



Information for Employers:

About your new commercial cookery apprentice

Useful info:

Industrylink Trainer/Assessor's name

Their email address

Your Apprenticeship Network Provider

Ph _____

Industrylink office number

(03) 6231 0677

Frequently Asked Questions

What is an “Apprenticeship Network Provider”?

Every apprentice needs to sign up with an Apprenticeship Network Provider. ANPs are contracted by the Commonwealth Government to provide information, advice and support to employers and apprentices about apprenticeships. They assist with the sign up of training contracts, as well as assess, approve and process the payment of Commonwealth incentives. There are 3 ANPs operating in southern Tasmania – MAS National (formerly Business & Employment), MEGT and JobNet.

“I have signed one of my employees into a Commercial Cookery course. How long will it take?”

This depends on a number of factors, including what their level of experience is and how motivated they are. Generally speaking, Certificate III may take between 24 and 48 months to complete. The government allows between 3 and 48 months for completion, with extensions granted in exceptional circumstances.

“How much will the course cost me?”

Industrylink charges the apprentice a \$1000 annual tuition fee. We do not charge employer any fees as at 1st February 2017.

However, you are liable to pay the apprentice for their hours whilst they are attending training at Industrylink – for any questions about this or your other obligations under the apprenticeship guidelines, please refer to your ANP.

“How do I claim any financial incentives that I am entitled to?”

This will be explained to you in detail by your ANP. You will receive a claim form for each incentive payment from your ANP, which you will need to complete and return to them. They will then issue you with a payment which usually happens promptly. This payment is not administered by us in any way. If you have any queries about your incentive payment, please contact your ANP.

“What happens if my employee leaves before they complete their training? Will I have to pay my financial incentives back?”

No. Any incentives paid to the employer are non-refundable. It is vital to notify Industrylink and your ANP immediately in the case that your trainee ceases to be employed by you, as their training contract will need to be cancelled.

“What is the format of the training?”

Industrylink uses a combination of flexible delivery styles in order to minimise the amount of disruption to the workplace. Our Training Coordinator will discuss which combination of classes, one-on-one meetings and workplace visits will be the most suitable for your business. Each unit will be assessed in at least two ways. Theoretical knowledge is generally assessed through written work, verbal questioning or presentations. Practical skills are usually assessed through direct observations and participating in scheduled group assessments.

“How much time will my employee need to spend training?”

Generally speaking, the training will take place for one 8 hour day every three weeks during the school year, which runs from February – November. Additionally, the apprentice may have up to 3 practical group assessments scheduled through the year. The apprentice will be assigned brief activities between lessons in order for them to practise their skills, as well as regular reading in preparation for theory lessons. It is a matter for negotiation between the employer and apprentice when/where this assigned work is completed.

“Who should I call if I have any queries?”

If you have any queries specifically relating to training delivery, please phone either our Chief Operating Officer, Michelle Brennan or Tony Kennedy (CEO) on 6231 0677. For any other questions, your ANP is a great place to start. They are an impartial body engaged by the government to provide support to employers, apprentices and

training organisations that have entered into an official training contract. Your ANP will be able to advise you how to obtain the information that you need.

“Is there a website that deals with all of this stuff?”

Yes. The Skills Tasmania website www.skills.tas.gov.au has a section specifically for employers. It outlines rights and responsibilities of employers, apprentices and training organisations and can provide information about pay rates, incentives and student assistance programs.