

# INFORMATION FOR SUPERVISORS



User Choice is a national policy whereby State and Territory Governments fund RTOs to provide structured training to Australian Apprentices. These funds reduce the cost of the training that an Australian Apprentice or the employer will have to pay under an Australian Apprenticeship.

## What does this mean for you?

As an employer (supervisor) you will need to support your employee in undertaking their study.

## You will need to:

- Sign a training plan
- Sign a training contract
- Provide suitable supervision to your employee
  - This includes someone within the organisation who either holds the qualification or has equivalent experience and knowledge
- Allow your employee to attend all training days
- Provide study time for the employee (as per your industry award or 10% of the training contract)
- Provide support within the workplace for your employee to practice what they are learning
- Approve each unit of competency as your employee meets the requirements
- Finalise the qualification for your employee when they complete by returning a “employer sign-off letter” this letter will be sent to you once your employee completes the required assessments

*Please note if you work for a Government Department you may receive an email stating that your employee is not eligible for other additional funding. This is an automatically generated email regarding federal funding for employers and is not available for Government Departments, you can disregard this email.*

CIT Solutions is here to help support both you and your employee during this program. At any time you are welcome to contact the team on 02 6207 4444 or email [citsol@cit.edu.au](mailto:citsol@cit.edu.au)

Please note, if you are not able to support your employee (as above). Your employee will not be able to access the subsidy and the program will be charged at the full fee.