

1300 apprentice

**Enabling
businesses to
be successful**



Advertising • Resume screening • Phone screening • Testing • Face-to-face Interviews • Reference checks
• Candidate summaries • Arranging of interviews with you • Formal offerings and acceptance.



Online WHS • Indentureship/contractual arrangements • Employment contract & employment forms
• Policies & procedures • Timesheet introduction • PPE allocation (if required) • Induction completed with
nominated Field Officer.



Apprentice/Trainee wages • Personal leave • Holiday pay & leave loading • Superannuation • PAYG
certificates • Public holidays • Vehicle & travel entitlement solutions • Payslips & record keeping • TAFE/RTO
enrolment • Payment of TAFE/RTO fees • Customising of full training plan • Distribution of TAFE transcripts.



Face to face contact with our experienced Field Officers on a quarterly basis (more frequently if required)
• TAFE/RTO management & communication • On and off the job performance management & counselling
• Performance improvement plans • PPE distribution as required • Industry & in-house award nominations.



Workers compensation solutions • Designated WHS manager to assist your business • Insurance premiums
• Claims management • Regular updates and safety alerts • RTW Plans (when required) • WHS site visits.