# How to Sign Up an Apprentice

Hiring an apprentice is a straightforward process, and support is available every step of the way. Once you’ve chosen the right person for your business, your next step is to contact an Apprentice Connect Australia Provider (ACAP) provider.  
  
**Your ACAP provider will help you:**

* Complete and lodge the Training Contract between you, your apprentice, and the Registered Training Organisation (RTO)
* Register the apprenticeship with your state or territory training authority
* Connect with the RTO to organise training delivery and assessment
* Explain what government incentives or mentoring support may be available to your business
* After your training contract is approved, the apprenticeship officially begins
* Your RTO will be in contact with you to discuss your apprentice’s commencement of training.

A group of icons with arrows

AI-generated content may be incorrect.

**Employer Checklist: Before Signing Up an Apprentice**

1. Confirm your business is ready

* You have consistent work to support on-the-job learning
* A qualified tradesperson is available to supervise and mentor the apprentice
* You can provide a safe, inclusive, and supportive workplace

2. Choose the right qualification and RTO

* Talk to your preferred RTO about the right qualification for your apprentice
* Confirm how training will be delivered - in the workplace, online, or through block release
* Make sure the RTO can tailor delivery to suit your business operations.

3. Understand pay rates and conditions

* Check the relevant Modern Award or enterprise agreement to confirm pay, allowances, Superannuation and whether portable long service leave applies
* Confirm you are aware of the **National Employment Standards - link**
* Confirm Supervision requirements
* Review the probation period and Training Contract obligations.

4. Contact an Apprentice Connect Australia Provider (ACAP)

* They’ll help complete and lodge the Training Contract
* Register the apprenticeship with your state training authority (Be mindful of your State/Territory requirements of sign up timeframes – **Refer to Quick Reference Guide – Sign up Process by State/Territory**
* Explain any financial incentives or mentoring programs available.

5. Prepare for onboarding

* Develop a clear workplace induction plan
* Assign a workplace buddy or mentor
* Plan regular check-ins to review progress and wellbeing

### Did You Know?

* Employers may be eligible for government incentives when they take on a new apprentice - including wage subsidies and completion payments.
* Apprentice Connect Australia Providers (ACAP) offer free mentoring programs that can help apprentices stay on track, improve wellbeing, and complete their training.
* Specialist support is available for women in trades, First Nations apprentices, people with disability, and those in remote areas.  
    
  Contact your local ACAP provider for more information or visit:  
  [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

Refer to Contacts list in Resources section

For more information on the requirements for your state - **Refer to Quick Reference Guide – Sign up Process by State/Territory**