

Effective training and employment

Australian Apprenticeships are of mutual benefit to both the Host Employer and the Australian Apprentice

Australian Apprenticeships were formerly known as Apprenticeships and Traineeships.

They are a structured employment and training programme that runs for a nominated period (Traineeships are usually 12 months and Apprenticeships are up to 48 months) and leads to a nationally accredited qualification. Training usually consists of a core group of subjects with a series of electives.

Australian Apprenticeships directly help Host Employers in several ways:

- Training is flexible and a training plan can be designed around your specific organisational needs.
- Your Australian Apprentice is paid under the National Training Wage or relevant award and is open to people of any age.
- At the completion of the nominated period, your Australian Apprentice will have attained a nationally recognised qualification and directly relevant experience to your organisation. A skilled and experienced person whom you may choose to continue to employ, without any additional fees and charges.

Recruitment.
Employment.
Training.





Group Training: the best kept secret

Effectively cost neutral expert assistance to help you get the best from the Australian Apprenticeship system

Group Training Companies assist organisations to employ Australian Apprentices - otherwise known as Trainees and Apprentices.

Maxima is a not-for-profit, endorsed Group Training Company which employs Australian Apprentices and 'leases' them to you for a nominated period of time.

We provide a service that is usually cost neutral compared with employing Australian Apprentices on your own behalf.

Our services to you include:

- Discussion and informed advice about the Australian Apprenticeship options that would best suit your organisation.
- Ensuring you get access to available Government financial incentives.
- Recruitment services, which may include: advertising, aptitude testing, psychological profiling, screening interviews and functional capacity testing.
- A shortlist of candidates for you to choose from.
- Payroll and employment administration including wages, workcover and other on-costs. You are simply charged an all-inclusive hourly rate covering these costs.
- Arranging and monitoring a training plan, including formalising the 'Contract of Training'.
- On-going mentoring, monitoring and support

If you decide to directly employ your Australian Apprentice at the end of the nominated period, there are no transfer fees or charges.

Recruitment.
Employment.
Training.



Maxima
(Group Training Division)
85 Grange Road
Welland SA 5007
Telephone 8340 7766
Facsimile 8340 7699
www.maxima.com.au



Why choose Maxima?

Thinking about employing an
Apprentice or Trainee?

Here's some reasons to talk to us:

Recruitment and selection

- Advertising the position (if required), short-listing, testing and first interviews are all standard services offered by Maxima.
- You have the final choice over the person that you host.

Training management

- Maxima will organise the paperwork associated with employing an Australian Apprentice and develop a training plan, in consultation with you, the training provider and the Australian Apprentice.

Behavioural management

- On-going mentoring and support is provided to you as host and to the Australian Apprentice.

Simplifying employment

- Minimal administrative involvement is required of your organisation as wages, superannuation, worker's compensation and leave are all handled by Maxima.

Quality assured

- Maxima not only meets quality standards required by State Government for endorsed Group Training Organisations, but also meets ISO 9001:2000 standards - ensuring a strong client focus and a culture of continuous improvement.

Not-for-profit

- We are an organisation that has Group Training as its primary focus, supported and assisted by six other human resource related divisions - from labour hire to training. Work is done at cost to benefit our clients - including you as a Host Employer and the New Apprentice.

Experience

- Operating in South Australia - our base - since 1985, Maxima has an in-depth knowledge of the SA employment, training and business environment.
- The breadth of our HRM expertise can be harnessed at any time for your organisation.

Recruitment.
Employment.
Training.

Maxima
(Group Training Division)
85 Grange Road
Welland SA 5007
Telephone 8340 7766
Facsimile 8340 7699
www.maxima.com.au



Industry occupations

For further information regarding the Traineeships and Apprenticeships available, please contact us.

Automotive

- > Electrical - Accessory Fitting
- > Parts Interpreter
- > Spray Painting / Panel Beating
- > Tyre Fitting

Civil Construction

- > Maintenance
- > Plant

Clerical

- > General
- > Health Practice
- > Information Technology
- > Library
- > Tourism

Construction

- > Bricklaying
- > Carpentry
- > Fibrous and solid plastering
- > Glazing
- > Painting and decorating
- > Wall and floor tiling

Furniture

- > Cabinetmaking
- > Polishing

Horticulture

- > Amenity
- > Arboriculture
- > Greenkeeping
- > Landscaping
- > Nursery

Hospitality

Mechanical

- > Diesel Mechanic
- > Motor Mechanic

Metals

- > Boilermaker
- > Fitter & Turner
- > Sheetmetal

Municipal Works

Retail

Road Transport

Skilled Farm Worker

Sport & Recreation

- > Administration
- > Sales & Marketing

Stores & Warehousing

Recruitment.
Employment.
Training.