

First Door is approved to provide Government funded apprenticeship training in **CHC50113 Diploma of Early Childhood Education and Care**.

There are many benefits to an apprenticeship pathway, and to partnering with *First Door* to deliver the training and assessment services under an apprenticeship training contract.

The following information explains some of the obligations of the apprentice, employer and *First Door* during an apprenticeship training contract. More information can be found at www.apprenticeshipsinfo.qld.gov.au

At the beginning of the apprenticeship, the employer must:

- contact an Australian Apprenticeships Centre (AAC) to arrange the signing of a training contract
- ensure a training contract is signed by the parties by the end of the probationary period
- select a User Choice Pre-qualified Supplier Registered Training Organisation (RTO) in consultation with the apprentice
- negotiate a training plan with the apprentice and the RTO

For the duration of the apprenticeship the employer must:

- provide, or arrange to provide, the facilities and range of work as specified in the training plan, ensuring your apprentice is adequately supervised by a qualified person
- pay the wages and provide the entitlements specified in the relevant industrial relations instrument
- release the apprentice from work and pay the appropriate wages to attend any off-the-job training, including assessment as provided for in the training plan
- discharge all lawful obligations of an employer, including those relating to workplace health and safety

Existing workers applying for apprenticeships

An existing worker is an employee who has worked continuously for an employer either full-time for more than three months; or, part-time or casual for more than 12 months, immediately prior to entering the apprenticeship with that same employer. Apprentices cannot be casual workers at the commencement of the training contract.

First Door Supervising training

Supervised training in apprenticeships is commonly referred to as off-the-job training delivered by First Door as the supervising Registered Training Organisation (SRTTO). Under the requirements of the training contract, all employers must release their apprentice from work and pay the appropriate wages to attend any off-the-job training, including assessment as provided for in the training plan.

Students enrolled with *First Door* attend a **five hour interactive workshop** per unit of study. The assessment workbook for each unit is based on practical work-based activities and assessment tasks which allow students to practice and understand theory.

First Door also connects each student with an industry experienced and qualified trainer as the student's personal mentor. The mentor is available for study support and to provide workplace mentoring relevant to the current unit of study.

Within suitable locations, First Door provides a **1.5 hour workplace mentoring meeting** for each unit of study. This meeting allows for:

- review of the student's previous assessment and feedback
- thirty minutes workplace observation and assessment
- fifteen minutes to provide constructive feedback
- assistance with understanding of the current workbook and assessment activities
- guidance, inspiration and support for each student

For more information

If you would like further information about how *First Door* can assist you in arranging or undertaking an apprenticeship for the **CHC50113 Diploma of Early Childhood Education and Care**

see: www.firstdoor.com.au

phone us on: 3103 2336, or

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