

# Group Training Organisations for Apprentice Employment

## WHAT IS THE PANEL OF REGISTERED GROUP TRAINING ORGANISATIONS?

A key component of the NSW Government's job strategy is the employment of a minimum of 1,000 new apprentices each year, for the next four years, through government funded initiatives.

Group training organisations (GTO's) are organisations that can assist in meeting the Premier's requirements to employ and host new apprentices. A panel of registered GTO's has been established to provide fast access to expert resources to meet agencies requirements.

Group training is an employment and training arrangement where an organisation employs apprentices and manage their on-the-job training with 'host employers', in this case, Agencies.

GTO's are responsible for the administration of apprentices, including payment of wages, allowances, workers compensation and superannuation. They also provide ongoing support to apprentices throughout their training, including organising off-the-job training, mentoring, support supervision, and performance monitoring.

## BENEFITS OF USING THE GTO PANEL

- Easy, fast access to quality apprentices to meet your Agencies needs;
- Access to expert resources that can assist with sourcing and employment of apprentices on behalf of agencies;
- Wide range of Group Training Organisations available across Metropolitan and Regional areas of NSW;
- Ability to quickly and efficiently meet the obligations of PM 2009-07;
- Gain access to a full set of templates and guidelines available to save time in meeting the requirements of PM 2009-07.

## HOW DOES THE PANEL OPERATE?

A list of service providers is maintained by the Department of Premier and Cabinet. This list is available to agencies for engaging group training services across the sector through the State Contracts website at [www.nswbuy.com.au](http://www.nswbuy.com.au).

Agencies may select GTO's from the list of service providers. The option is available to choose one or more GTO's to assist in the employment and management of apprentices.

To assist with using the panel, a range of viable models for the implementation of the NSW Government Apprenticeship Program are available in the Contract Guide. The Contract Guide includes 4 models in Appendix B, which agencies may use as a guide with GTO's to meet their commitment to the program.

Alternatively, Agencies can refer work to organisations outside the Panel if they consider services can be provided more efficiently and effectively.

## AGENCY RESPONSIBILITY

GTO's are available to assist Agencies with a range of services to provide easy, efficient support for the hiring and management of apprentices. It is important to note though that Agencies remain ultimately responsible for:

- ensuring contractor compliance with the Training Management Guidelines: ensuring employment and training targets for contractors working on government funded projects are met;
- providing accurate monthly update on works in the Major Capital Projects Reporting System (MCPRS), and employment of apprentices to the Department of Premier and Cabinet through **apprentices@dpc.nsw.gov.au**  
*Note: Key changes have been made to the MCPRS, including an emphasis on reporting the effect of capital projects on creating jobs, training opportunities and apprenticeships.*
- working with GTO's to place apprentices in the agency, with other agencies and contractors where contracts end before the apprentices have completed their indentures.

Agencies and their GTO's may use the Continuing Apprenticeship Placement Service (CAPS), a service provided by the Department of Education and Training to match employers with apprentices and trainees who have lost their jobs because of the economic downturn.

## FURTHER INFORMATION

The Contract Guide, Guidelines and Sample Templates to assist in using the GTO Panel can be found at: **[www.nswbuy.com.au](http://www.nswbuy.com.au)**

A comprehensive list of all group training organisations registered in NSW under the Apprenticeship and Traineeship Act 2001 and compliant with National Standards for group training is available at: **[www.det.nsw.edu.au/industryprograms/client\\_information/gt/gtonsw.htm](http://www.det.nsw.edu.au/industryprograms/client_information/gt/gtonsw.htm)**

Continuing Apprentices Placement Service (CAPS) is a service provided by Department of Education and Training's State Training Services to match out of trade apprentices with employers. Information about this service is available at: **[http://apprenticeship.det.nsw.edu.au/html/caps\\_employer.htm](http://apprenticeship.det.nsw.edu.au/html/caps_employer.htm)**, e-mail **[caps@det.nsw.edu.au](mailto:caps@det.nsw.edu.au)** or contact the State Training Services Centre **13 28 11**.

## FURTHER INFORMATION

For further information please contact the Client Support Centre.



**1800 NSW BUY**  
**1800 679 289**



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