



# APPRENTICES

## Workplace Relations Fact Sheet – September 2016

### Apprentice Terms and Conditions of Employment

An apprentice is an employee who combines work with training to receive a formal trade qualification.

Apprentice pay rates vary depending on whether:

- a junior or adult apprentice is engaged; and
- they have completed year 12 or not.

A junior apprentice is an employee who is less than 21 years when they start their apprenticeship and an adult apprentice is an employee who is 21 years or older when they start their apprenticeship.

High school students can also begin a school-based apprenticeship which combines work, training and secondary education.

### Time Spent at Training

An apprentice participates in off-the-job training which is delivered by a Registered Training Organisation (RTO). A junior or adult apprentice must be paid for the time that they spend at off-the-job training.

However, a school-based apprentice's payment for time spent in off-the-job training is calculated at 25% of the actual hours worked on-the-job each week. The wages paid for training time may be averaged over the semester or year.

### Overtime and Shiftwork

An apprentice can't be required to work overtime or shiftwork at times which would prevent their attendance at training, unless it's an emergency.

No apprentice under the age of 18 will be required to work overtime or shiftwork unless they want to. If an apprentice works overtime or shiftwork the relevant penalties and allowances will apply. No apprentice will work overtime or shiftwork on their own or without supervision.

### Training Costs – Fees and Textbooks

An apprentice must be reimbursed for:

- All the training fees charged by an RTO for the apprenticeship; and
- The cost of prescribed textbooks.

These costs need to be reimbursed within:

- 6 months of starting the apprenticeship or the relevant stage of the apprenticeship; or
  - 3 months of starting training with the RTO;
- whichever is later.



# Canberra Business Chamber

Training fees and textbooks don't have to be reimbursed if:

- The apprentice's progress in a course is unsatisfactory; or
- The employer pays the cost of the fees and textbooks directly to the RTO.

## Ending an Apprenticeship

An apprentice is entitled to be given notice of termination, unless they are:

- Employed for a set period or task; or
- Dismissed for serious misconduct.

If an employer has stated that an apprentice is only going to be employed for the period of their apprenticeship they won't get notice when it ends. However, if an employer wanted to end an apprentice's employment before the conclusion of their contract of training you may need to give notice.

**Note:** This information is provided for convenient reference only on the basis that it is not to be relied upon without reference to the Workplace Relations Advisers of the Canberra Business Chamber, as the circumstances in each matter are different and no one piece of advice will apply to all circumstances. For more information please contact the Workplace Relations Hotline on 1300 277 881 or [wradvice@canberrabusiness.com](mailto:wradvice@canberrabusiness.com).