



Clements Apprenticeship & Traineeship Services

Clements Recruitment offers a range of apprenticeship and traineeship solutions. We take on the responsibility of sourcing potential apprentices and trainees and act as the 'go-between' between the trainee, Registered Training Organisation and relevant government bodies, such as the Australian Apprenticeship Centre. You get all the benefits of hiring an apprentice without any hassle, making it easier for your business to source, train and develop entry level staff.

What is an apprenticeship?

An apprenticeship or traineeship combines on-the-job training and work experience (while in paid employment) with formal training and can be full-time or part-time. An apprenticeship is completed over four years and a traineeship is completed over twelve months. At the end of the period the apprentice or trainee will receive a nationally recognised qualification which can lead to further qualifications, such as a diploma or university degree.

By hiring an apprentice or trainee through Clements Recruitment you will:

- Develop staff to your business requirements.
- Increase staff retention.
- Save time and money.
- Receive dedicated support from Clements Recruitment.

Brisbane T: 07 3015 1200
Sydney T: 02 9009 4777
Melbourne T: 03 9482 7774
Adelaide T: 08 8111 8500
www.clements.com.au

Mackay T: 07 4953 3466
Townsville T: 07 4772 3811



Clements

How does your business benefit?

Sign up with Clements Recruitment and enjoy:

- Maximum flexibility – you don't have to keep the apprentice/trainee if you're not happy with them.
- Freedom from the red tape and bureaucracy usually associated with employing an apprentice/trainee, allowing you to focus on your business's productivity.
- Access to high-quality, well-managed and enthusiastic employees.
- A choice of people from over 500 different disciplines, covering all trades, businesses and professional areas.
- Under a formal contract between the business as host employer and Clements Recruitment as the legal or primary employer, we take on all the recruitment and management responsibilities an employer normally has for an apprentice/trainee. You only pay for the hours the person works.

We look after all paperwork connected with wages, allowances, superannuation, workers compensation, sick/holiday pay and other employment benefits. We can also conduct occupational health and safety inductions and compliance checks.

The contract for an apprenticeship is for four years and for traineeships one year. Should you experience a business downturn, you may end the contract by giving four weeks notice. We then seek another employer for the apprentice/trainee, providing continuity of employment in their chosen trade or occupation.

Helping you find the right person

Our professional and highly trained recruitment team is committed to finding you great staff. Our recruitment process involves the following steps:

1. Working with you to develop a thorough job description or selection criteria (if you do not already have these).
2. Checking our extensive database of job seekers for appropriate candidates.
3. If our database does not have a candidate, advertising the position on our web site as well as on job search sites.
4. Interviewing applicants to meet your specific needs.
5. Verifying the apprentice/trainee's current skill level, conducting aptitude testing if necessary.
6. Shortlisting only suitable candidates.
7. Arranging and scheduling interviews on your behalf, and assisting in the interview process if necessary.
8. You make the final decision.

Managing your apprentice/trainee

The management responsibility for your new person is all ours. In consultation with you, we:

- Maintain regular contact with you and the apprentice/trainee to check their progress.
- Monitor their work performance.
- Provide them with guidance and monitoring, if required, for work or personal problems.
- Monitor their on-the-job and off-the-job training needs.

We are committed to making sure everything runs smoothly between you and your apprentice/trainee. We'll respond to any enquiries within 24 hours, and communicate regularly with you via email, newsletter or fax – whatever your preference.

We look after all the training needs of the apprentice/trainee, arranging training that suits your business requirements and helps them achieve their full potential. You can choose to have all training delivered at your workplace or you can select a training institution for off-site training.

Our services

- Assisting you with developing the training plan.
- Sourcing and liaising with the appropriate Registered Training Organisation.
- Organising and delivering either on-the-job or off-the-job training.
- Liaising with the Australian Apprenticeship Centre (AAC).
- Ensuring smooth and effective training implementation.
- Finding solutions for any specific training problems.

Apprenticeship & Traineeship disciplines

- Automotive
- Transport & Distribution
- Waste Management
- Civil Construction
- Drilling Industry
- Business Administration
- Hospitality
- Assistant Chef
- Catering Worker

And many more..