



CAPABILITY STATEMENT



Who is Victorian Group Training?

Corporate Vision

Victorian Group Training Co Ltd's vision is to be the strongest representative of a group training organisation within the region, delivering products and services to the standard of excellence that meet the needs of our customers and new clients, adding value to their respective businesses.

Victorian Group Training Co Ltd will develop a strong effective representative voice of the diverse labour interests in the region, which is supported by using all our available resources and high quality professional service.

Our Trademarks

- Highly professional
- Leaders
- Efficient
- Reliable/honest

What is a Group Training Organisation (GTO)?

Group training is an employment and training arrangement whereby an organisation employs apprentices and trainees under an apprenticeship/traineeship training contract and places them with host employers. A GTO undertakes the employer responsibilities for the quality and continuity of the apprentices' and trainees' employment and training. The GTO also manages the additional care and support necessary to achieve the successful completion of the training contract.

Under this arrangement, the GTO is the legal employer and thus assumes the responsibility for the legal aspects of the employment contract as well as the training needs.



Capability

Victorian Group Training understands that employees are the intellectual capital of your business and getting the right person and the correct mix of people is critical to business success.

Victorian Group Training provides professional apprentice and trainee services across Victoria and is recognised by government as complying with national standards for group training companies.

We are passionate about providing professional customer service to our host employers and we are proud of the achievements of our apprentices and trainees. Our host employers provide fantastic opportunities for on the job training and support for apprentices and trainees.

We have developed strong partnerships with local employers and work with their business to support and facilitate traineeship and apprenticeship success stories. Traineeships and apprenticeships are a fantastic pathway recognised by employers as providing a great entry role in their business that provides their employee with structured on and off the job training while they learn and become competent in their role.

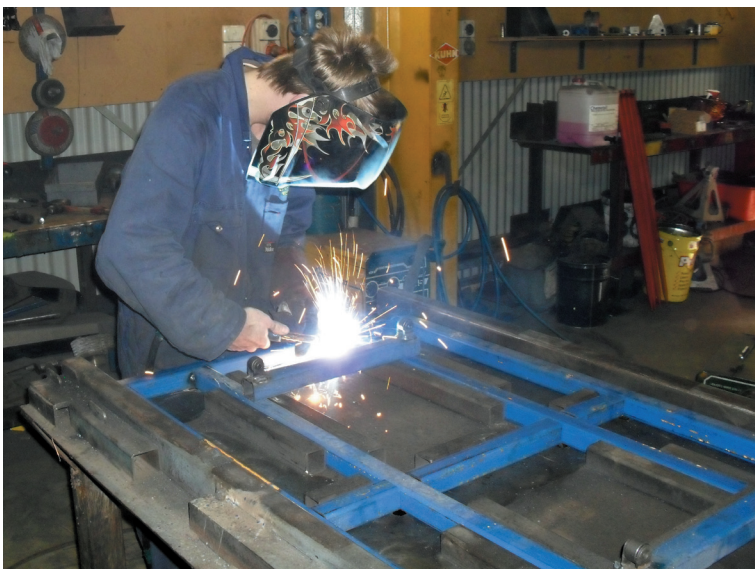
Our team is hand selected for its ability, knowledge, customer focus and passion for getting results.

The team is also educated in best practices for;

- Finance
- Payroll
- Human resources support
- OH&S management
- WorkCover claims management

Internally we use human synergistic framework to create a strong organisational culture to drive continuous improvement.

If you are considering a trainee or apprentice for your business , either full-time, part-time or school-based, for reliable and professional service, contact Victorian Group Training.



Our Service

Victorian Group Training prides itself on being completely transparent - no hidden costs.

Victorian Group Training gives you complete peace of mind by removing the complexity from you by taking responsibility for;

- Payroll commitments
- Superannuation payments
- Required industry funds (i.e. Co Invest, Incolink, Protect)
- HR support
- WorkCover (apprentices & trainees come under our insurances)
- WorkCover management and compliance
- OH&S induction and work place health and safety support
- Employee inductions
- Assistance with legal compliance issues and award interpretation

Our consultants will assist with:

- Recruitment
- Trade School/TAFE (liaising with the registered training organisation to ensure quality training is delivered)
- Performance management
- Occupational health and safety
- For school-based arrangements, liaising with schools on performance and results as well as liaising with parents
- Incentive processing on your behalf
- Ongoing support and general assistance

Benefits of Group Training include:

- Exemption from payroll tax for apprentices and trainees
- Fantastic links with local schools and students: actively working with quality candidates to assess suitability and interest
- Co-ordination of work experience and trials - to ensure that your trainee or apprentice is suitable for the work/industry and your workplace
- Management of recruitment, induction, employment contracts and all administration associated with wages
- Professional consultants who work with you throughout the term to provide support and mentoring to host employer, trainees and apprentices.



Recruitment Process

Victorian Group Training has a simple 5 step recruitment process - we can take care of it all.

1. Candidate hunt

VGTC will create inbound enquiries to grow our recruitment pool. We can proactively, network, research and search for candidates. This includes liaising with schools in relevant areas for school based positions. If a suitable candidate cannot be found through these means, VGTC can advertise on your behalf via a number of local mediums.

2. Candidate review

Review potential candidates to match client requirements.

3. Reference check

Reference check potential suitable candidates.

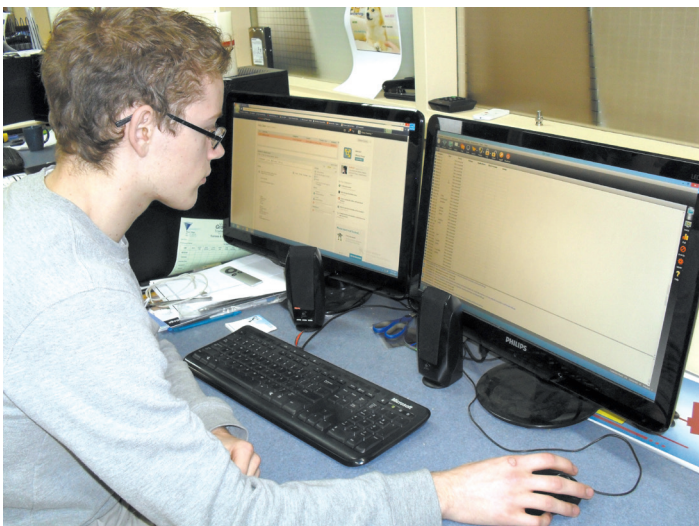
4. Interview

Once potential candidates have been identified from reference checking, interviews will be arranged and conducted at your convenience. Clients may wish VGTC to be present during interviews or conduct them on your behalf however it is not essential. It is completely up to you!

5. Employee selection

You will have now selected your preferred candidate to employ.

VGTC will now arrange all the paperwork so you can sit back and rest assured things are being taken care of.



Customer Testimonials



On behalf of Greening Australia, our partners, stakeholders and volunteers, I would like to commend Victorian Group Training Co. for their professional support.

The group training services provided by the Victorian Group Training Co. (VGTC) enable Greening Australia to deliver on our ecological restoration and community development goals.

VGTC's coordination and administration of conservation and land management school-based apprenticeships provides an optimum model for Greening Australia to meet the needs of our clients; all levels of government, corporate partners, schools, local communities and the trainees themselves.

We have greatly appreciated the expertise, flexibility and professionalism of VGTC's staff in guiding us through the world of apprenticeship services and I am happy to recommend them to any would be partners.

Danny Reddan - Community Development & Training Coordinator - Greening Australia



We have had a partnership with VGTC for over 5 years, and in that time they have built very strong relationships with ANZ managers.

They are responsive, demonstrate exceptional customer service and have committed to adapting their business to meet ANZ's needs.

When dealing with VGTC I have the utmost confidence in their ability to deliver.

It has been a pleasure to partner with an organisation that takes pride in their work and is values driven.

Stephanie Craze - Career Development Manager VIC/TAS & South West NSW - ANZ



Victorian Group Training has been a key partner of Spence Construction since 2009 with our school based apprenticeship program. This program is an integral part of our business allowing us to continually improve and develop our workforce.

Victorian Group Training's ability to understand our business and culture and then execute a very comprehensive and professional process ensures we have successful outcomes with the students and program now and into the future.

I would have no hesitation in recommending them to any employer.

Matt Gibson - Director - Spence Construction

Customer Testimonials

I have worked in the education sector for many years and I have worked closely with the team at Victorian Group Training.

They work hard to provide wonderful learning opportunities for young adults. This involves organising placements such as work experience, structured workplace learning and matching students with host employers for school based apprenticeships and traineeships.

VGTC ensure that the needs of the young person are paramount and they foster an ongoing relationship with the student to ensure that they are supported in their apprenticeship or traineeship. It is this attention to detail and acting in the best interests of young people that makes them so successful.

I highly recommend the Victorian Group Training team.

*Kerrie Hammond - Pathways and Transition Leader & Year 12 Learning Community Leader - Western Heights College (Former Trinity College Colac)
BA(Hons)and Dip.Ed University of Melbourne
Graduate Diploma in ICT - Monash University
Graduate Diploma in Careers Education - ACU
Masters of Education - Monash University*



Victorian Group Training has run our traineeship program since 2007 servicing our 17 stores throughout Victoria. They designed a program model to specifically meet our needs and it has been very successful with high completion rates. Our dedicated VGTC consultant provides extensive reporting and the service, training quality and commitment we receive is highly professional and efficient.

We highly value our relationship with VGTC and our partnership has enhanced our ability to provide quality training and important skills to our employees. We hope to have a long ongoing relationship with VGTC.

I would not hesitate in highly recommending Victorian Group Training to any employer.

Craig Hosking - Franchise Manager - Hosking Group (KFC)



Victorian Group Training has supported Lark Constructions over the last couple of years by enabling us to increase our workforce as our business has grown. The quality of candidates presented and ongoing support has been of a high standard and we are very pleased with the outcome.

I would have no hesitation in recommending Victorian Group Training Co. to any employer.

Caleb Walker and Scott Mackay - Lark Construction



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