

Skills Standard Fact Sheet

Standard 2: Employer Registration

Employer Registration Application process

An employer must be registered before they can train apprentices and trainees under a training contract. [Employer Registration](#) is an online process and, if all criteria are met, an employer will receive immediate confirmation of their registration. A list of all registered employers can be viewed at the [South Australian Skills Register](#).

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. Please see the [Record Keeping fact sheet](#) and [Standard 14: Record Keeping](#) for more information.

Scope of Registration

As part of the registration process, an employer must select the trade/s (apprenticeship/s) or declared vocation/s (traineeship/s) 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 applying through mySkillsSA at <https://skillscommission.sa.gov.au/employer-registration>

An employer must register the work sites where apprentices or trainees are to be placed during the term of the training contract.

Conditions of registration

Conditions may be imposed on an employer's registration by the South Australian Skills Commission. These conditions may be imposed at the time of initial registration, on the renewal of registration, or in the course of registration itself.

Renewal of registration

An employer may be registered for a period of up to five years. TAS will notify an employer within six months of the date their registration is due to expire, 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 mySkillsSA available at <https://skillscommission.sa.gov.au/employer-registration>.

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

For more detailed information, please contact the South Australian Skills Commission on **1800 673 097**.