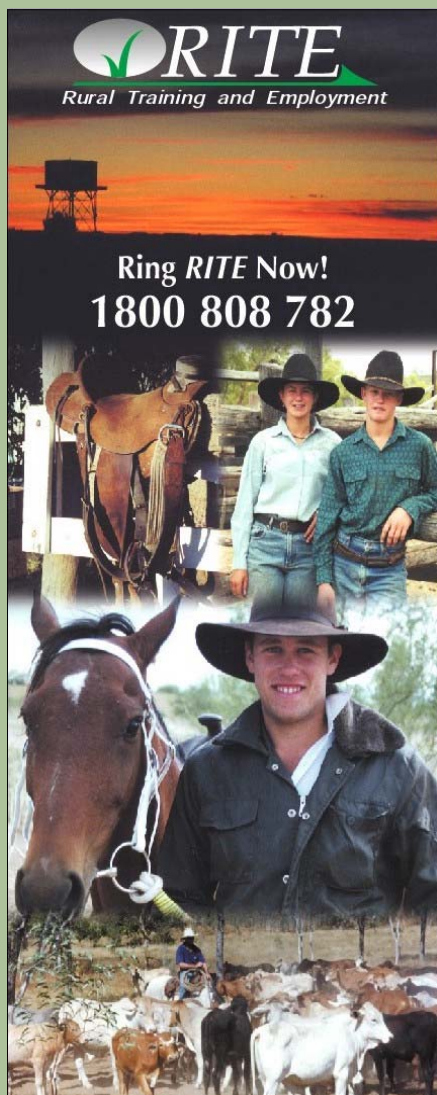


# Host Employer Program

## Information Booklet



Find the key to your employment needs  
and secure your own future workforce!

Get the *RITE* person for the job.

### Benefits

- Decreased employee turnover
- Payroll services
- Tailored recruitment
- Motivated employees
- Promotion of rural industry



Free call: 1800 808 782

## Welcome

We are delighted that you are interested in participating in the RITE Host Employer Program. The following information will provide you with a broad overview of the program and its benefits, as well as general information about RITE and the traineeship programs offered by RITE.

## The RITE Team

RITE was formerly known as Northern Cattle Traineeships until 1987 when it became the Rural Industry Training and Extension Group or RITE. RITE’s vision is to remain as the premier provider of training and employment opportunities relevant to and delivered in rural communities.

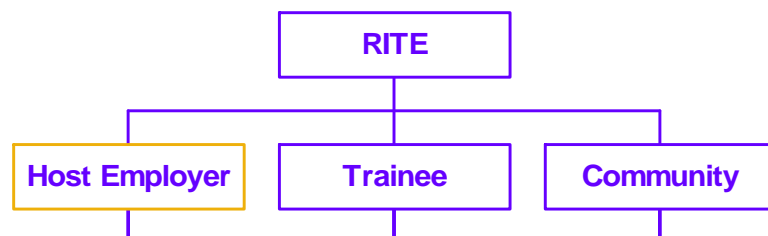
RITE’s operations are spread between offices in Charters Towers and Alice Springs. Host Employer opportunities are available to suitable industry enterprise located in Queensland and the Northern Territory.

Federal and State Government Funds and the rural community support RITE. As RITE is both a Group Training Company and a Registered Training Organisation (RTO), they are able to offer employment and nationally recognised vocational training qualifications.

## Program Overview

The training and employment program offered by RITE requires a team-based approach. The “training and employment team” consists of:

- RITE
- Host Employer
- Trainee/Employee
- Rural Community



As you can see, the **host employer** is an integral part of the employment and training opportunities offered by RITE.

## Benefits

Many people ask, “What’s in it for me?” As a member of the RITE Host Employer Program, you’ll profit from the following benefits:

- Increased productivity through reduced employee turnover
- Decreased time spent on administrative tasks by using RITE’s payroll and full traineeship management services
- Improved staff quality by providing career pathways and promotion of training opportunities

In addition, you’ll be able to:

- Source your workforce from the premier provider of training and employment opportunities in rural Australia
- Employ staff who are suited to your operations and committed to a career in rural Australia
- Ensure the future viability of the relevant industry by providing an experienced employee pool
- Promote the professional image of the rural industry in the wider Australian training and employment community

## Features

The RITE Host Employer Program includes the following features:

- Carefully selected employees who are eager to learn the skills of the relevant industry from an experienced professional
- Promotion of the relevant industry within the rural community
- Free professional recruitment service, as well as a workplace induction program for you and your employee
- Personalised support from a RITE Field Officer for the duration of the traineeship
- Personal achievement in helping an untrained young person develop into a trained and valued employee

## Traineeship Programs

Currently, RITE conducts two traineeship programs: a full time and a school based program. As a member of the RITE Host Employer Program, this means that we can provide both full time and casual staff for you, depending on your employment requirements.

### Full Time Traineeship

The full time traineeship is conducted over 1-3 years, depending on the entry level of the trainee. Trainees live and work full time on your property.

### School Based Traineeship

The school based traineeship is generally conducted during Years 10 – 12, where students are required to complete one week of formal training (unpaid) per school term and 10 weeks of on-the-job training (paid employment) per year.

Trainees may complete a Certificate II or Certificate III in Agriculture or both during their time with you.

All traineeships include formal off-the-job training in the following areas: horsemanship, motorbike riding, cattle mustering, sheep handling, fencing, welding, vehicle and motorbike maintenance, water supplies, general maintenance and all industry related work.

## Obligations

To ensure the success of the Host Employer Program and to ensure you benefit fully from the program, there are some general obligations that all participants in the Host Employer Program should consider. These obligations relate to the general work environment, management and training support that you provide.

### General Obligations

As a member of the Host Employer Program, we'll need you to provide your trainee with supervision and opportunities as they put their newly learned skills into practice. You can do this by promoting and encouraging your trainee to use their new skills and experience a safe working environment. Additionally, you'll need to pay wages according to the relevant Industry Award rates.

## Training Obligations

We all know the benefits of a well-trained employee. So, as a member of the Host Employer Program, we encourage you to become actively involved in your trainees training program by providing your trainee with opportunities to learn new skills (on and off the job); assisting in creating a training plan (and helping your trainee stick to it); providing feedback on your trainee's performance; and providing time for them to attend formal training and assessment.

Remember, at the end of the day, **your business** will benefit from this fully trained employee!

## Frequently Asked Questions

By now, you've probably got a few questions. Here are the answers to some of our most frequently asked questions.

- **What will it cost me?**

*Your obligation as the employer is to:*

- *Pay wages according to the relevant Industry Award (including overtime)*
- *Provide a safe working environment*
- *Allow time for your trainee to attend training and assessment*

- **Is a subsidy available?**

*RITE cannot offer a subsidy.*

- **Is RITE a government organisation?**

*NO - RITE is run by a board of non-government people from various backgrounds (including the cattle industry). We access government funding to operate, but we are not government run.*

- **How often do trainees go away to training?**

*Trainees will only spend two or three weeks out of a 12-month period away at training courses. RITE will endeavor to arrange the training at a time that is suitable to you. You need to be aware that you will also need to pay your trainee's wages while at training.*

- **Is there a trial period?**

*Yes, there is a 30 day trial for most trainees.*

- **What if there is a problem with a trainee?**

*Notify RITE of the problem. We can arrange a transfer if the trainee might be better suited to another type of property. If not, as RITE is the legal employer of the trainee, we can make other arrangements. You do not need to keep someone that you feel is not suitable.*

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**RITE**

**Freecall:** 1800 808 782 **Email:** info@rite.com.au

**Website:** www.rite.com.au

- **Do I have to be a certified trainer and assessor?**  
*No. RITE has a pool of certified trainers and assessors who will conduct the training and assessment. However, you are encouraged to learn about the training and assessment requirements to assist your trainee, where possible.*
- **What if there is a lack of work on my property?**  
*Contact RITE so that alternative arrangements can be made for the trainee.*
- **Who is responsible for lodging Work Cover claim forms in the event of an injury to a trainee?**  
*In the event of an injury to a trainee, it is imperative that RITE is notified as soon as the injury occurs so that all the relevant people can be notified of the injury and the relevant claim forms submitted.*
- **Is RITE an agricultural college? What is the difference?**  
*No, RITE is a Group Training Company and Registered Training Organisation. An Agricultural College is generally a full time study environment where students are enrolled in a course and may undertake periods of on-the-job training at a property. In RITE's situation, trainees are employees who are undertaking training at the same time.*

## Why a RITE Trainee?

If you want to increase your productivity by:

- experiencing less employee turnover;
- decreasing the time you spend on administrative tasks;
- experiencing improved staff quality by providing career pathways and promotion of training opportunities;
- employing staff who are suited to your operations;
- promoting the professional image of the rural industry in the wider Australian training and employment community,

then consider a **RITE trainee today**.

We look forward to hearing from you in the near future.

## Contact RITE

If you're interested in participating in the RITE Host Employer Program, please contact us at either our Charters Towers or Alice Springs office:

### **Charters Towers Office**

131 Gill Street  
CHARTERS TOWERS QLD 4820

Tel: 07 4787 4933  
Fax: 07 4787 7970  
Email: [info@rite.com.au](mailto:info@rite.com.au)

### **Alice Springs Office**

1/ 75 Smith Street  
ALICE SPRINGS. NT. 0871

Tel: 08 8952 9099  
Fax: 08 8953 8457  
Email: [info@rite.com.au](mailto:info@rite.com.au)

**Website: [www.rite.com.au](http://www.rite.com.au)**

**Free Call: 1800 808 782**