

# KNOW YOUR OBLIGATIONS

Starting an apprenticeship or traineeship is the beginning of an exciting new chapter in your life. But before you take the big step of becoming an **Australian Apprentice**, we want to make you aware of the ins and outs of your training.

Apprenticeship Support Australia is here to help you get registered into your Australian Apprenticeship and offers support throughout the duration of your training. Depending on the qualification, training could take up to 48 months full-time to complete, with part-time even longer, so you will be committed for a while.

Both parties are expected to enter the Training Contract with mutual respect, honesty and fairness.

Once you're underway, there are a few things you need to know:

- ✓ This goes without saying, but your Training Contract requires you to attend work, do your job and follow your employer's instructions, as long as they are lawful.
- ✓ You will receive a **personalised training plan** as well, which explains things such as what qualification you are working towards, the duration of your training and the units of competency you must achieve.
- ✓ You will also need to work towards achieving your qualification and undertake any training and assessment set out in your training plan.
  - This includes attending training sessions or supervised workplace activities, and maintaining a record of your training
- ✓ You will be paid, even on those days you spend at your Registered Training Organisation, such as TAFE or trade school.

You have to take care of workplace resources and property and you have to respect the rights of others in the workplace.

And most importantly: be trustworthy, punctual and reliable, and you're sure to be successful in your apprenticeship or traineeship.

**Remember:** You have to make sure that you understand your obligations and responsibilities, BEFORE signing your contract. So please read the Training Contract Obligations fact sheet on this landing page to get the low-down.

## And finally...

Becoming an apprentice or trainee is a big decision. That's why we give you at least 24 hours to think it through before you sign up.

Apprenticeship Support Australia will be in touch throughout your training to see how things are going, so please make sure you give us some feedback when we ask for it. And if you need further help, at any time, call us on **1300 363 831** or email [hello@appenticeshipsupport.com.au](mailto:hello@appenticeshipsupport.com.au)

If you're under the age of 18, you will also have to obtain consent from a parent or guardian.