

How Trojan's system works for apprentices/trainees

Prior to recruiting a new apprentice/trainee:

- Trojan Group Training Pty Ltd will engage with an Australian Apprenticeship Support Network (AASN) provider who will be responsible for registering the apprenticeship/traineeship with the Dept of Youth Justice, Small Business & Training and will check on the progress of the apprentice/trainee throughout the training period
- Trojan Group Training Pty Ltd will engage with a Host employer who will provide the apprentice/trainee with work experience and supervision during the apprenticeship/traineeship
- Trojan Group Training Pty Ltd will engage with a Registered Training Organisation (RTO) who will conduct and assess all training which will enable the apprentice/trainee to earn a nationally recognised qualification at the end of the training period

Application process for an apprentice/trainee:

- Trojan Group Training Pty Ltd will advertise an apprenticeship/traineeship describing the attributes and qualities we are seeking based on the criteria set with the Host employer
- Interested candidates will apply to the advertisement by forwarding an application and resume
- Applications will be screened by Trojan Group Training Pty Ltd to determine if they match the set criteria
- Candidates will be contacted by phone for further screening and the suitable candidates will be invited to attend an interview with Trojan Group Training Pty Ltd

Trojan Group Training Pty Ltd recruitment and selection process:

- During the interview, the candidate will be evaluated and compared to the selection criteria and will also have the opportunity to ask questions and find out more
- During the recruitment and selection process the candidate will complete a range of testing including; literacy and numeracy, psychometric and behavioural testing, mechanical aptitude, physical capability, e.g. pre-employment medical, drug & alcohol testing, identity checks if needed and reference checks

Host employer recruitment and selection process:

- Suitable candidates are referred by Trojan Group Training Pty Ltd to the host employer for interviewing
- This stage of the process will allow the host employer to evaluate the candidate to determine if they are the right fit, and it will allow the candidate to visit the host site, ask questions and find out more

The job offer:

- Successful candidates will be offered an apprenticeship/traineeship with the employer, Trojan Group Training Pty Ltd, based at the host employer site
- The successful candidate will be provided with a contract of employment detailing all terms and conditions, position description, and a candidate handbook

Induction Process:

- Trojan Group Training Pty Ltd will conduct pre-employment induction and sign up with new apprentices/trainees
- Trojan Group Training Pty Ltd will coordinate with Host Employer for on-site inductions
- Trojan Group Training Pty Ltd will coordinate apprentice/trainee sign up with the Australian Apprenticeship Support Network (AASN) provider who will liaise with Registered Training Organisation (RTO)
- Australian Apprenticeship Support Network (AASN) provider will lodge the training contract with the State training authority which will include all details of the parties involved and the apprenticeship/traineeship
- Once the apprenticeship/traineeship is formally registered a TCID number will be issued, which then allows the apprentice/trainee to obtain a travel concession card and training can commence.

Working with the Host Employer:

- Host Employer will provide opportunities for learning and knowledge to gain the competencies required for the apprentice/trainee to gain their final qualification
- Host Employer will allow required time off for the completion of training activities
- Host Employer will provide a healthy and safe work environment for the apprentice/trainee
- Host Employer will provide daily on-the-job supervision of the apprentice/trainee
- Trojan Group Training Pty Ltd will provide on-going support and guidance for the apprentice/trainee and maintain communication between all parties

Working with Trojan Group Training Pty Ltd:

- Trojan Group Training Pty Ltd is the employer and will be responsible for correctly paying the apprentice/trainee, leave entitlements, superannuation contributions and will manage any workers compensation issues