



**Central Coast  
Group Training**

**Apprenticeships,  
Traineeships & Recruitment**



**WINNER**  
Employer of Choice

CENTRAL COAST  
BUSINESS EXCELLENCE  
AWARDS  
2013

**FINALIST**  
NSW Business Chamber  
Business Awards

2013  
STATE FINALIST

**FINALIST**  
NSW/ACT Regional  
Achievement Awards

2013  
STATE FINALIST

## Who is CCGT?

CCGT is a not for profit organisation supporting business growth by putting the ease in apprentice and trainee employment. With over 32 years experience CCGT is a leading group training organisation and has assisted thousands of businesses realise the benefits and rewards of employing an apprentice or trainee.

## What is Group Training?

Group Training provides the ability for CCGT to employ apprentices and trainees and then place them with host employers. CCGT is able to rotate an apprentice or trainee to alternate businesses where:

- Work at the current business runs out
- The apprentice or trainee cannot be taught some of the skills required for their qualifications at one host employer





CCGT can provide you with  
a range of employment  
services to **help your  
business grow.**



# CCGT Apprenticeships & Traineeships

## Host Employer benefits from using CCGT Trainees & Apprentices:

### Recruitment

At no cost to you CCGT will advertise, screen and reference check suitable candidates on your behalf. CCGT specialise in the recruitment process for apprentices and trainees and understand the importance of getting it right the first time. We will refer the best candidates available and let you decide which candidate best suits your business requirements.

### Workers Compensation

As the legal employer of the apprentice/trainee, CCGT will handle all of the Workers Compensation paperwork. All claims are submitted under CCGT's Workers Compensation Policy and we take on the risk.

### Flexibility

If you're not sure you can commit to the full term of the apprenticeship or traineeship, CCGT can provide the flexibility to rotate the apprentice/trainee to another business. Should business slow down or things just simply don't work out you can hand the apprentice and trainee back.

### Payroll & Administration

No paperwork! CCGT will maintain all personnel records and pay the apprentice/trainee on a weekly basis under the appropriate award.

### Government Obligations

CCGT will manage all of the government requirements for hiring an apprentice/trainee. We take care of all the time consuming government paperwork and ensure that all obligations are being met involving PAYG tax and superannuation.

### Ongoing Support

CCGT's Field Officers carry out regular workplace visits and can assist with mentoring and performance management when required. Field Officers make sure you know what is happening when it comes to the training requirements and anything you need to know about how your apprentice or trainee is going with their studies.

### WHS

CCGT Field Officers will complete an initial assessment to ensure compliance and can assist you with where to find any WHS information you may need.

### Annual Awards Night

Provides the opportunity for our host employers, apprentices and trainees to be recognised for their achievements.

# CCGT Recruitment

**CCGT now offer recruitment services to businesses located in the Central Coast and Hunter region. We aim to assist businesses to directly hire and retain a high quality workforce.**

## Recruit your workforce with CCGT

After 32 years experience in assisting host businesses recruit quality candidates, CCGT understand the importance of getting the right applicant the first time. We complete advertising, skills assessments, screen and referencing checks for permanent and temporary placements for all types of businesses.

## How does it work?

CCGT do more than simply advertise for your position. We will visit your workplace to conduct a needs assessment of the position(s) you are looking to fill. Following this appointment we will review our pool of screened and pre-qualified candidates and where required we advertise for the position. Once we believe we have a suitable number of candidates available we provide you with a summary of each candidate for you to review. We then refer only the most suitable candidates available and let you decide which candidate best suits your business requirements.

## Business benefits:

### Cost Effective

The time it takes to advertise, review applications, short list and conduct interviews is a very costly exercise for any business. This is what we specialise in; delivering a high quality service at a competitive rate that is far more economical than doing your own recruitment. Given that some jobs can attract over 200 applications, the savings for your business are substantial.

### Save Time

As a business owner we understand your time is extremely valuable. Don't waste time interviewing unsuitable candidates. We will do all the hard work for you and all within a 2 week timeframe.

### Quality Applicants

Once we short list the candidates we conduct the first round of interviews, aptitude assessments and determine if the candidates have the skills you're looking for. This process ensures we only refer suitable applicants for your position. Personality profiles are available on request.

### Our Guarantee

We guarantee to find you a candidate that not only has the skills you are looking for but who also fits in with your organisational culture.

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***"If you are looking to expand your workforce and to attract the most suitable, job ready candidate in a short period of time, this service is perfect for you."***

# To find out more about our employment services, contact us today.

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**Central Coast  
Group Training**



**HELPING YOU DECIDE  
WHAT DIRECTION TO TAKE.**

[www.ccgt.com.au](http://www.ccgt.com.au)