

**Australian Apprenticeship Centre**

# **Profile and Capability**

*Prepared by:*

**ATEC - Adelaide Training & Employment Centre**  
August 2010



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## **CONTACT DETAILS:**

### **AUSTRALIAN APPRENTICESHIPS CENTRE:**

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### **OTHER ATEC SERVICES:**

#### **REGISTERED TRAINING ORGANISATION:**

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#### **GROUP TRAINING SERVICES:**

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#### **RECRUITMENT (EMPLOYMENT SERVICES):**

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## **ATEC PROFILE AND CAPABILITY**

### **INTRODUCTION**

ATEC - Adelaide Training and Employment Centre, is a bipartite incorporated, not for profit organisation with a Board of Management comprising representatives from industry and unions.

ATEC (formerly PATDC) is comprised of five divisions encompassing the education, training and employment sectors. They are; a Registered Training Organisation (RTO), compliant with the requirements of the Australian Quality Training Framework (AQTF), a Group Training Organisation (GTO) compliant with National Group Training Standards, an Australian Apprenticeships Centre (AAC), a Recruitment Services division and a Community Services Training Division.

ATEC has been successfully operating as a Training Centre since 1989 and operates from premises located at 275 Grand Junction Road Ottoway, 12 Todd Street Port Adelaide, Commonwealth House Noarlunga Centre, and Refinery Road, Lonsdale. We have recently relocated into a new site at the Ottoway location that has undergone extensive redevelopment which enables us to continue to provide high quality services to an expanding client base both currently and into the future.

### **ATEC – Mission Statement**

Adelaide Training & Employment Centre will actively contribute to the growth of employment and the development of skills within the community through the provision of quality recruitment and training services.

Our commitment is to provide an efficient, high quality service to all of our customers, employers, students and jobseekers.

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## **OTHER ATEC SERVICES**

### **REGISTERED TRAINING ORGANISATION**

Adelaide Training and Employment Centre (ATEC) Registered Training Organisation provides a broad range of nationally accredited training services to Australian Apprentices, jobseekers and the general public. The arrangement of the training services are flexible and can be conducted at our extensive industrial training facilities at Ottoway and Lonsdale or delivered at your workplace.

In today's competitive world the key to success lies in life long learning and skills development is through high quality training. Adelaide Training and Employment Centre is a Registered Training Organisation, certified to ISO9001 2008, and delivers accredited training services in nationally recognised qualifications. The skills and knowledge you can gain at ATEC can be a passport to job satisfaction, a promising career and a bright future.

### **GROUP TRAINING - Engineering Apprenticeships Made Easy**

When an apprentice is legally employed by one company and placed with another for the purpose of work and training the arrangement is referred to as Group Training. ATEC Group Training specialises in the recruitment, employment and placement of apprentices in the engineering, manufacturing and associated industries. We simplify the apprenticeship system for both employers and apprentices, and offer a number of benefits over traditional employment arrangements.

### **RECRUITMENT SOLUTIONS**

ATEC Recruitment Solutions is now a private recruitment company

Our two recruitment sites at Port Adelaide and Noarlunga allow us to access a large pool of potential employees and a wide range of jobs across the entire metropolitan area.

As a smaller, more intimate recruitment organisation with not-for-profit status, ATEC Recruitment Solutions is offering recruitment placement, recruitment brokering and on-hire services with the most competitive placement fees in the market.

## ATEC AUSTRALIAN APPRENTICESHIPS SERVICES

As an Australian Apprenticeships Centre (AAC), ATEC is a “one stop shop” providing comprehensive and streamlined Australian Apprenticeship services to employer and job seekers, free of charge. ATEC AAC can offer you a complete service, covering all aspects of employing an Apprentice or Trainee. The ATEC AAC also performs the function of being a Skills and Training Information Centre (STIC) and is able to provide advice and referrals for both jobseekers and employers

The professional service and individual, tailored approach ATEC offers to employers ensures our Industry Consultants are equipped to:

- Assist employers in identifying the range of Apprenticeship and Traineeship options to suit the needs of your business,
- Completion of all associated paperwork within a very efficient and fast turnaround times to enable a “**stress and hassle free**” environment,
- Assist in the recruitment of Apprentices/Trainees.

As an employer of an Apprentice or Trainee, ATEC can assist you in accessing both State and Federal Government financial incentives for eligible staff - as well as a range of personal benefits for the Apprentice or Trainee.

As a proud South Australian organisation we focus primarily on employers in the metropolitan Adelaide area and are happy to service these Adelaide based companies in regional South Australian area. Our organisation is not for profit and returns profits to the local Adelaide community in a range of community based employment and training programs.

As a not for profit organisation we invest in our staff resources as we believe that they are most valuable resource. We provide high level training to ensure that all staff have the necessary knowledge and skills to efficiently and effectively meet the needs of our employers. Our Consultant Team are highly skilled and responsive to your needs and the exceptional administration team ensure prompt processing of all contracts and processing of all claims and incentives available to both employers and apprentices. We always aim to process employer claims within 24 hours of receiving a fully completed claim form into the office.

Located at Ottoway and Lonsdale, ATEC’s mobile Industry Consultants are available to service metropolitan Adelaide and are available to meet with you to discuss your Apprenticeship or Traineeship needs.

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## WHY ATEC AUSTRALIAN APPRENTICESHIP CENTRE?

1. We will provide customized, individual, reliable and efficient support. A dedicated Industry Consultant and a dedicated Administration Officer will ensure that all of your traineeship requirements are met.
2. We will meet with you on a regular basis to make sure that we are exceeding your expectations of us. This can be weekly or fortnightly depending on your needs.
3. Our efficient administration team will ensure that your contracts are lodged immediately and that incentive claims are processed promptly.
4. We will provide access to your trainee and claim information through our web based Employer Portal. This is an easy to use system that can assist with tracking incentive claims. We have recently had our system upgraded to the highest level to ensure that we are providing you with the highest level of service.
5. Our attention to detail and our customer service is second to none. In the last twelve months we have had many major employers transfer to ATEC as they wanted a higher level of service than they were receiving. These recommendations have often been made by Registered Training Organisation's (RTO) working with these employers. We work hard to develop strong relationships with RTO's as we understand that the Traineeship system requires all parties to work closely together to achieve a positive outcome for the employer and the trainee. We work together to make it easy for you!
6. We are one of 2 AAC's in Metropolitan SA that received funding for a Mentor to support first year apprentices. We have hired a trade qualified person who also has current youth work qualifications. Our youth worker is available to support employers and apprentices to assist with the transition from education or unemployment to the workplace. Just because a young person has a job doesn't mean they aren't dealing with issues which may impact on the successful completion of their trade.
7. We have made a major commitment to the Retail Sector through the Retail Executive Master Program, we look forward to working with employers providing opportunities to their workers to develop skills and knowledge towards a long term career in the retail sector.
8. **We are good at what we do**, we will listen to your needs and tailor an approach that works for you. We work at the highest level with accuracy and attention to detail of paramount importance to ensure that there are no problems – our most recent Federal Government Audit Result was 99.52% accuracy – we know what we are doing and what that means for you is a “stress and hassle free” Apprenticeship Centre, working with your RTO's to make it easy for you.

## INCENTIVES

ATEC Australian Apprenticeships Centre offers you a complete service, covering all aspects of employing a Trainee and can assist you in accessing the following incentives

Federal Government Incentives paid to the employer			
Incentive	Payment	Payable at	Paid by
Commencement	\$1,500	3 Months	ATEC
Completion	\$2,500	Successful Completion	ATEC

\* Eligibility requirements apply

## EXEMPTIONS

### Payroll Tax

On 17 March 2010, the South Australian State Government announced that a re-elected Labor Government would abolish payroll tax on wages paid to apprentices and trainees. The Government has advised that legislation to implement this measure will be introduced into Parliament and that the provisions will be retrospective to 1 July 2010.

In the interim, until the legislation is in force, the Treasurer has approved an exemption being administered on the following basis:

Wages paid or payable to an apprentice or trainee will be exempt in the following circumstances:

- by an approved group training organisation;
- by an employer (not a group training organisation) if the apprentice or trainee is undertaking training under:
  - o a school-based training contract; or
  - o an initial training contract between the employer and the apprentice or trainee; or
  - o a training contract entered into prior to 1 July 2010 that is current on that date.

Wages paid or payable on or after 1 July 2010 to apprentices or trainees that meet the above eligibility criteria are exempt.

### WorkCover Apprentice and Trainee Incentive Scheme

The WorkCover levy paid by employers is calculated as a percentage of total remuneration paid by each employer. Under the recent reform package, from 1 July 2008, remuneration paid to eligible apprentices and trainees will be excluded from the calculation of their employers' levy.

The apprentice and trainee incentive scheme is available to all employers (including self insured employers) registered as an employer with WorkCover SA and employ an eligible person. An eligible person is a person undertaking training as a trainee in a trade, declared vocation or other occupation under a contract of training under the Training and Skills Development Act 2003.

To be eligible for the apprentice and trainee levy exemption an employer must:

- be registered as an employer with WorkCover SA; and
- have entered into an approved contract of training with the apprentice or trainee in a designated trade vocation. The apprentice or trainee must be identified in the approved contract of training.

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## CELEBRATING ACHIEVEMENTS

We believe that training of staff is vitally important for an organisation and recognise that many employers do a fantastic job of training and developing their most valuable resource. We consider it important to acknowledge this commitment and have supported and encouraged some of our employers to nominate for both State and Federal Awards for training. Several of our employers have won awards for training excellence in recent years. In most cases, we have been instrumental in the nomination and also in assisting in developing the application for these employers:

### 2007

#### **Federal Minister's Award for Excellence - Employer of the Year**

B & R Enclosures were nominated and won the Federal Minister's Awards for Excellence in Training and received their award at a wonderful ceremony in Parliament House Canberra.

### 2009

#### **SA Training Awards - South Australian School Based Apprentice**

Mitchell Silk who is employed by Matthew Whitford Electrical won the SA School Based Apprentice of the year. Mathew is enrolled at the ATEC Australian Technical College, Adelaide South.

### 2009

#### **SA Training Awards - South Australian Employer of the Year**

Two of our employers were nominated for the SA Employer of the Year, Calbic Engineering and Philmac. Philmac were the very worthy recipient of the award in 2009 and were runner up in the national awards.

### 2009

#### **Federal Minister's Award for Excellence - Employer of the Year**

Philmac were nominated and awarded runner up for the national Employer of the Year for the Federal Minister's Awards for Excellence. The HR Manager of Philmac attended an impressive ceremony in Parliament House Canberra and received acknowledgement of their achievement from the Deputy Prime Minister Julia Gillard.

### 2010

#### **Federal Minister's Award for Excellence – Employer of the Year**

Philmac were again nominated the national Employer of the Year for the Federal Minister's Awards for Excellence and in 2010 were the winner of this award. The Managing Director of Philmac and three staff attended an impressive ceremony in Parliament House Canberra and received acknowledgement of their achievement from Minister Chris Evans.

## TESTIMONIAL LETTERS

On the following pages are testimonial letters from several employers who are happy with the level of service from ATEC.



1 James Schofield Drive  
Adelaide Airport, South Australia 5950  
Telephone +61 (0)8 8308 9211  
Facsimile +61 (0)8 8308 9311  
Website [www.aal.com.au](http://www.aal.com.au)

25 January 2010

To whom it may concern

**Re: ATEC Service Provision**

It is with much pleasure that I recommend ATEC's services to you as a prospective client.

Adelaide Airport Limited's (AAL's) relationship with ATEC commenced in November 2008 when AAL embarked for the first time on a training program which took advantage of Contracts of Training. AAL and ATEC have worked in partnership around shared goals since that time and AAL has certainly benefited from our association with ATEC.

ATEC has made a concerted effort to form a strong and positive working relationship with our organisation and to understand our business environment, our philosophy and our vision for the future.

ATEC has responded effectively and efficiently to our business needs. For example I have found our nominated ATEC Industry Consultant to be a motivated, upbeat, highly reliable individual who relates well to the diverse personalities in our workgroups. I have found ATEC's online tracking tool invaluable and I really appreciate the way in which ATEC makes it easy to negotiate the multiple documents required by the Government to enable the Contracts of Training. These value added services are unique to ATEC in my experience.

ATEC is innovative in its approach and are committed to facilitating industry and business development through training. Their own organisation is clearly built on trust, positive relationships, collaboration and good management.

AAL is already experiencing positive gains from our association with ATEC and we expect to continue our partnership with ATEC well into the future.

Yours sincerely

**Anne Lewis**  
**Training Manager**

Lynne Austin  
ATEC  
PO Box 754  
Port Adelaide 5015

30/9/10

Dear Ms Austin

I write to acknowledge the excellent service that I receive from the Australian Apprenticeship team, in particular our Industry Consultant Bec McCarl and the Administration people I deal with most often, Rhiannon and Tracey. I would also like to acknowledge Renee Smart who acted in Bec's absence last year and resulted in a seamless transfer when I required sign-ups.

All are very knowledgeable and efficient and make my job of dealing with the paperwork of a significant number of trainees as easy a process as possible. Bec always advises me thoughtfully, keeping in mind her knowledge of Cara and has been instrumental in alerting me to newly funded qualifications (i.e. Diploma of Management). This has allowed our organisation to engage staff in professional development opportunities that, without attracting funding would not have been possible.

We have some existing Contracts with another AAC and I can assure you that the service I receive from ATEC is superior.

Yours sincerely



Richard Buttery  
Staff Training and Development Officer



Date: 21/01/2010

To Whom It May Concern:

It is my pleasure to provide a testimonial letter for ATEC Australian Apprenticeship Centre.

We have used ATEC as our AAC for over three years and have been very happy with the service that they provide.

Our Consultant Renee Smart is fantastic to work with, she is always very responsive to our needs and fits in with our schedule and is always happy to do out of normal business hours appointments when required. Renee provides a very thorough service and ensures that the trainees are fully aware of their rights and responsibilities under the training contract; she has excellent knowledge of the system and qualifications available and is great at exploring all opportunities for us as an employer to access funding for training staff right across the organisation, including our existing workers.

We are happy that the contracts get approved quickly and our incentive claims and any other associated paperwork is processed very efficiently.

I have no hesitation in recommending ATEC AAC to any prospective company looking for an efficient, responsive and friendly apprenticeship centre.

Shane Wreford

Production Manager  
REDARC ELECTRONICS PTY LTD  
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rdjonesgroup

This is just a note to thank you personally and Atec Apprenticeship and Traineeship Centre for assisting our business in helping us with our apprentice chefs. I'm impressed in how efficient the service that Atec provide, my consultant was always ready to assist me with any questions about the process. Personally, Kara, my Atec consultant has excellent insight to how the whole traineeship system works I found this so refreshing, extremely professional and inspiring that no question I ask is ever too hard to answer for her. I appreciate it when a consultant can guide us with direction. Her passion for what she does is evident in every call, meeting and email I have ever received. I really feel like she is one of our team and working for us and with us to achieve an outcome and that makes all the difference to our business.

Cheree Pertini

HR Manager

Jones Group of Companies

## ATEC Australian Apprenticeship Centre

### Job Ready Web Portal Guide

1. Access the web portal via [www.atec.asn.au](http://www.atec.asn.au) website
2. Click on the Australian Apprenticeship link from the list on the left hand side of the screen.

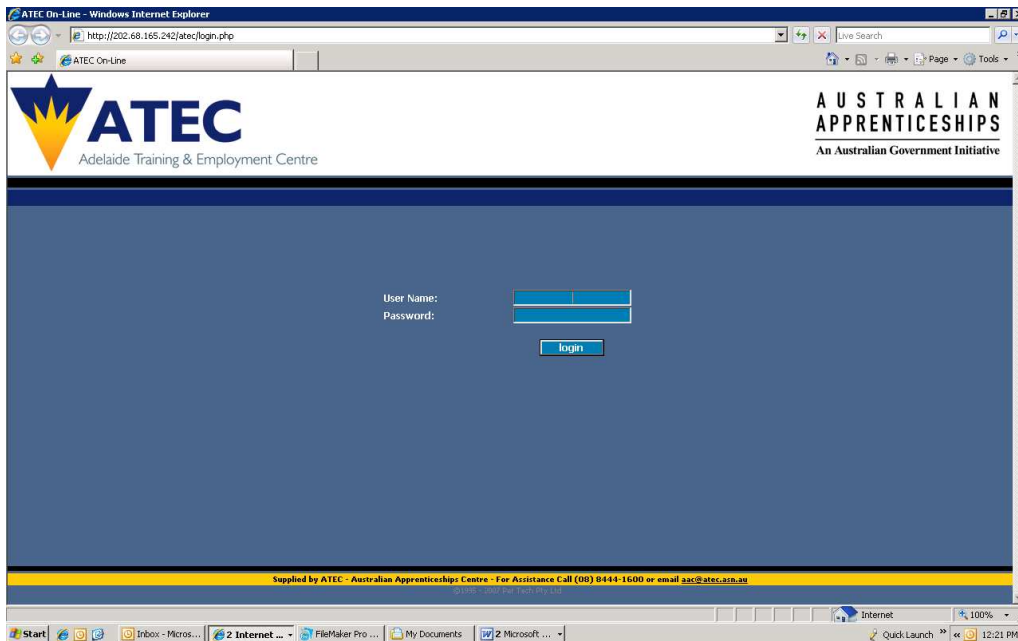


3. Then select Employer Web Portal from the list



4. Then click on the "Click Here" option to access the portal.

5. Enter your User name and password which we will provide to you in the appropriate place on the new screen that opens.



## 6. Reports

The Web Portal includes Apprentices marked as Active and Cancellation Pending in JR.

### **Current Contracts**

- Current Contracts – Registrations that have a Reg status of "Active" with no End Date and no End Reason
- Non Current Contracts – all other Registrations

### **New Commencements**

- This is based on the Start/Recom field and not the Start Date field in the Registration.

### **Claims Paid**

- The Claims Paid amounts in the Web Portal match those in the JR now that the web update has been run.

### **Claims Due & Outstanding Claims**

- All claims that are due excluding any claims that have an expired status.

*Each Report has a number of date range options available.*

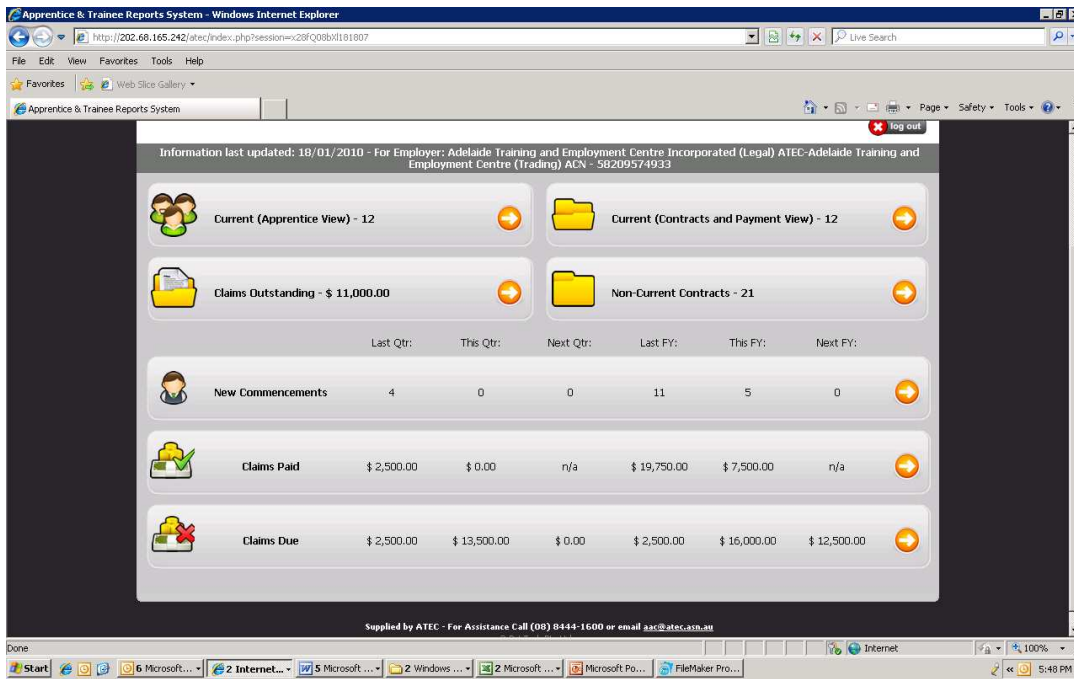
## 7. EXPORTING REPORTS

All reports can be exported to Excel by selecting the blue folder on the top right hand side of the report.

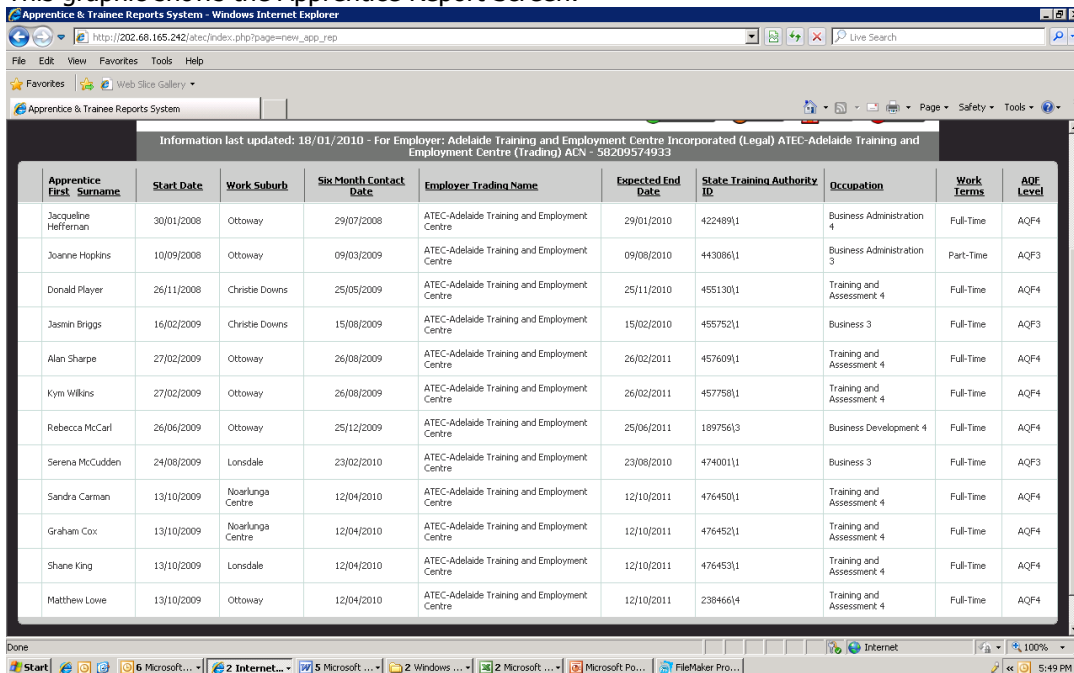
## 8 SORTING

Each of the column headings can be clicked on to sort in ascending order.

Once logged into your web portal, the screen will look like this:

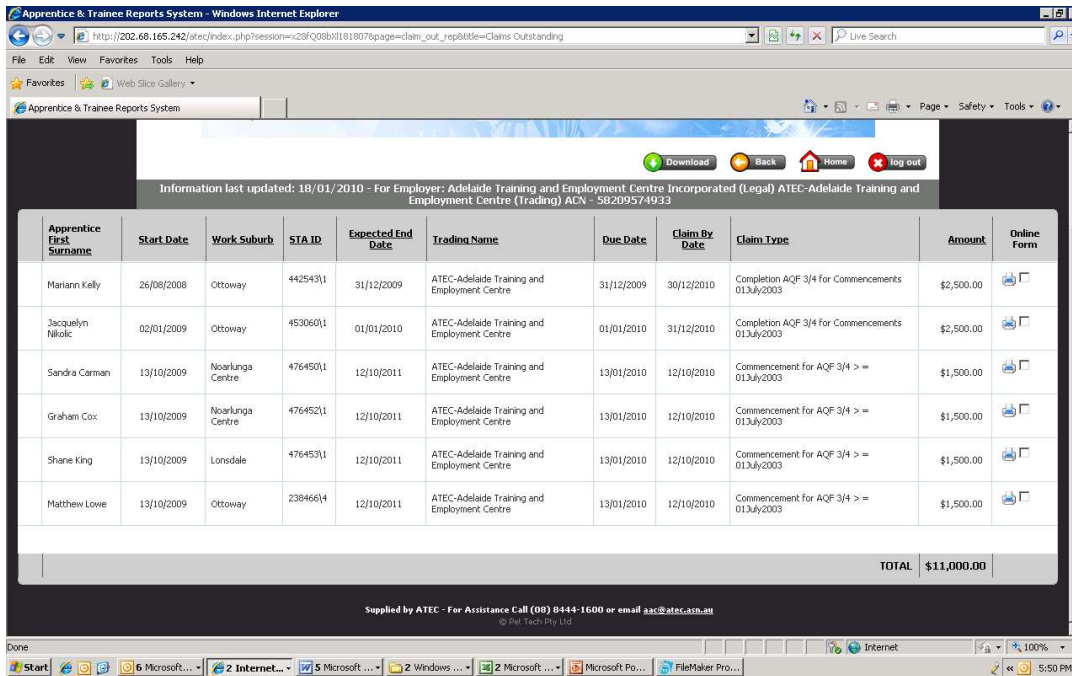








This graphic shows the Apprenticeship Report Screen:



Apprentice First Surname	Start Date	Work Suburb	Six Month Contact Date	Employer Training Name	Expected End Date	State Training Authority ID	Occupation	Work Terms	AQF Level
Jacqueline Heffernan	30/01/2008	Ottoway	29/07/2008	ATEC-Adelaide Training and Employment Centre	29/01/2010	422489\1	Business Administration 4	Full-Time	AQF4
Joanne Hopkins	10/09/2008	Ottoway	09/03/2009	ATEC-Adelaide Training and Employment Centre	09/08/2010	443086\1	Business Administration 3	Part-Time	AQF3
Donald Player	26/11/2008	Christie Downs	25/05/2009	ATEC-Adelaide Training and Employment Centre	25/11/2010	455130\1	Training and Assessment 4	Full-Time	AQF4
Jasmin Briggs	16/02/2009	Christie Downs	15/08/2009	ATEC-Adelaide Training and Employment Centre	15/02/2010	455752\1	Business 3	Full-Time	AQF3
Alan Sharpe	27/02/2009	Ottoway	26/08/2009	ATEC-Adelaide Training and Employment Centre	26/02/2011	457609\1	Training and Assessment 4	Full-Time	AQF4
Kym Wilkins	27/02/2009	Ottoway	26/08/2009	ATEC-Adelaide Training and Employment Centre	26/02/2011	457758\1	Training and Assessment 4	Full-Time	AQF4
Rebecca McCarl	26/06/2009	Ottoway	25/12/2009	ATEC-Adelaide Training and Employment Centre	25/06/2011	189756\3	Business Development 4	Full-Time	AQF4
Serena McCudden	24/08/2009	Lonsdale	23/02/2010	ATEC-Adelaide Training and Employment Centre	23/08/2010	474001\1	Business 3	Full-Time	AQF3
Sandra Carman	13/10/2009	Noarlunga Centre	12/04/2010	ATEC-Adelaide Training and Employment Centre	12/10/2011	476450\1	Training and Assessment 4	Full-Time	AQF4
Graham Cox	13/10/2009	Noarlunga Centre	12/04/2010	ATEC-Adelaide Training and Employment Centre	12/10/2011	476452\1	Training and Assessment 4	Full-Time	AQF4
Shane King	13/10/2009	Lonsdale	12/04/2010	ATEC-Adelaide Training and Employment Centre	12/10/2011	476453\1	Training and Assessment 4	Full-Time	AQF4
Matthew Lowe	13/10/2009	Ottoway	12/04/2010	ATEC-Adelaide Training and Employment Centre	12/10/2011	238466\4	Training and Assessment 4	Full-Time	AQF4

This report is the Claims Due screen, note the new addition of an online claim form option:



Apprentice First Surname	Start Date	Work Suburb	STA ID	Expected End Date	Trading Name	Due Date	Claim By Date	Claim Type	Amount	Online Form
Mariann Kelly	26/08/2008	Ottoway	4425431	31/12/2009	ATEC-Adelaide Training and Employment Centre	31/12/2009	30/12/2010	Completion AQF 3/4 for Commencements 01July2003	\$2,500.00	
Jacqueslyn Nikolic	02/01/2009	Ottoway	4530601	01/01/2010	ATEC-Adelaide Training and Employment Centre	01/01/2010	31/12/2010	Completion AQF 3/4 for Commencements 01July2003	\$2,500.00	
Sandra Carman	13/10/2009	Noarlunga Centre	4764501	12/10/2011	ATEC-Adelaide Training and Employment Centre	13/01/2010	12/10/2010	Commencement for AQF 3/4 >= 01July2003	\$1,500.00	
Graham Cox	13/10/2009	Noarlunga Centre	4764521	12/10/2011	ATEC-Adelaide Training and Employment Centre	13/01/2010	12/10/2010	Commencement for AQF 3/4 >= 01July2003	\$1,500.00	
Shane King	13/10/2009	Lonsdale	4764531	12/10/2011	ATEC-Adelaide Training and Employment Centre	13/01/2010	12/10/2010	Commencement for AQF 3/4 >= 01July2003	\$1,500.00	
Matthew Lowe	13/10/2009	Ottoway	23846614	12/10/2011	ATEC-Adelaide Training and Employment Centre	13/01/2010	12/10/2010	Commencement for AQF 3/4 >= 01July2003	\$1,500.00	
<b>TOTAL</b>									<b>\$11,000.00</b>	

Information last updated: 18/01/2010 - For Employer: Adelaide Training and Employment Centre Incorporated (Legal) ATEC-Adelaide Training and Employment Centre (Trading) ACN - 58209574933

Supplied by ATEC - For Assistance Call (08) 8444-1600 or email [aac@atercash.au](mailto:aac@atercash.au)

This is a very easy to use web based system that provides you real time, up to date information about all trainees and apprentices that are signed up through ATEC.