

## Details of my job form

1. Print out this form, (an Apprenticeship Network Provider (ANP) list should print as well), and print out the Duty of Care form. **Contact the employer to discuss the requirements and details of these forms.**
2. Once discussed, email or deliver to the employer the Details of my Job form, the ANP list, and the Duty of Care form. The employer will need to populate as many details as possible, read and sign the Duty of Care form, choose their ANP and return to you.
3. The Duty of Care form **MUST** be signed off by the school principal or their nominee before proceeding with registering the student and the job details on the Start My Trade webtool.
4. Once you have ALL REQUIRED INFORMATION and details have been checked, arrange a time to meet with your potential SbAT, and together, register on Start My Trade and continue through to enter the following details.

**\* Information MUST be provided.**

Student's name: \_\_\_\_\_ Date: \_\_\_\_\_

### Position details -

Type of work\*  Apprenticeship OR  Traineeship

Qualification \*  NTIS code\*

Start date\*  *Note: this is the date that the apprentice/trainee started or will start work with the employer.*

### Employer details

ABN*	
Legal name*	
Trading name*	
Address*	
Suburb*	
State*	
Postcode*	
Contact name* (employer)	
Phone*	
Email*	

### Work day/s\*

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

### Apprenticeship Network Provider (ANP) details

Name of ANP*	
Contact name*	
Phone*	
Mobile	
Email*	

### Registered Training Organisation (RTO) details

RTO name*	
Contact name*	
Phone*	
Mobile	
Email*	

## Information for Employers

### APPRENTICESHIP PROVIDER NETWORKS (ANPs)

- Provide information on Australian Apprenticeship/Traineeship options to job seekers, employers and other interested people
- Market and promote Australian Apprenticeships/Traineeships in the local area
- Assess eligibility for federal government incentive payments to employers and associated administration of these incentives
- Work with the State Training Services/State Training Authority to provide an integrated service
- Establish effective relationships with the Commonwealth's contracted Jobactive providers, training providers, schools and other organisations
- Provide a link between employers, their trainees & apprentices, and the Commonwealth and State Government Departments responsible for assisting Australian Apprentices.

#### **The four NSW Public Schools' Apprenticeship Provider Networks are –**

##### **Sarina Russo Apprenticeships**

Freecall: 1300 178 776  
Website: Sarina Russo Apprenticeships  
Email: [apprenticeships@sarinarusso.com.au](mailto:apprenticeships@sarinarusso.com.au)

##### **VERTO Ltd**

Freecall: 1300 483 786  
Website: [verto.org.au](http://verto.org.au)  
Email: [cust-serv@verto.org.au](mailto:cust-serv@verto.org.au)

##### **Apprenticeship Support Australia**

Freecall: 1300 363 831  
Website: Apprenticeship Support Australia  
Email: [info@apprenticeshipsupport.com.au](mailto:info@apprenticeshipsupport.com.au)

##### **MEGT**

Freecall: 13 63 48  
Website: MEGT  
Email: [aasninfo@megt.com.au](mailto:aasninfo@megt.com.au)