










Employers Checklist for Traineeships

This checklist covers the important steps that occur during the traineeship.



Application & Approval

-  The employee completes the Prior Qualifications Form and submits by fax to 9423 6975 to Exact Business Solutions Pty Ltd for verification that they are entitled to the traineeship program.
-  The employer and trainee complete and sign the Traineeship Training Contract with their Australian Apprenticeships Centre (AAC). AACs are funded by the Australian Government and services provided by AACs are free to employers.
-  A summary training plan must be prepared for the traineeships. The training plan is then endorsed by the Bookkeeping Institute of Australia*.
-  The Australian Apprenticeships Centre checks the training contract and training plan and then submits them to State Training Services for approval of the traineeship.
-  The trainee will then commence enrolment procedures with Exact Business Solutions Pty Ltd.
-  The employer and trainee receive an approval letter from State Training Services.

After Approval

-  The date the training contract becomes binding is specified in the approval letter.
-  Exact Business Solutions Pty Ltd will develop a full training plan in consultation with the employer and trainee and provide them with a copy.
-  Employers should check with their Australian Apprenticeships Centre regarding eligibility for Commonwealth incentive payments.
-  Trainees should also check with the Australian Apprenticeships Centre regarding their eligibility for travel and/or accommodation allowances to attend off-the-job training and other financial incentives.

Ongoing

-  Employers should check regularly with Exact Business Solutions Pty Ltd to make sure the trainee is attending formal off-the-job training (where appropriate) and is making satisfactory progress towards achieving their qualification.
-  A progress card (in the form of an A4 letter) is sent to the employer of a trainee with the approval letter. The details on this form should be updated when the employment of the trainee is discontinued for any reason. The employer must notify the local State Training Services regional centre (ph. 13 28 11).

Ongoing (Con't)

- Employers and their trainees must notify State Training Services, through their Australian Apprenticeships Centre, if they wish to make changes to the training arrangements (e.g. mutual cancellation, transfer or suspension) or vary the training contract or training plan (e.g. change of completion date, change of qualification or change in mode of training delivery).

Completion

When the traineeship is nearing completion:

- State Training Services will send a completion letter to the employer.
- The employer must sign the letter and return it to State Training Services, confirming whether or not the trainee has successfully completed the on-the-job and formal training. The letter must be accompanied by a copy of the Certificate, Statement of Attainment or transcript of results issued to the trainee by The Bookkeeping Institute Of Australia. If the trainee did not successfully complete formal training, the letter must be returned to State Training Services without attachments.
- The employer and trainee may jointly apply for completion of the traineeship before the scheduled completion date providing that the trainee has been issued with their qualification by The Bookkeeping Institute of Australia and the employer considers that they are competent to industry standard.

After Completion

Employers must:

- Ensure that the trainee receives his/her certificate.
- Check with their Australian Apprenticeships Centre to see if they are entitled to any incentive payments that may be available at the completion of the traineeship.

***NB:** Exact Business Solutions Pty Ltd is conducting this course under contract for The Bookkeeping Institute of Australia (BIA). BIA is a Registered Training Organisation (RTO) registered under the Australian Quality Training Framework (AQTF) by the Training and Employment Recognition Council of the Queensland Government (national code 32190). The Bookkeeping Institute of Australia is registered for the full delivery of FNS40207 Certificate IV in Financial Services which is an Australia wide accredited qualification.