



ANU Indigenous Trainee Program

The University has established the ANU Indigenous Trainee Program (the Program) in partnership with the Australian Training Company (ATC).

ATC provides services to local areas to recruit and provide ongoing support for trainees and administer traineeships. Refer to **Appendix 1 and 2** for details of ATC services and fees.

Who to contact to set up a traineeship

Local areas seeking to engage a trainee can contact HR Division and Australian Training Company Account Manger

Equity and Diversity Consultant
PH 61255967
staffdiversity@anu.edu.au

Karyn Hunter

Account Manager
Australian Training Company
Mobile 0438984212
P: 02 62828599
E: khunter@austrg.com.au

Establishing a traineeship

The following table sets out the steps for establishing a new traineeship under the ANU Indigenous Traineeship Program, the responsible area for each step in the process and relevant documentation requirements:

Action	Responsible area	Documentation
Initiation		
Seek preliminary advice if required from Equity and Diversity Consultant. Contact the Australian Training Company (ATC) Account Manager. Details ANU Indigenous Trainee Program	College/Divisional HR	
Meet with ATC to discuss trainee need	Hiring Manager and College/Divisional HR	
Create ANU Recruit job card and draft Trainee Position Description	Hiring Manager	Trainee Position Description

Action	Responsible area	Documentation
Recruitment and selection		
Source and pre-screen candidates and provide to Hiring Manager and College/Divisional HR.	ATC	Candidate resumes Referee checks
Convene Selection committee in line with ANU Guidelines	Hiring manager	
Shortlist trainee candidates and advise ATC times for trainee interviews.	Hiring manager and ATC	
Conduct interviews of shortlisted candidates. ATC present for interviews.	Hiring manager / Selection committee	
Complete standard Selection Committee report: Successful candidate selected and ATC Consultant notified.	Hiring manager	
Provide post-interview feedback to trainee candidates.	ATC	
Pre-commencement		
Prepare traineeship documentation, including: <ul style="list-style-type: none"> • Traineeship Schedule, including the Traineeship Deed and • Fixed Term Letter of Offer (as per clause 23.17 of the ANU EA) 	College/Divisional HR	<i>Traineeship Schedule</i> Letter of Offer
Arrange signature of Traineeship Deed	College/Divisional HR with ATC	<i>Traineeship Deed</i>
Contact Registered Training Organisation for commencement of coursework: <ul style="list-style-type: none"> • Book signup meeting; • RTO Enrolment Pack; and • Unit Selection. 	ATC with Hiring manager	Training Contract ATC Form 1295 (supplied by ATC) RTO Enrolment Pack (supplied by ATC) Unit Selection (supplied by ATC)
Send Letter of Offer to trainee	College/Divisional HR with ATC	Letter of Offer
On-boarding		
On-boarding in HRMS including <ul style="list-style-type: none"> • Enrolment in ANU induction 	College/Divisional HR with ATC	

Action	Responsible area	Documentation
Set up Trainee probation PDR <ul style="list-style-type: none"> • 3 months for 12mth fixed-term Cert III traineeship; and • 6mths for 24mth fixed-term Cert IV 	Hiring manager	
Organise sign up to the Trainee Support Network	ATC	
Record keeping and invoicing		
File records of traineeship on Employee file including <ul style="list-style-type: none"> • Traineeship Schedule • Traineeship Deed Send electronic copies to staffdiversity@anu.edu.au	College/Divisional HR	Traineeship Deed
Invoices for ATC fees are to be submitted in accordance with the ANU Services Agreement – Schedule 3 (see Appendix 3) Process invoice under relevant College/Divisional charge code. Send electronic copy of invoice to staffdiversity@anu.edu.au for noting.	College/Divisional HR	ATC invoice for services

Definitions

Trainee is a staff member employed by the University for a fixed term to complete an approved training course or training program in accordance with clause 14.8 and at salary rates in accordance with clause 23.17 of the ANU Enterprise Agreement 2017-2020 (EA).

Traineeship deed is Part C of the traineeship Schedule (see below) and is to be completed by the College/Divisional HR and signed by the successful Trainee candidate. This document is to be kept on the employee file and a copy sent to staffdiversity@anu.edu.au.

Traineeship schedule (Appendix 2) is to be completed by the College/Divisional HR and contains details of the traineeship including trainee name, traineeship term, course of study, ANU supervisor College/Divisional human resources contact and the ATC account manager. This document and kept on the employee file and a copy sent to staffdiversity@anu.edu.au.

Schedule 1 Statement of Work

1. Statement of Work

The ATC must Deliver the following Services in accordance with the specifications set out in this Schedule 1:

	Service Category	Service Details
1.	Trainee pre-screening, recruitment and feedback on the direction of the University	<p>Assist the College/School/Division as required with the following:</p> <ul style="list-style-type: none"> • Position requirements • Pre-screening of applicants • Schedule Trainee interviews • Preparing Trainee's training plan • Introductions to Indigenous Mentor <p>Provide regular feedback to University Supervisor on Trainee coursework progress and offsite visits</p>
2.	Trainee support	<p>Provide Trainee support including:</p> <ul style="list-style-type: none"> • Work ready skills development including interview skills and resume preparation • Attend interview and post interview advice • Conduct monthly Trainee visits (minimum) • Support Trainee with housing and budget • Other pastoral care and welfare support for the Trainee as required
3.	Registered Training Organisation (RTO) liaison	<p>Liaison with the relevant RTO as required including</p> <ul style="list-style-type: none"> • Arranging for Trainee enrolment • Preparing the Trainee's training plan • Organising offsite monitoring of training • Other administrative support as required as part of managing the Trainee's enrolment at the RTO and their training plan.
4.	Government agency liaison and traineeship administration	<p>Liaison with government agencies responsible for Traineeships in accordance with any letter of Authority issued by the University, including but not limited to:</p> <ul style="list-style-type: none"> • Completing necessary Trainee paperwork from the Australian Support Network • Acting as the Trainee's contact person for Skills Canberra, Job Service Provider and Centrelink • Other administrative support as required as part of Traineeship administration

ATC Fees

1. Fixed Charges

The ATC's Fees are fixed as follows:

	Services and/or Deliverable	Fixed Fees	Maximum Charges (exclusive of GST)
1.	Traineeship support services	\$5,000 per trainee per annum	
2.	Incomplete traineeship (traineeships terminated before completion but after 3 months)	50% of trainee fee plus Pro-rata amount for services up to date of trainee termination date	
3.	Incomplete traineeship (traineeship terminated within 3 months of commencement)	\$500 per trainee	