



BUILDING BRIDGES
WITH TRAINING

General Traineeship Information

3/2 TURBO ROAD
KINGS PARK NSW 2148

PO BOX 732
SEVEN HILLS NSW 1730

T. 1300 130 666
F. 1300 554 657

www.lennoxinstitute.org



GENERAL TRAINEESHIP INFORMATION – NSW

Lennox Institute provides the best on-site and offsite training with ongoing support through all aspects of the training. Our services extend *beyond the defined traineeship program* to ensure that companies and employees receive maximum benefits from the training through a hassle free management program.

Additional Services

- Liaising with the Australian Apprenticeship Centre to facilitate the sign up process
- Monthly reporting of staff in training, and annual reports to assist in claiming Payroll Tax for eligible staff.
- Provision of management advice and assistance across all aspects of training, and on-call assistance from our team of experienced trainers and program managers.

Delivery of Training

- Training courses are customised for each client through consultation and consideration of operational needs and focus.
- Industry qualified and experienced trainers can deliver training sessions on site or off site with minimal disruption to your daily operations.
- Training involves a combination of group sessions and individual mentoring and assessing.
- As part of the package each student is provided with an industry recognised Training Resource Manual to ensure relevant training is provided to the staff.
- Upon completion, employees receive a nationally recognised, accredited Certificate.

Government funding through the Australian Apprenticeship Scheme

Funding may be available to employers as an incentive for employers to participate in training and to encourage the appointment of new staff and upgrading of skills of existing employees.

PLEASE NOTE: *Each circumstance and apprentice or trainee is individual. Incentives can vary and may not be available under some circumstances.*

Contact an Australian Apprenticeship Centre on **1800 639 629**, or visit www.australianapprenticeships.gov.au to determine the incentives in each case.

The **Federal Government** *currently* provides an Apprenticeship Grant of \$4,000 for **eligible** employees, which is paid in two installments:

- **\$1500** - 91 days after commencement for existing & new workers enrolled in Certificate III
- **\$1250** - 91 days after commencement for new workers enrolled in Certificate II
- **\$2500** - on completion of Certificate III for both new and existing workers



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The **NSW State Government** also supports the training by covering the cost of the New Worker training and providing payroll tax relief for all staff classified as New Workers. This relief lasts for the entire time that the employee is enrolled in the course. *There is no Payroll Tax relief for existing workers.*

Eligibility Guidelines

These are some of the initial basic eligibility guidelines used to assess if your employee may qualify for funding:

- Australian citizen or permanent resident.
- If from New Zealand, must have been residing in Australia for at least 6 months
- Have achieved no qualification equal to or greater than a Certificate II within the last 7 years
- Be working between 15 -20 hrs/wk (*new workers applying for Cert II*)
- Be working more than 21hrs/wk (*new & existing workers applying for Cert III*)

New Employee Part Time / Casual **less than 12 months**
Full Time **less than 3 months**

Existing Worker Part Time / Casual **more than 12 months**
Full Time **more than 3 months**

Employees should also be motivated to successfully complete the course and have a functional or operational level of English language fluency.

Fees

All Registered Training Organisations have been instructed by DET to charge a compulsory *minimum* enrolment fee for each nominal year of the traineeship. The traineeship funding is based on workplace delivery. Should a private venue be required, the cost will be carried by the employer. Details of these fees are available in the respective course information schedules and agreements.

Agreement

All clients will receive an Agreement from the Lennox Institute prior to the start of any training. The agreement outlines all of the services and expectations from both parties and will confirm fees and payment schedules. Any issues should be discussed with the Business Development Manager so they can be included in the agreement.

The general terms are as follows:

- **Enrolment Fees for New Workers** - Payment is required prior to commencement of each year
- **Existing Worker Training programs** - 50% of training cost is required on commencement of training with the balance due half-way through the course
- **Arrangements for special payment terms must be made prior to commencement of training.**