

## 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 asterisk (\*) 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 \_\_\_\_\_

\* First paid work date \_\_\_\_\_ **Note: SBAT must be paid as a part-time employee under employer's payroll.**

#### Employer details

*ABN	
*Legal name	
*Trading name	
*Address	
*Suburb	
*State	
*Postcode	
*Contact name	
*Phone Number	
*Email	
Host Employer – Trading Name <i>(if applicable)</i>	
Supervisor Name	
Supervisor Contact Phone Number	
Supervisor Licence Number <i>(regulated trades only)</i>	

#### Work day/s\*

Monday     Tuesday     Wednesday     Thursday     Friday     Saturday     Sunday

#### Apprenticeship Network Provider (ANP) details, see over for details

*Name of ANP	
Contact name if known	

#### Registered Training Organisation (RTO) details

*RTO name	
Contact name if known	

## Information for Employers

### Apprenticeship Network Providers (ANP)

The Australian Apprenticeship Support Network (Apprenticeship Network) is your first point of contact for all queries about apprenticeships.

You cannot start an Australian Apprenticeship without an Apprenticeship Network provider.

Apprenticeship Network providers give personalised advice and support services from pre-commencement to completion. Apprenticeship Network providers offer the following support services:

- Universal services:
  - essential administrative support
  - payment processing
  - regular contact
- Targeted services for individuals who need extra support to complete their apprenticeship.

If you need help or information about Australian Apprenticeships, contact your [Apprenticeship Network provider](#).

### The Apprenticeship Network Providers are:

**Apprenticeship Support Australia**

Freecall: 1300 363 831

Email: [info@apprenticeshipsupport.com.au](mailto:info@apprenticeshipsupport.com.au)**MEGT**

Call: 13 63 48

Email: [anpcsnsw@megt.com.au](mailto:anpcsnsw@megt.com.au)**MAS National**

Freecall: 1300 627 628

Email: [info@masnational.com.au](mailto:info@masnational.com.au)**Busy at Work**

Freecall: 13 28 79

Email: [busy@busyatwork.com.au](mailto:busy@busyatwork.com.au)

### Pay and conditions - employing an apprentice or trainee

Learn about wages, entitlements and conditions when you employ an apprentice or trainee. Check you're meeting your legal responsibilities. Provide a safe environment for staff.

<https://www.nsw.gov.au/education-and-training/apprentices-and-trainees/employers/pay-and-conditions>

**Fair Work**

Ph: 13 13 94

[www.fairwork.gov.au](http://www.fairwork.gov.au)