

# WHERE FUTURES BEGIN

Drawing on 35 years of apprentice and trainee employment experience to source, place, coach and support talent in your business.

**SUSTAINING AUSTRALIA'S NON-TRADES WORKFORCE**





# Trainee Employment and Coaching

## TRAINEESHIPS

HEALTH ADMINISTRATION

EDUCATION SUPPORT

INFORMATION TECHNOLOGY

PROPERTY SERVICES

BUSINESS ADMINISTRATION

SALES AND SERVICE

RETAIL ASSISTANCE

AGRICULTURE

PUBLIC SERVICES

TOURISM

## ABOUT US

**MIGAS Apprentices & Trainees** is the home of traditional trades, employing and placing apprentices and trainees in manufacturing and related industries for 35 years.

Now we bring you The Trainee Academy.

Backed by decades of industry knowledge and expertise, we're your business partner for recruiting, employing, training and coaching apprentices and trainees in a broad range of non-trade disciplines.

We'll uncover the best-fit apprentice or trainee for your business and 'host' them at your worksite under qualified supervision with ongoing coaching, guidance and HR support through to completion.

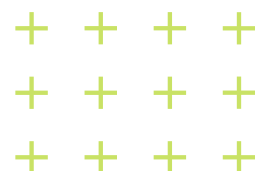
We work closely with you at each step to ensure your trainee learns, develops skills, and adds value to your business daily.

Let us take care of administration, compliance, payroll, issues management (and much more) so that you can focus on the job.

1300 464 427

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[tta@migas.com.au](mailto:tta@migas.com.au)



# Source > Place > Coach > Perform



## SERVICE & SUPPORT

### Full-Service Recruitment

Candidate sourcing, screening, shortlisting, aptitude testing and interview coordination to place the right trainee to fit your team and culture.

### Planning & Managing Training

We'll facilitate, prepare and manage compliance of the Training Contract submission, review and select the appropriate training provider and delivery format, and develop the structure and duration of your trainee's studies to reflect tasks undertaken at your workplace.

### Client Advice Hotline

We're apprentice and trainee experts and are on hand to provide specialist advice about your obligations and requirements as the host employer for your trainee.

### Payroll & Timesheet Management

Our team of payroll specialists ensure all components of wages are covered including timesheets, superannuation, allowances and leave management.

### Induction and Onboarding

This facilitated orientation and ongoing onboarding program ensures your trainee is aware of the obligations and requirements of their training, WHS practices and professional conduct standards.

### Dedicated Trainee Coach

A dedicated Adviser will be your point of contact for ongoing support to you and your trainee including a tailored worksite visit schedule.

### Performance and Progression

We partner with you to manage and develop your trainee's performance "on the job" including addressing issues and professional behaviours as they arise.

## ALLIED HEALTH ASSISTANT



1300 464 427  
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**IT HELP SERVICE DESK  
ADMINISTRATOR**



**Enquire today to expand your  
trainee workforce**

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The Trainee Academy is powered by MIGAS Apprentices & Trainees, a registered Group Training Organisation.

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