

## Details of my Job form

### School Based Apprenticeships & Traineeships

1. Please provide details of your company below, including choosing an ANP and RTO.
2. Please ensure information with an asterisks (\*) is provided
3. Please read, complete and sign the Duty of Care form.
4. Please return both **Details of my Job** and **Duty of Care** forms to the school SBAT Coordinator.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### Position Details

\* Type of work     Apprenticeship    OR     Traineeship

\* Qualification \_\_\_\_\_ \* NTIS code \_\_\_\_\_

\* Start date: \_\_\_\_\_ *Note: this is the date 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 Number   |  |
| *Email  |  |
| Host Employer – Trading Name<br><i>(if applicable)</i>      |  |
| Supervisor Name   |  |
| Supervisor Contact Phone Number                             |  |
| Supervisor Licence Number<br><i>(regulated trades only)</i> |  |

#### Work day/s\*

Monday     Tuesday     Wednesday     Thursday     Friday     Saturday     Sunday

#### Apprenticeship Network Provider (ANP) details

|                |  |
|----------------|--|
| *Name of ANP   |  |
| *Contact name  |  |
| *Phone Number  |  |
| *Mobile Number |  |
| *Email         |  |

#### Registered Training Organisation (RTO) details

|                |  |
|----------------|--|
| *RTO name      |  |
| *Contact name  |  |
| *Phone Number  |  |
| *Mobile Number |  |
| *Email         |  |

## Information for Employers

### APPRENTICESHIP NETWORK PROVIDERS (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 Training Services NSW 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)