

# An Introduction to **Skill360 Australia**

Skill360 Australia:  
A quality apprenticeship and training provider.



**Skill360** Australia

# Background **information**

Skill360 Australia works with businesses of all sizes to assist them recruit apprentices and trainees in addition to retraining existing staff. Our expertise has been derived over more than twenty-five years and during this time we have refined our services to be responsive to the needs of employers.

## **Skill360 Australia makes apprenticeships easy.**

Skill360 Australia is an industry-based not-for-profit organisation founded in North Queensland in April 1984. Skill360 Australia is a company limited by guarantee whose members host the apprentices and trainees.

Skill360 Australia is a government-endorsed Group Training Organisation (GTO) which employs apprentices and trainees. These apprentices and trainees are then placed with host employers just like your business across a range of industry sectors. Services in these areas are complimented by our status as a government-endorsed Registered Training Organisation (RTO) to deliver accredited training and assessment services across a range of industry sectors.

Skill360 Australia has grown enormously over the past quarter of a century and we currently employ around 650 apprentices and trainees in conjunction with more than 250 host employers across Australia. This delivery also includes the awarding of over 1,500 accredited training qualifications annually to individuals through our RTO.



# Group Training Organisation

Skill360 Australia is a Group Training Organisation (commonly abbreviated to GTO) which means it has government endorsement to provide specific employment hosting programs for businesses just like yours wanting to take on an apprentice or trainee.

## **Skill360 Australia makes apprenticeships easy.**

Australia's modern training system allows employers of any size to take on an apprentice or trainee in any industry sector including business, construction, hospitality, mining, retail, and tourism. Indeed, there are more than 500 vocational education and training qualifications that support apprenticeships and traineeships.

Group Training is an employment and training arrangement whereby an organisation, such as Skill360 Australia, employs apprentices and trainees under a Training Contract and places them with host employers. The Group Training Organisation undertakes the employer responsibilities for the quality and continuity of the apprentices' and trainees' employment and training. Skill360 Australia, as a Group Training Organisation, also manages the additional care and support necessary to achieve the successful completion of the training contract.

The goals of group training are to create additional employment opportunities for apprenticeships and traineeships that otherwise might not have existed and provide for continuity of employment of apprentices and trainees through to the completion of their apprenticeship or traineeship. Group Training Organisations such as Skill360 Australia play an important role in improving the quality and range of training available to apprentices and trainees, particularly in small and medium sized businesses.

Employers, through the Group Training Organisation, can take on an apprentice or trainee for just a few months or the duration of their training – the length that they are with the employer is entirely dictated by the needs of their business. Group Training Organisations such as Skill360 Australia save employers time and money as they:

- ◆ Take care of the recruitment process such as placing advertisements, screening applicants and conducting preliminary interviews;
- ◆ Help employers access government subsidies;
- ◆ Complete complicated paperwork and government forms;
- ◆ Manage payroll issues by calculating award entitlements, paying wages and paying superannuation entitlements; and
- ◆ Pay the apprentice's or trainee's annual leave, sick leave, public holidays plus workers compensation insurance.
- ◆ Monitor and assist apprentice and trainees for the duration of their training contract.

Employers receive a simple weekly invoice for the apprentice's time plus a small administrative overhead. Skill360 Australia receives government incentives which work to reduce the costs to business, and many of these incentives are remitted to the businesses that take on apprentices.

Skill360 Australia also plays an important role in working with apprentices and trainees to ensure that they complete their qualification.





# Make Group Training Work **For Your Business**

Interested in taking on an apprentice or trainee but don't want to commit to the full three or four year period, or are unsure how much it will cost? Fortunately, Skill360 Australia exists to make it easy to take the next step.

Skill360 Australia can organise an apprentice or trainee for your business wherever you are, in both city and regional areas. If you had never thought about group training as an option, consider the following:

## **Group training and your business:**

- ◆ You can take on an apprentice or trainee irrespective of the size of your business – we work with sole operators and multi-national corporations.
- ◆ Today's training system means you can take on an apprentice or trainee irrespective of what industry you are working in.
- ◆ Skill360 Australia looks after the complex government forms and associated legal documentation.
- ◆ You can choose your own apprentice or trainee, however we can also recruit one on your behalf.
- ◆ We interpret the employment award, calculate the wages, leave and other entitlements and even pay the apprentice or trainee. All you receive is a simple weekly invoice.

In addition to making the process hassle free, Skill360 Australia provides the mentoring and career guidance to ensure that the apprentice or trainee obtains their qualification.

Depending on the type of training required, it can be provided by either Skill360 Australia or other providers such as TAFE.

## **What is the time commitment?**

The group training concept started when some businesses were able to support an apprentice or trainee for a few months or years, but not the entire duration of their course. With Skill360 Australia, you can take on an apprentice or trainee for as long as you are able.

**How much does it cost?**

Group training is all about saving host employers time and money. With group training all you pay for is the apprentice's or trainee's time, plus a small overhead to cover the administrative costs and leave provisions. All you receive is a simple weekly invoice, so you save money by not having to meet the cost of calculating their pay, leave entitlements, expenses and other payroll related issues.

**Who does the training?**

Depending on which industry your business operates in and your geographic location, the apprentice or trainee is supported by trainers from either Skill360 Australia, our training partners or your local TAFE college.

Skill360 Australia works with you to ensure that the apprentice and trainee gets relevant on-the-job experience. It's a straightforward process and really rewarding.

**How to take the next step?**

Once you have made a decision to invest in the growth of your business it is easy to take on an apprentice or trainee. Simply contact Skill360 Australia to arrange an appointment with one of our experienced employment coordinators who will walk you through the process. They can be contacted on:

**T: 1300 933 358**

**E: [info@skill360.com.au](mailto:info@skill360.com.au)**



# Registered Training Organisation

Skill360 Australia is a Registered Training Organisation (RTO) which means it has government endorsement to provide specific vocational education and training and/or assessment services.

Registered Training Organisations are registered by state and territory training authorities to deliver nationally recognised training—which means training that:

- ◆ Is recognised by all governments and RTOs throughout Australia;
- ◆ Is part of a Training Package that has been developed to meet the needs of a particular industry; and
- ◆ Results in a qualification that is part of the Australian Qualifications Framework (AQF).

As a Registered Training Organisation, Skill360 Australia is able to provide training and assessment in areas that include building, business administration, cabinet making and cookery (chef).

Skill360 Australia delivers training and assessment to apprentices and trainees throughout Far North Queensland under our State Government User Choice Contract.

## Registered Training Organisation Accredited Qualifications & Courses

Skill360 Australia is a government-endorsed Registered Training Organisation (RTO) which allows us to provide high-quality skill outcomes to maintain individual's employability. Skill360 Australia currently issues nationally recognised qualifications in the following areas:

**Business Administration & Management**  
**Building & Construction**  
**Retail & Retail Management**  
**Cleaning / Asset Maintenance**  
**Hospitality / Commercial Cooking**  
**Load Shifting**  
**Training and Assessment**



# We're mighty proud of our **community spirit**

Skill360 Australia supports various community groups through direct financial (or in-kind) support and fundraising activities.

Reflecting this commitment, our support for the Northern Pride Rugby League Club is an excellent example of just one way that we foster those who strengthen local communities.

Skill360 Australia staff also support a range of annual fundraising activities as part of our corporate social responsibility.

## Skill360 Australia & **Indigenous Australia**

For more than two decades Skill360 Australia has been working with indigenous communities to make a difference by delivering employment and training programs. Programs are tailored to best help individuals and indigenous communities and we understand that this often takes innovative approaches.

In July 2009 the federal Minister for Employment Participation announced that Skill360 Australia had been successful in its tender for two panels for the Australian Government's Indigenous Employment Program (IEP). Over 2009-12 the Australian Government will invest more than \$750 million dollars to assist indigenous job seekers and communities throughout Australia.

Accessing Skill360 Australia will equip employers with the skills, knowledge and expertise necessary to provide sustainable employment opportunities and will prepare indigenous Australians to take up employment opportunities, stay in jobs and enhance their future employment. Skill360 Australia will, with Australian Government funding, support enterprises through strategies and services for building economic and business development opportunities, provide activities that support the development of viable businesses and assist with financial strategies or services for Indigenous businesses and organisations.



Skill360 Australia  
**Contact Details**

Telephone: T: 1300 933 358  
F: 1300 933 365

Cairns Office PO Box 68W  
WESTCOURT QLD 4870  
E: info@skill360.com.au

Townsville Office PO Box 1596  
TOWNSVILLE QLD 4810  
E: townsville@skill360.com.au

Website: [www.skill360.com.au](http://www.skill360.com.au)



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