

Check you're getting the right pay and conditions for your apprenticeship

Who are we?

We're the Fair Work Ombudsman. We're here to help apprentices like you who work in building and construction check you're getting the right pay and conditions.

We're a government agency that makes sure workplace laws are followed. We provide information, free tools and resources, and can help if something's not right at work.

For more information about us visit fairwork.gov.au

Why should I check my pay?

Checking your pay helps ensure you're getting the right pay and conditions. Knowing what you're entitled to is the best way to spot any issues. If something's wrong, checking now and trying to fix it with your boss can avoid bigger problems later. It could also mean more money in your pocket now.

What if my pay doesn't seem right?

If your pay doesn't seem right, follow some simple steps on how to solve a pay problem at fairwork.gov.au/pay-doesnt-seem-right

If you need more help or have questions, see [Where can I get more help?](#) on page 3.

! Apprentice rates

If you aren't an apprentice, or have finished your apprenticeship, your employer can't pay you apprentice rates.

If your employer is delaying the end of your apprenticeship to avoid moving you to a higher rate of pay, you can contact your **Apprentice Connect Australia Provider** for help (see details on page 3).



How do I check my pay is right?



Step 1: Check you're an apprentice



You're an apprentice if you have:

- a formal training contract for an apprenticeship with your employer that is registered with a training authority, and
- a training plan, and regularly do training through a registered training organisation such as a TAFE.

If you need help to check if you have a training contract, you can ask your employer or see [Where can I get more help?](#) on page 3.



Step 2: Check the minimum pay rate and allowances



To check you're getting the right pay rate and allowances:

- use our free online [Pay Calculator \(PACT\)](#) at fairwork.gov.au/pact or
- call our [Fair Work Infoline](#) on 13 13 94.



Step 3: Check your employer is covering your training costs



Your employer usually has to cover training costs like course fees and required textbooks.

For information about how and when these should be paid visit fairwork.gov.au/apprentices



Did you know your minimum pay rate generally goes up

- ✓ on 1 July each year
- ✓ when you move to the next level of your apprenticeship

Your minimum pay rate may also go up at other times, for example under an enterprise agreement.

Other important information

Pay slips

You must get a pay slip within 1 working day of pay day, even if you're on leave. If you're not getting pay slips see [How to request your pay slips](https://www.fairwork.gov.au/im-not-getting-payslips) at [fairwork.gov.au/im-not-getting-payslips](https://www.fairwork.gov.au/im-not-getting-payslips)

Deductions

Did you know that your employer can only take money out of your pay in limited circumstances?

Your employer is allowed to deduct:

- ✓ tax payments

Your employer generally can't deduct money if you:

- ✗ break or lose tools
- ✗ damage a work vehicle

This may depend on the terms of your award, enterprise agreement, or other applicable laws.

For more information about pay deductions visit [fairwork.gov.au/deductions](https://www.fairwork.gov.au/deductions)



Go to our website

Scan the QR code or visit [fairwork.gov.au/bc-apprentices](https://www.fairwork.gov.au/bc-apprentices)

Bullying, sexual harassment and discrimination

You have the right to a workplace that's free from bullying, sexual harassment and discrimination. Your employer has a responsibility to provide a safe workplace and prevent these behaviours.

We can investigate and take action on some of these issues. For more information visit [fairwork.gov.au/bc-workplace-protections](https://www.fairwork.gov.au/bc-workplace-protections)

Workplace protections

You have protected rights at work. This includes the right to report problems with your pay and conditions, and to report bullying, sexual harassment and discrimination. You also have the right to join (or not join) a union.

For more information about your workplace protections visit [fairwork.gov.au/protections](https://www.fairwork.gov.au/protections)

Ending employment

If your employment ends during your apprenticeship, the normal rules for notice and final pay apply.

For more information visit [fairwork.gov.au/ending-employment](https://www.fairwork.gov.au/ending-employment)

Superannuation

Your employer has to pay contributions to your superannuation fund (super) if you're over 18 years old, or under 18 years and work more than 30 hours per week.

If an employer doesn't pay super contributions on time, penalties may apply. For more information about super visit the **Australian Tax Office** website at [ato.gov.au](https://www.ato.gov.au)



Stay connected

Follow us on our social media channels for information, updates and resources to help you at work



[fairwork.gov.au](https://www.fairwork.gov.au)



[@fairworkgovau](https://www.instagram.com/fairworkgovau)



[FairWorkGovAu](https://www.youtube.com/FairWorkGovAu)

Frequently Asked Questions (FAQs)



Where does my minimum pay rate come from?

Your minimum pay rate generally comes from an applicable award or enterprise agreement, which is a legal document that sets out your minimum pay and conditions of work.

For more information visit [fairwork.gov.au/employment-conditions](https://www.fairwork.gov.au/employment-conditions)

Some employees aren't covered by an award or enterprise agreement. For more information visit [fairwork.gov.au/award-free](https://www.fairwork.gov.au/award-free)

If you need help finding your award or enterprise agreement, you can ask your employer or see [Where can I get more help?](#) on this page.

What are allowances?

Allowances are extra payments that sometimes apply for things like providing your own tools, wearing uniforms or special work clothing, or travelling to some job sites. They come from your applicable award or enterprise agreement.

For more information visit [fairwork.gov.au/bc-allowances](https://www.fairwork.gov.au/bc-allowances)

Should I be paid for training?

Yes, generally time spent in training and assessment counts as time worked. This means you get your normal pay and accrue leave. School based apprentices are also paid for training, but different rules apply.

For more information visit [fairwork.gov.au/bc-apprentices](https://www.fairwork.gov.au/bc-apprentices)

What work tasks can I be asked to do?

Your work tasks may be set out in your training plan or your position description, and should reflect the nature of your role and the competencies in your training plan. For more information contact your **Apprentice Connect Australia Provider** (see details below).

Where can I get more help?



Talk to us

- call our Fair Work Infoline on 13 13 94 or
- visit [fairwork.gov.au/contact](https://www.fairwork.gov.au/contact)



Make an anonymous report

If you know about a workplace that isn't following the law, you can send us an anonymous tip-off at [fairwork.gov.au/tipoff](https://www.fairwork.gov.au/tipoff)



Contact your Apprentice Connect Australia Provider

If you're not sure how to contact them, call the **Skilling Australia** hotline on 1800 020 108 or visit [apprenticeships.gov.au/who-to-contact](https://www.apprenticeships.gov.au/who-to-contact)



Ask your union

You can find your union on the **Australian Unions** website at [australianunions.org.au](https://www.australianunions.org.au)



Get help in your language

- use our [website translator tool](https://www.fairwork.gov.au) at [fairwork.gov.au](https://www.fairwork.gov.au)
- visit [fairwork.gov.au/language-help](https://www.fairwork.gov.au/language-help)
- call the **Translating and Interpreting Service (TIS National)** on 131 450, they will call our **Fair Work Infoline** for you and interpret your questions.

Remember we're here to help.