



Effective training and employment

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

Australian Apprenticeships are also known as Apprenticeships and Traineeships.

They are a structured employment and training programme that run for a nominated period (Traineeships are usually 12 months and Apprenticeships are up to 48 months) and lead 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 the arrangement 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 experience that is directly relevant to your organisation. They will be a skilled and experienced person whom you may choose to continue to employ, without any additional fees and charges.

Recruitment.
Employment.
Training.



Maxima Group Inc
5 Everage Street
Moonee Ponds VIC 3039
Telephone 03 8371 0076
Facsimile 03 9326 2591
www.maxima.com.au



Group Training: the best kept secret

Expert assistance to help you get the best from Australian Apprenticeships

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 and screening interviews
- 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.

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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 a range of other services - from labour hire to training. Work is done at cost to benefit our clients - including you as a Host Employer and the Australian Apprentice.

Experience

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

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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

Clerical

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

Community Services

- > Aged Care
- > Child Care

Furniture

- > Cabinetmaking
- > Polishing

Horticulture

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

Hospitality

Mechanical

- > Diesel Mechanic
- > Motor Mechanic

Retail

Road Transport

Stores & Warehousing

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