

# Have an employee you're interested in signing up to a traineeship?



## AASN

Contact your preferred AASN provider to discuss eligibility, employment requirements and organise for an AASN rep to come out and sign up your organisation and employee into a training contract.

STEP 02



STEP 01

### IDENTIFY

Identify the potential employee that you would like to transition to a trainee contract.  
**Contact VTS.**



STEP 03

### SUBMISSION

The training contract is submitted to the State Training Authority for approval.

## APPROVAL

Once we are notified we are the nominated RTO, we will commence our pre-delivery procedures.

STEP 04



STEP 05

### CHECKLIST

New workplaces need to complete Section A of the Facilities Checklist before a representative attends the workplace. Section B is completed by VTS.

## INDUCTION

Once the training contract is approved and all parties notified, VTS will arrange a first visit with the trainee and employer to complete an Induction.

STEP 06



## KEY CONTACTS

### Apprenticeship Office

13 19 54  
apprenticeshipoffice@dtwd.wa.gov.au

### Vocational Training Services

(08) 6216 0165  
admin@vts-training.com.au  
RTO #51843

## AUSTRALIA APPRENTICESHIPS SUPPORT NETWORK (AASN) PROVIDERS IN WA

### The Apprenticeship Community

(08) 6165 3362  
rocco.vallelonga@apprenticeshipcommunity.com.au  
www.apprenticeshipcommunity.com.au

### Apprenticeship Support Australia

1300 363 831  
robert.aquilina@cciwa.com  
www.apprenticeshipsupport.com.au/states/Western-Australia

### MEGT

(08) 9263 78 88  
nicolehughes@megt.com.au  
www.megt.com.au