



APPRENTICE MANAGEMENT PROGRAM



GTNT Group is a community based not-for-profit organisation and we have been creating quality training to employment opportunities for 32 years for over 6,500 apprentices and trainees and partnering with over 1,500 Host Businesses across the Northern Territory.

GTNT Group managing your apprentice will enable the host business to get the best employees for their business and it gives the apprentice access to our many support services. All of the benefits at a *minimal cost!*

Under this program you remain the legal employer of the apprentice or trainee, while accessing the apprentice management expertise of GTNT Group. This program is the solution for a business who want to employ an apprentice directly, and want access to extra support and assistance along the way. Our services under this program can be flexible.

OUR SERVICES INCLUDE:

1. Recruitment & selection
2. Management & mentoring support
3. Administration services

OPTIONAL SERVICES AVAILABLE:

- ✓ Pre-employment medical testing
- ✓ Psychological assessment
- ✓ Professional development
- ✓ Human Resources support services

1. RECRUITMENT & SELECTION

Our recruitment team will provide advice on the various options for the Registered Training Organisation (RTO) selection, and the training delivery methods best suited to your workplace. The team will ensure:

- All vacancies are listed on GTNT Group website and social media platforms
- Pre-screening and interview are completed
- Industry specific testing conducted, including risk assessments referrals provided to Host Businesses

Advertising of a vacancy in any other form of media can be requested, however this will be at the cost of the Host Business.

2. MANAGEMENT & MENTORING SUPPORT

You will be assigned a designated GTNT Group Employment Specialist who will support both the apprentice and supervisor, along with managing and mentoring the apprentice. They will provide:

- Monthly visits to your workplace
- Additional visits as required to deal with priority workplace related issues
- Quarterly progress reports
- Administration of all training contract paperwork
- Monitoring the quality of training provided by the selected RTO
- Work Health & Safety (WHS) training for all apprentices

3. ADMINISTRATION

Our experienced administration team will provide the following services:

- Arrangement of travel and accommodation if required to attend off the job training