

# Apprentice and Trainee Management

We have a well established system for taking the hard work out of having apprentices and trainees.

Directions provides Apprentice and Trainee Management services for employers operating in a wide range of industries.

## Our service includes:

- Organising the training contracts
- Organising and managing the off-site training
- Ensure appropriate OHS inductions
- Workers Compensation requirements
- Superannuation
- Payroll

## We provide:

- Advice on the apprenticeship system
- A quote for the host employer on our charges
- Assistance throughout the signup process
- Assistance with recruitment if required
- IR advice
- Confidence that all legal requirements are met with contractual arrangements
- All payroll functions
- Workers compensation and return to work processes taken care of
- PPE kit on start up
- Comprehensive inductions
- OHS training
- Regular monitoring and communication
- Disciplinary action if required
- Rotation of apprentice if extra on the job training is required
- We will take the apprentice back if your business falters or there is a downturn in business
- Training negotiations and advice if required
- Career Development

Let us assist you to develop your workforce and keep your skills in the business

NORTHAM

PERTH METRO

MERREDIN

MOORA

KALGOORLIE

NARROGIN



Visit our website or contact our team at your nearest Directions location

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Northam: (08) 9622 6500

Kalgoorlie: (08) 9022 4299

[www.directionswa.com.au](http://www.directionswa.com.au)

PARTNER IN  
WORKFORCE DEVELOPMENT

