

# WHO'S INVOLVED?

## Who signs you up?



### Apprenticeship Support Australia (ASA)

ASA is your Provider contracted by the Australian Government. We conduct the training contract sign up, conduct eligibility for the incentive program, offer support services, and have regular contact with the apprentice/trainee and employer.



### State Training Authority (STA)

The Victorian Registration and Quality Authority is the regulator of apprenticeships and traineeships in Victoria. They provide the final step and approve your training arrangement. They make things official!



### Apprenticeship Data Management System (ADMS)

ADMS is a modern and secure platform supporting the delivery of Australian Apprenticeship programs. The ADMS system is used by the employer to review and submit some claim applications. If eligible to claim - employers will receive an email notification to advise their application is ready to progress from ADMS.

## Who employs the Australian Apprentice?



### Employer

The employer hires apprentices/trainees and provides appropriate support, training and supervision for all apprentices and trainees to gain the skills and knowledge to complete their qualification.



### Group Training Organisation (GTO)

In some instances the apprentice/trainee is not employed directly by an employer, but through a GTO. The GTO employs them and places them with an employer.



## Who trains the Australian Apprentice?



### The employer – on-the-job training

Gaining hands-on experience is important for an apprentice. The employer provides appropriate support, training and supervision on the job so that the apprentice/trainee can gain the skills and knowledge to complete their qualification.



### Registered Training Organisation (RTO) – off-site training

The RTO works with you to deliver a training plan, deliver training, assess achievement of skills and issue the qualification on successful completion.