



Skills for Business. Jobs for Youth.

# Member Services

## 2024-25 Financial Year





# Welcome to the AEN

The Victorian Group Training network supports over 6,000 apprentices and trainees and 10,000 host employers across Victoria each year.

As part of the AEN network we provide a range support services within the Vocational Education Training (VET) and employment sectors.

## About us

AEN is a not-for-profit industry association committed to supporting members, the wider community and Government.

---

“To support the vocational training and employment network  
to achieve skilled and sustainable employment for the  
community”

---

Our members are the reason we exist and will remain our priority. We work together, sharing information and expertise to bring clarity to problems and provide solutions. We advocate our members’ interests and provide a voice to government and in doing so benefit our community.

This booklet explains the benefits that now available to you in 2020-21. Please take the time to read this information so that you are fully aware of services available to your staff and company.

AEN look forward to helping you and your company make the most of your membership.

For further information, please contact the AEN Office on 03 9639 3955 or email Abbey Exell, *Member Services Manager* at [abbey@aen.org.au](mailto:abbey@aen.org.au).

## AEN Websites

AEN websites are a one-stop-shop for the industry which attracts 21,000+ visits per month.



[aen.org.au](http://aen.org.au)

The **Apprenticeship Employment Network (AEN)** website includes general information about apprenticeships and traineeships, search functions, calendar of events and latest news stories.



[safetyfirst.org.au](http://safetyfirst.org.au)

**SafetyFirst**, an initiative of the AEN, provides a greater level of access to a range of workplace health and safety resources and services to support AEN members, apprentices and small business employers to ensure safety comes first.

### GAN AUSTRALIA

[gan-australia.org](http://gan-australia.org)

**GAN Australia** is a national network, whose purpose is to embed the GAN concept in a national context. GAN Australia recognises the group training model as a best practice method of employing apprentices and aims to raise awareness of apprenticeship programs.



[qualityapprenticeships.org](http://qualityapprenticeships.org)

Developed by GAN Australia in collaboration with international Partners, the **Quality Apprenticeships** accreditation system has been designed by experts in apprenticeships using the International Labour Organisation (ILO) recommendation for quality apprenticeships.

[gtostandards.com.au](http://gtostandards.com.au)

In June 2016, the VRQA board endorsed a new co-regulatory model for Victorian Group Training Organisations with the AEN. Part of the GTO registration process involves a pre-registration and annual self-assessment via the **GTO Standards** website.

## Communication to Members

AEN is an industry resource where its members can access information and provide input to communicate as one body with Government and other stakeholders.

Ensure you subscribe to the **AEN Weekly e-newsletter** to keep informed on current news and events.

Members are encouraged to interact with us on our social media channels and contribute good news stories and important events for promotion to the wider community.



[@appemployenet](#) or [#appemployenet](#)

## Network Meetings & Conferences

### Conferences

- Apprenticeship Luncheon
- Mid-Year Conference
- Field Officers Conference
- Apprentice Training Awards

### Network Meetings

Network meetings occur throughout the year, with invited guest speakers from industry and government, with the aim to ensure members are kept up to date with changes in regulations and to develop best practice standards.

- Group Training Managers and CEOs
- Field Officers
- OHS
- School Based Learning
- Industrial Relations and Financial Controllers
- GTO Standards and Quality Assurance
- Social inclusion and diversity

**Members are encouraged to participate and drive the agenda of all network meetings.**

## Governance and Legislative Updates

AEN provide the following services:

- Industry based statistical and research information
- Online resource library (GTO Standards, Best Practice & Government links)
- Dissemination of information supplied by Government and key industry stakeholders
- Updates on Australian charities and NFP legislation
- Victorian Labor Hire Authority

## Policies & Best Practice Guidelines

AEN provides members with a range of advice on policies and industry guidelines including:

- AEN member Code of Conduct
- Industrial Relations and Awards (payroll)
- OH&S policies and procedures
- Environmental policies
- GTO and RTO Standards
- Insurance

## Training & Professional Development

AEN endeavours to provide its members with access to the skills and knowledge necessary to carry out tasks associated with Group Training.

Training programs and information forums are provided in areas such as:

- Bullying in the workplace
- Return to work training & other OHS/WHS issues
- Substance (drug and alcohol) Abuse
- Dealing with mental health issues
- GTO and RTO compliance
- Managing competency-based training
- Health and Wellness at Work workshop
- Emotional Intelligence workshop

### OH&S Induction

The SafetyFirst online training resources are an interactive way to train your staff, apprentices/trainees and hosts in their OH&S obligations. The training covers the National WHS Act. SafetyFirst's online WHS training courses are an easy way to implement and track staff training.





## AEN Consultant Services

As an AEN Member you have access to consultants who will be able to provide services and advice including:

- Industrial relations, awards and human resources
- Insurance
- Occupational Health and Safety
- Superannuation
- GTO registration

### Superannuation Support and Advice



AustralianSuper is the largest industry superannuation fund in Australia, run only to benefit members, and is the preferred superannuation fund of AEN.

Their services simplify super for businesses with easy online payment systems including a free clearinghouse, secure online transactions, education and help and they support local industry by direct investing in businesses and significant infrastructure projects.

To speak to someone about making AustralianSuper your default fund, contact them on 1300 300 273, or visit <http://www.australiansuper.com/employercontact>

## Insurance

Gallagher (known as AJG) are the appointed insurance broker to AEN and as a member, you can benefit from a wide range of insurance products.

Gallagher, along with AEN, have developed tailor made insurance solutions to suit your needs and a major benefit is that we have worked alongside other GTOs & RTOs to create specific products.

### Combined Legal Liability Program

Gallagher along with two (2) insurers have developed a product for the Employment Service Sector that extends to cover GTOs, RTOs and Labour Hire Companies and specific Government contracts.

This single policy covers:

- Public & Products Liability
- Directors & Officers Insurance
- Professional Indemnity Insurance
- Crime Cover (Employee Embezzlement / Fidelity)
- Employment Practices Liability (EPL)

This includes a clause that covers any WorkCover Recovery Claims made against your Organisation.

### Other Insurance Services

- Property Insurance including Asset Protection whilst in or out of offices Australia Wide
- Cyber Liability Insurance
- Motor Vehicle
- Travel and Group Personal Accident Policies
- Workers Compensation Strategies

## Member Services & Offers

### Tender Notification



Never miss another tender opportunity by subscribing to an e-mail notification service provided by TenderSearch.

Published on a daily basis, TenderSearch provides notification of upcoming tenders from a wide range of Government and private sources based on keyword selection.

**Subscribing through AEN will provide you a substantial saving when compared to the general annual subscription cost.**

### Code House



Code House is an Australian company operating since 1995 and are the developers of CHIP – Code House Integrated Payroll – the most widely used system in Group Training companies.

Find out more at <http://codehouse.com.au/>

### OH&S Services

Ensure your business has the latest information on Workplace Health and Safety. Understanding WHS and providing a safe workplace is everybody's responsibility. SafetyFirst gives you access to a range of business services so that you and your employees are always 'thinking safety first'.



- Quarterly network meetings
- Online WHS policy and procedure templates (300+)
- Online WHS training programs
- Workplace OHS/WHS auditing
- Industry Benchmarking of WHS incidents
- Monthly e-Newsletter

Further information is available from: [safetyfirst.org.au](http://safetyfirst.org.au)

## Bunnings Apprentice PowerPass

[PowerPass Apprentice](#) has been designed just for apprentices. It allows access to all the great benefits that Bunnings Trade PowerPass customers receive, but without having to wait until completion of an apprenticeship.



Some of the benefits are:

- Access to PowerPass offers on a wide range of trade products
- Invitations to trade events
- Unique apprentice-focused power and hand tool offers
- Access to exclusive Bunnings Trade merchandise
- Opportunity to build credit with Bunnings for future opportunities

PowerPass Apprentice cards are valid for up to 12 months. Each year the apprentice will need to provide evidence they are still enrolled.

Once the apprentice has successfully completed their apprenticeship, they can apply to have a PowerPass Apprentice card upgraded to a full PowerPass Trade Account.

## NEW VCCI Member Offer



The Victorian Chamber of Commerce and Industry (VCCI) in partnership with AEN are offering members a range of services to support your GTO. **AEN members will have the ability to “opt in” to access the full VCCI membership service for a 30% discount on the usual fees.**

AEN has established a new service through the support of VCCI, where members can receive support with:

1. **Workplace Relations and HR Support**
2. **Mental Health and Occupational Health and Safety**

During the AEN membership renewal process for the 2024/25 financial year members will be asked whether they want to “opt-in” to receive the VCCI services.

The cost of this for 2024-25 is \$1,100 inc. GST - *30% discount on the regular cost*

AEN has established a closer working relationship with VCCI via an MOU which includes.

- a non-compete clause for GTOs in Victoria
- a dedicated membership liaison manager for our network
- direct access, individual and private/confidential support for members that take up this offer.
- provide AEN and members with support on government updates and changes to Industrial relations and OH&S regulations/ legislation via regular newsletters, meetings and PD sessions.
- Support with government advocacy on apprenticeships and the GTO environment.

**AEN members will have direct telephone access to VCCI IR staff to support any inquiries regarding apprentice/trainee entitlements and industry Award & payroll interpretations.**

**These services are designed to support your GTO with independent and up-to-date advice and compliment the AEN existing resources, network groups and meetings.**

## Workplace Relations and HR Support Services Include:

- Representation at the Fair Work Commission
- Workplace investigations into matters such as alleged bullying or harassment
- Enterprise bargaining and union disputes, including right of entry matters
- Mediation services, performance management, disciplinary and termination advice
- Generalist HR services, including policy and procedure reviews and employee engagement strategies
- Advice for equal opportunity, harassment, discrimination and bullying matters
- Modern award compliance and wage information
- Training tailored to your unique needs
- Health, culture, pulse and engagement surveys including design, facilitation, analysis, review, and employee consultation.

VCCI also has an extensive range of tools and templates that cover topics such as:

- Recruitment and Employee Agreement Resources
- Position descriptions and Performance Management
- Policies
- Leave or Termination

You will find everything you need to manage your HR effectively and efficiently. Our tools and templates are designed by experts and updated regularly to reflect the latest laws and best practices. You can [download them for free](#) as a Victorian Chamber Employer Member.

## Mental Health and Occupational Health and Safety

VCCI can also assist GTOs through their [Mental Health and Occupational Health and Safety information](#) and tailored packages with expert consultation.

- Safety packages and consultation
- Mental Health packages and support
- Workers' Compensation and injury management
- Occupational Health and Safety policies, documents/ templates

## AEN Office Facilities

The AEN training and meeting rooms are available for members to use free of charge. Whether you require space for a training course, an important presentation, a consultation or interview, the AEN facilities will meet your needs.

The room can comfortably seat up to 25 people in various configurations and is equipped with:

- Tea & Coffee making facilities, external catering can be arranged
- Whiteboard and large screen display to project your computer
- Wireless broadband / internet access

Bookings should be made via the AEN office at least 14 days prior to your meeting to improve the chance of availability.



# Hosted Learning Management System

AEN offer a fully managed hosting platform to get you started in the world of e-Learning.

The AEN LMS is based on the open source Moodle package that is widely used nationally and internationally by RTOs, TAFEs and Universities.

AEN use our own LMS through this platform for staff and professional development training for the AEN network.



## Benefits of AEN hosting your LMS include:

- Individual website login and fully branded to your company eg. **yourname.gttraining.com.au**
- Full administration control of your training portal
- Learning management and reporting systems
- Student usage reports, eg. Time spent, assessment attempts, etc.
- Online discussion boards and live chat
- Customisable quizzes, eg. Multiple choice, short answer, etc.
- Ability to upload videos / recording / powerpoint presentations etc.
- Assessment / meeting scheduling
- Flexibility to move your course content to another server
- Hosted on a Tier 1 VPS to maximise speed and reliability

Hosting comes with:

- Upload your own courses
- Enrol your own students
- AEN telephone and email support
- Initial administrator training provided and assistance with uploading 1st course setup (content not provided)
- AEN SafetyFirst training content can be loaded onto your LMS for an additional cost.







Skills for Business. Jobs for Youth.

**Apprenticeship Employment Network**

83 Hobsons Road

Kensington VIC 3031

03 9639 3955 | [info@aen.org.au](mailto:info@aen.org.au) | [aen.org.au](http://aen.org.au)