

# Host Employment Arrangements

## Host Employment Arrangements

### How employers can enter hosting arrangements

If an employer does not wish to directly employ an apprentice or trainee, they may enter into a host employment arrangement with a registered employer. Note: An employer can register to employ an apprentice or trainee directly by applying to Traineeship and Apprenticeship Services (TAS). Host employment arrangements allow businesses to take on an apprentice or trainee without being the legal employer. The legal employer must comply with all obligations of their registration.

To enter into a host employment arrangement, the registered employer must develop an upfront written agreement between the registered employer and the host employer outlining their respective roles and responsibilities with regard to the apprentice or trainee.

### Registered employer and host employer obligations

The host employer trains the apprentice or trainee on-job and meets their responsibilities and obligations as outlined in a written agreement between the host and the registered employer. This is a scenario regularly used by Group Training Organisations.

A registered employer must not permit an apprentice or trainee to be placed with a prohibited employer under a host employment arrangement; and must refer to the [South Australian Skills Register](#), which lists all prohibited employers in South Australia, to ensure this requirement is met.

Registered employers are required to:	Host employers are required to:
<ul style="list-style-type: none"><li>• develop a written agreement with a host employer (see the <a href="#">Skills Standard for Host Employment Arrangements</a> for more information)</li><li>• develop a process to allow apprentices and trainees to raise issues of concern with the registered employer</li><li>• respond to any alleged workplace health and safety risk</li><li>• ensure off-job training arrangements are in place and followed</li><li>• rotate alternative work sites, as required</li><li>• provide pastoral care/monitoring support</li><li>• provide TAS with a list of host employers with whom agreements are in place</li><li>• notify TAS if a host employer is not suitable</li><li>• keep records</li></ul>	<ul style="list-style-type: none"><li>• comply with all obligations contained in the written agreement with the registered employer</li><li>• ensure apprentices and trainees have access to a suitable range of equipment, tools and materials</li><li>• provide suitable work to the apprentice or trainee under the training contract</li><li>• provide an appropriate level of supervision (see the <a href="#">Supervision fact sheet</a> for more information)</li><li>• allow apprentices and trainees to speak with their registered employer when issues arise</li><li>• provide information or documents to TAS, if requested to do so</li></ul>

## Pastoral and monitoring support meetings for apprentices or trainees

Registered employers who have entered into a host employment arrangement must provide pastoral and monitoring support to apprentices and trainees at least every eight weeks.

Trainee/Apprentice Year/Stage	Minimum pastoral care meetings per year	Face-to-face pastoral care meetings per year
1 or 2	6	6 (3 of these must be at the worksite)
3 or more	6	3 (1 of these must be at the worksite), unless impracticable, in which case alternative communication methods may be used

These meetings should confirm that the on-job training is appropriate, having regard to the level and stage of the apprenticeship or traineeship, and the qualification.

Registered employers must:

- take and keep a written record of the discussions
- ensure that apprentices and trainees have the opportunity to speak in a confidential manner, irrespective of the method of communication

The host employer must allow visits and meetings to occur between the registered employer and apprentices and trainees. Third or fourth year/stage apprentices and trainees may use communication methods such as phone, email or video calls where face-to-face meetings are not practicable.

Please refer to the [South Australian Skills Standards](#) for full details.

For more detailed information, please contact the Skills Infoline **1800 673 097**.