



# GOOD START GREAT FINISH

Tips for employers to help apprentices and trainees complete their training

by Group Training Australia

[www.grouptraining.com.au](http://www.grouptraining.com.au)

## POSITIVE RECRUITMENT

Plan for employing an apprentice and invest time in getting the right apprentice from the start. Let them know you see them as a long term investment in the future of your company.

### NO SURPRISES

Give the apprentice a clear understanding of what is expected of them, what the job involves and what the commitment will be both ways.

### SUPPORT INVESTMENT

Personal support for your apprentice is vital. There will be critical times when situations at work and home might knock their confidence or compete for their time.

### GIVE THEM A CHANCE

Don't be too hasty with your judgements: apprentices mature at different times and learn at different speeds.

### WARNING SIGNS

Monitor your apprentice: absence from off the job training, lateness for work - don't let this go unnoticed. A small investment of time will pay dividends.

### ENLIST SUPPORT

Parents, teachers and trainers, apprenticeship field officers, group training field officers and other employers can all help you keep your apprentice on track.

### KEEP THEM MOTIVATED

Encourage them to learn, recognise their achievements, provide incentives, challenge them with new tasks and skills. Involve them in career opportunities in your company and/or industry.



## COMMUNICATE

The better you understand each other the less chance of misunderstandings derailing the apprenticeship or traineeship.

**To recruit an apprentice or trainee call 1800 819 747**