

FAQ for Host Employers

**Guiding Host Employers Through Apprenticeships and
Traineeships with ATC Work Smart**

GROUP TRAINING BASICS



What is Group Training?

A Group Training Organisation (GTO) such as ATC Work Smart is an intermediary that employs apprentices and trainees under a training contract and then places them with host employers.



Apprenticeship vs. Traineeship

An apprenticeship is a practical trade program that typically lasts several years. In contrast, traineeships are shorter and provide general skills for a variety of roles. Both options deliver valuable work experience along with a nationally recognised qualification.



What is the difference between 'legal employer' and 'host employer'?

The "legal employer," ATC Work Smart, handles all official employment requirements for Apprentices and Trainees such as industrial relations and training contracts. The "host employer" offers practical on-the-job training and work experience.



What is a School Based Traineeship (SBT) ?

An SBT enables students to attend school four days a week and attend paid work one day a week with a host employer, while also completing a nationally recognised qualification contributing towards their WACE.



How does it work?

ATC Work Smart hires out Apprentices and Trainees to host employers on an hourly fee for hire basis. Rates are calculated to include all on-costs such as wages, leave loading, workers compensation, superannuation, onboarding and the administration of the services.



Can I choose my Apprentice or Trainee?

Yes, we provide a selection of candidates who meet our benchmarks, giving you the final choice to select the best fit for your business.

Our locations:

Albany · Bunbury · Geraldton · Perth

FINANCIAL INFO



Is there an additional cost to using ATC Work Smart?

Yes, a small charge-out fee is charged on top of wages. Considering all the hidden costs of direct employment, we offer value for money with a straightforward, honest solution.



What's services are included in the Charge-out Rate?

The hourly rate covers advertising, recruitment, interviewing, coordination of the training contract and RTO registration, workplace monitoring, performance management, study progress tracking and support, worker's compensation management, wages, leave, superannuation, compliance with government legislation, record-keeping, and updating information on Western Australian Apprenticeship Management System (WAAMS). The host is not charged during apprentice/trainee annual leave.



What happens to State Government Incentives?

We apply for and pass on in full state government Jobs and Skills Incentives.

By choosing ATC WORK SMART, you're not just filling a position; you're investing in the growth and evolution of your business.

Contact us today for more information.



What is an NFP?

Not-for-profit (NFP) organisations, like us are organisations that provide services to the community and do not operate to make a profit for its members.



What industries does ATC WORK SMART service?

ATC WORK SMART supports apprenticeships and traineeships in various industries. Contact one of our Industry Consultants for industry-specific details.



Do I lose control over my Apprentice?

Absolutely not, you control their day-to-day activities, we manage HR and external training matters. We can find another host for the apprentice if its not working out for you.



Why employ through ATC WORK SMART?

With over 37 years of industry expertise, we are leaders in the field. Our extensive network with schools and strong business partnerships allows us to excel in recruiting top-tier candidates, ensuring you get the best fit for your team. We offer full-scale HR services for a seamless onboarding experience, induction processes, effective performance management, and ongoing mentorship.



Engage Inspire Develop
Tomorrow's leading workforce today!

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