

CAREER SERVICES EMPLOYER SUPPORT

The Careers Team offers a matching service to help find the “right fit” for your business. The careers team will collaborate with apprentices and employers before sign-up, to set up the apprenticeship or traineeship for success.

REGISTER YOUR VACANCY

- Register as an employer [here](#) and fill in your details.
- Create your vacancy and position requirements.
- Need help building a job description for your vacancy? Contact our careers team
- Once created the careers team will reach out to you, to finalise details.
- We target existing registered candidates who have already identified your vacancy as their preferred trade.
- We advertise your vacancy on our jobs board for new and existing candidates.

SCREENING

- Once finalised, candidates will then be able to apply and begin the testing and screening process
- The careers team will identify any needs early, including completing a language, literacy and numeracy assessment.
- The candidate will then undertake a consultation with the careers team.
- You will be provided with weekly updates on the statistics of your vacancy.
- When applicants are determined to be suitable, we will send you a referral and resume for your consideration.

**For more information or assistance, contact our
Careers Team.**

