

GUIDE TO EMPLOYING A WORK-BASED COOKERY APPRENTICE



What is work-based training?

Work-based training is a model where apprentices complete all of their training at the workplace, without the need to attend external classes. The workplace itself serves as their classroom, and their designated workplace supervisor acts as their instructor. The workplace must allow time during normal work hours for the apprentice to fulfil their training obligations.

Additionally, an assessor from Access Recognised Training will be assigned to provide theoretical materials and practical task instructions via an online platform. Apprentices complete tasks in the workplace, document them, and submit them online for assessment.

Why take on an apprentice?

- Apprentices can be trained in the specific skills and standards your business needs, ensuring they are well-equipped for your operations;
- Apprentices quickly contribute to tasks and take on more responsibility as their skills grow, boosting productivity without needing highly experienced staff;
- Training apprentices ensures a sustainable workforce that supports long-term industry growth; and
- Access financial support such as the **Priority Hiring Incentive** where employers receive **\$2,500** in the first year of an apprenticeship, paid over two instalments of \$1,000 at 6 months and \$1,500 at 12 months (full-time) and \$500 at 6 months and \$750 at 12 months (part-time).

Where do I find an apprentice?

There is no doubt that finding a good cookery apprentice is hard. Here are some ideas that might help in the search:

- Attend local career expos and talk directly with school leavers;
- Utilise social media and boost posts to increase visibility;

- Post ads on job boards like seek.com, masnational.com.au, megt.com.au;
- Provide an attractive offer that will stand out and demonstrate your commitment to their career development; and
- Connect with careers advisors at local schools and consider offering cooking demonstrations to students as a great way to connect with potential apprentices.

What are my responsibilities?

- Provide full-time or part-time work;
- Pay the correct wage, superannuation, leave, and entitlements;
- Allow time for training (min. 3hrs per week);
- Cover the apprentices tuition fees;
- Supervise the apprentice in the workplace;
- Comply with National Employment Standards;
- Induct the apprentice and provide work health and safety training;
- Train according to the apprentice's practical skill requirements; and
- Sign supervisor reports.

I have found an apprentice what do I do?

- Employ the apprentice as a full-time or part-time employee, using the position title "Culinary Apprentice" in the employment agreement;
- Complete the Qualification Application Form at accessrt.edu.au/application-form;
- A representative from Access Recognised Training will contact you to confirm details, discuss course credits, apprenticeship connect providers, units of competency, and the enrolment process;
- Employer to contact Apprenticeship Connect providers MAS (1300 627 628) or MEGT (13 63 48) to arrange signing of the Training Contract, selecting Access Recognised Training as the training provider and SIT40521 Certificate IV in Kitchen Management as the qualification; and
- Training will commence once Access Recognised Training receives the approved Training Contract and enrolment details.

