# Thinking About Hiring an Apprentice? Here's How to Set Up for Success!

Hiring an apprentice is a fantastic way to invest in your business’s future. It’s an opportunity to pass on valuable skills, build a strong team culture, and contribute to the growth of your industry. With the right preparation, your workplace can become a thriving environment for learning and development.

## Minimum Employment Requirements

|  |  |  |
| --- | --- | --- |
| **Requirement** | **We’re Ready!** | **Need Support** |
| We’re ready to employ — we have an active ABN and meet all legal requirements. | ☐ | ☐ |
| Our workplace is safe, well-equipped, and fully compliant with WHS laws. | ☐ | ☐ |
| We have a qualified tradesperson available to supervise and train our apprentice. | ☐ | ☐ |
| We’re prepared to pay our apprentice correctly under the relevant Award/Agreement, including entitlements. | ☐ | ☐ |
| We can offer regular work hours that meet training contract and award obligations. | ☐ | ☐ |
| We’re ready to enter into a formal Training Contract with a provider and RTO. | ☐ | ☐ |
| We hold appropriate insurance (workers’ compensation & public liability) that covers apprentices. | ☐ | ☐ |
| We provide all leave entitlements: annual, personal, and study leave. | ☐ | ☐ |
| We comply with Equal Opportunity, Anti-Discrimination, and WHS laws. | ☐ | ☐ |

**If you’re not quite ready yet — that’s okay! Reach out to an Apprentice Connect Australia Provider (ACAP) or your State Training Authority. They can help you take the next steps toward becoming a great apprentice employer.**

**Best Practice Tips for Success**

* Foster a learning culture – treat mistakes as growth opportunities.
* Set clear expectations – work standards, timelines, and safety.
* Provide structured supervision – regular check-ins and skill-building.
* Support wellbeing – regular chats can build trust and confidence.
* Celebrate achievements – milestones matter!
* Include apprentices in team activities – build belonging.
* Champion diversity – create a welcoming space for all.
* Plan for career growth – show your long-term commitment.

### *Tip: Taking on an apprentice isn’t just about meeting regulations — it’s about creating a workplace where learning, safety, and respect go hand in hand. When done well, apprentices become skilled, loyal tradespeople who strengthen your business for years to come.*