

# Skills Standard Fact Sheet

## Standard 4: 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 the South Australian Skills Commission (the Commission). 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 (GTOs).

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 4: 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 wellbeing care and support</li><li>• provide the Commission with a list of host employers with whom agreements are in place</li><li>• notify the Commission 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 the Commission if requested to do so</li></ul>

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## Wellbeing and monitoring support meetings for apprentices or trainees

Registered employers who have entered into a host employment arrangement must provide wellbeing and monitoring support to apprentices and trainees at least every 8 weeks.

Trainee/Apprentice Year	Minimum wellbeing care meetings per year	Face-to-face wellbeing 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 South Australian Skills Commission on **1800 673 097**.