



**MASTER BUILDERS**  
NEWCASTLE

# *So You're Thinking About Hiring an Apprentice?*

## **It's As Easy As 1 2 3!**

Newcastle MBA Group Training & Personnel is a not-for-profit organisation who employs apprentices and hires them out to host employers, such as you.

Our hourly rate is fully inclusive of the following:

- ⇒ Apprentice Wages
- ⇒ Annual Leave
- ⇒ TAFE Fees and TAFE days
- ⇒ Workers Compensation
- ⇒ Superannuation
- ⇒ Wet Days
- ⇒ Rostered Days Off
- ⇒ Sick Leave

Our hourly charge rate means you only pay for the apprentice per hour they are on site with you.\* Therefore you are not charged when an apprentice has a Sick Day, Rostered Day Off, TAFE day or Annual Leave, Wet Days etc.

## **Master Builders Apprenticeship Schemes**

Level 1, 165 Lambton Road,  
Broadmeadow NSW 2292  
PO BOX 266 HRMC NSW 2310

Phone: 4979 0170  
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E-mail: [mbagtp@mbatgp.com.au](mailto:mbagtp@mbatgp.com.au)

*Providing Quality Apprentices and Trainees to suit your business needs.*



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### Step 1:

If an employer is looking to put on a brand new start Apprentice or Trainee we can do the recruitment to suit the business needs, providing that the employer can offer a period of three months work. When we have available apprentices who are no longer working for their previous host due to lack of work, host employers can contact our company and utilise the services of an apprentice from a period of one week or even for the entire duration of their apprenticeship. If all of our apprentices are in work, we are able to recruit either a new start apprentice or Out of Trader, providing an employer can offer a period of three months work.

### Step 2:

Our apprentices are issued with timesheets with a pay week ranging from Wednesday to the following Tuesday. It is the apprentice's responsibility to record the hours they have worked on their timesheet and obtain the signature from their host to approve the hours. Timesheets are then due to our office by 5.00pm every Tuesday afternoon, after which we process the pays on Wednesday. Based upon the information we have received via the apprentice's timesheet, invoices are generated on a Thursday and either faxed, emailed or posted directly to you. The invoice value will then be Direct Debited from your bank account on Friday.

### Step 3:

Upon selecting the right apprentice that suits your needs, the following agreements would need to be completed and returned to our office before the apprentice can start:

- General Agreement
- Hiring Agreement
- Direct Debit Request Service Agreement
- Direct Debit Request
- Host Employer Details
- Credit References

Once we have all your company's details on file, should you choose to hire another apprentice at a later date, the only agreement which would need to be re-signed is the Hiring Agreement as this varies between apprentices in accordance to their trade, year etc.

### It's that easy!

\*Excludes overtime rates and any additional allowances paid to the apprentices in accordance to the relevant award.