

**POSSIBILITIES
UNLIMITED**



Does your business need an Apprentice or Trainee?

Leave the worry to us!

TORGAS is a for purpose organisation owned and operated by the community, and has graduated over 7000 apprentices and trainees in the past 35 years.

- TORGAS is the legal employer of apprentices and trainees and places them with host employers.
- TORGAS creates employment opportunities for our future leaders.
- TORGAS recognises the importance of people to business success. We have passionate staff who are keen and ready to support your business.
- TORGAS works with over 240 diverse businesses; large and small organisations including family business.
- TORGAS manages the apprentice/trainee so you can 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 TORGAS

 [torgas.com.au](https://www.torgas.com.au)

 torgas@torgas.com.au

Services matrix

The Administration fee is 100% tax deductible	Host Employer responsibility	TOR GAS responsibility
Recruitment & selection		✓
Access to school networks		✓
Access to TOR GAS candidate database		✓
Annual apprentice intake marketing campaign		✓
Promote Host apprenticeship opportunities at Career Expos		✓
Advertise on SEEK and in newspaper newspaper		✓
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		✓
Aptitude testing – numeracy & literacy		✓
Pre-employment medical		✓
Pre-employment drug & alcohol testing		✓
Advise unsuccessful candidates		✓
Sign –up and induction of apprentices		
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 safety inductions Provide apprentice with first day preparation readiness	✓	✓
Apprentices’ supervisor coordination briefing	✓	✓
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		✓
Workcover Premiums and Incident Management including Rehab		✓
Managing changes to industrial instruments		✓
Tool allowance if applicable		✓
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 Business responsibility	TORGAS responsibility
User choice programs; government funding to cover training		✓
Negotiate training, monitoring arrangements, complete training plan and arrange training bookings		✓
Manage Apprentice 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 performance while at training and discuss issues or concerns with the training authorities and/or Host Employer		✓
Community engagement / extra qualifications	✓	✓
Complete additional tickets, including fork lift driving, working at heights, working with asbestos, first aid, etc	✓	✓
Field services / pastoral care		
First 100 days		
- Work Health & Safety prior to commencement		
- 1st day on the job contact		
- 1st week on the job contact		✓
- High Risk Assessment (HRA) –an early warning system		
- 1st HRA undertaken within probation and 2nd HRA undertaken within the first six months		
At Risk Program – includes High Risk Assessment (HRA), which is carried out at any time during the apprenticeship to identify apprentices that need closer monitoring through more frequent contact visit		✓
Formal contact visits options 30 Days 60 Days 90 Days		✓
Performance management		✓
Identify professional counselling/support, if required refer to Employee Assistance Program (EAP)		✓
Mediation between Apprentice/Trainee and Supervisor		✓
Log Book Reviews (including e-Profiling for Electrotechnology Apprentices)		✓
Arranging of Skill Rotation (competencies) as required		✓
Managing Apprentice/Trainee’s progression		✓
Recognition and nomination for Apprentice/Trainee Industry & Training Awards		✓
Submitting completion paperwork on time		✓
Succession planning of new apprentices/trainees		✓
Provide a safe working environment	✓	✓
Provide supervision	✓	
Provide on-the-job training	✓	
<ul style="list-style-type: none"> Indicates Essential TORGAS Core Services Note: Additional costs may be incurred if extra services/training are required. 		