mediation between apprentice/trainee and supervisor (Host Employer)			✓
Training Record Book reviews			✓
Arranging of skill rotation (competencies) as required			✓
Managing apprentice/trainee's progression			✓
Recognition and nomination for apprentice/trainee industry & training awards where applicable			✓
Managing completions			✓
Succession planning of new apprentices/trainees			✓
Provide a safe working environment	✓		✓
Provide supervision- the apprentice/trainee must be supervised at all times	✓		✓
Provide on-the-job training	✓		✓



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