

Employer Registration

Employer Registration Application process

An employer must be registered before they can train apprentices and trainees under a training contract. [Employer Registration Online Application](#) is an online process and, if all criteria is met, you will receive an immediate acceptance.

An employer seeking to be registered must:

- provide all the information requested in the application form
- complete any training exercises required as part of the registration process
- electronically sign the declaration.

Once registered, the employer is responsible for maintaining the accuracy and currency of their registration.

An employer must keep records relating to their registration, see the [Record Keeping fact sheet](#) for more information.

Scope of Registration

As part of the registration process, an employer must select the trades (apprenticeships) or declared vocations (traineeships) they wish to be registered for. Employers cannot train apprentices or trainees in trades or vocations outside the scope of their registration.

An employer may request additional trades or declared vocations be added to their scope of registration by using the [Employer Registration Online Application](#).

Conditions of registration

Conditions may be imposed on an employer's registration. These conditions may be imposed at the time of initial registration or renewal of registration, or during the registration period itself.

Renewal of registration

An employer may be registered for a period of up to five years. The Commission will notify an employer within six months of their registration expiring, to invite them to apply for a renewal of their registration for a further period of up to five years. An application to renew registration must be made using the [Employer Registration Online Application](#).

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

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