

## Understand your commitment

Be aware of the risks, benefits, costs and incentives associated with taking on an apprentice.  
Make sure you can fulfill your employer obligations regarding the range of work and supervision required.

## Who can Supervise an Apprentice?



An experienced driver who has preferably (but not essential) completed the Certificate III in Driving Operations and holds the equivalent or higher level licence that is being undertaken by the apprentice.

## Minimum requirements for applicants

17 years or older and hold an Provisional Open Licence. Minimum age to undertake an MR license is 18 and HR is 19. Drivers with a current truck licence are also eligible. Must be eligible to work in Australia. Experienced drivers are encouraged to complete the apprenticeship to formally recognise professional experience.

## Finding an Apprentice



### Already have an applicant:

1. Contact an Apprenticeship Support Network Provider
2. Engage an RTO that offers the apprenticeship



### Need to find an applicant:

- Advertise
- Offer to an existing employee
- Contact a Workforce Australia Provider or an Apprenticeship Support Network Provider

## Signing up your Apprentice



The Apprenticeship Support Network Provider will take care of all the paperwork including the training contract with the Apprentice and any funding that may apply.

## Managing your Apprentice



You will need to meet your training, supervision and reporting obligations for the duration of the apprenticeship. Your Australian Apprenticeship Support Network Provider or training organisation can work with you to resolve any problems.

## Next steps - Contact an Apprenticeship Support Network Provider



The BUSY Group Ltd, 13 28 79, [www.busyatwork.com.au](http://www.busyatwork.com.au)

MAS National, 1300 627 628, [www.masnational.com.au](http://www.masnational.com.au)

MEGT (Australia) Ltd, 136 348, [www.megt.com.au](http://www.megt.com.au)

Sarina Russo Job Access (Australia), 1300 178 776, [www.sarinarusso.com.au](http://www.sarinarusso.com.au)



## Need more information



[Queensland Skills Gateway](#) - find an RTO

[Business Queensland](#) - more information on how to employ an apprentice

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