



**Real People.  
Real Future.**

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**AUSTRALIAN  
TRAINING  
COMPANY**

**Australian Training Company (ATC)** is a leading provider of business solutions through the creation of education, employment and training opportunities. ATC engages over 1,200 apprentices, trainees and students each year and operates in all eastern states and territories of Australia, with the capacity to provide services nationwide. ATC is an accredited Group Training Organisation (GTO) and a Registered Training Organisation (RTO).

## History

In 1994, ATC sought to introduce structured training and employment opportunities for sports people through the promotion of apprenticeships and traineeships. ATC's group training operation has progressively grown by offering the same opportunities to a broader market and providing innovative solutions to business needs. ATC has provided career pathways for more than 10,000 apprentices and trainees.

In 1998, in response to increasing industry demands for tailored education programs, ATC commenced its training operation and constructed the training centre. ATC's training operation promotes flexible study arrangements and an inclusive learning culture for all. ATC has provided education and learning to more than 20,000 students through the provision of numerous qualifications.

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# 1200

**ATC APPRENTICES, TRAINEES AND STUDENTS EACH YEAR**

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## Strategy and Core Values

ATC is a not-for-profit organisation whose focus is to promote workforce participation and encourage engagement with education and learning.

ATC recognises the importance of an individual's aspirations and the need to match these aspirations to the right opportunity.

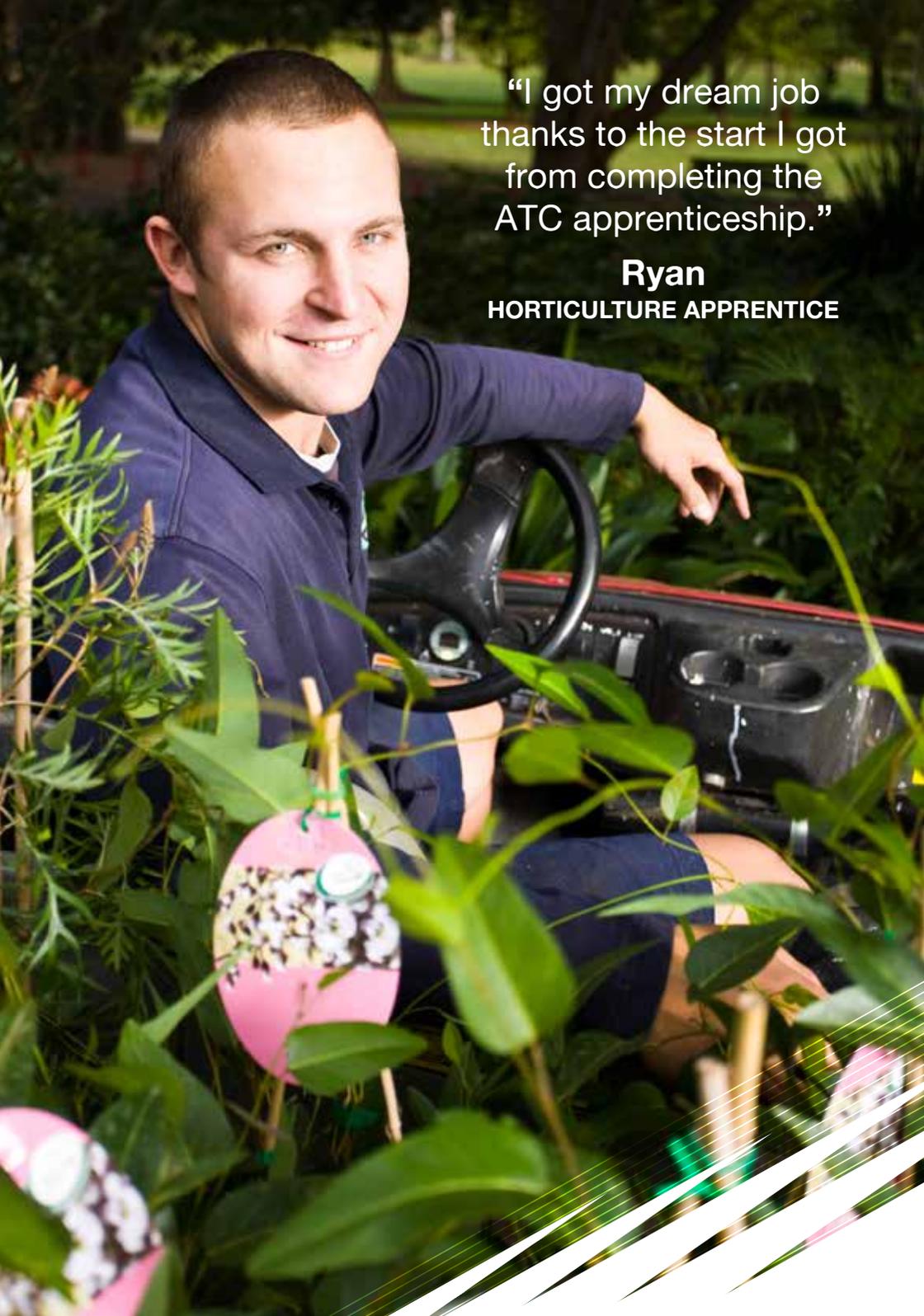
ATC values the inclusion of others in the community who may be disadvantaged in accessing employment opportunities.

ATC places emphasis on delivering education, employment and training opportunities to Indigenous Australians, those with a disability and mature aged persons returning to the workforce.

ATC remains attentive to clients' needs and differentiates itself by ensuring all of its services deliver significant benefits and value to its clients. Communication, loyalty, engagement and retention are hallmarks of ATC's service delivery.

In an ever changing environment ATC is open to achieving its objectives through the development of strategic alliance, business partnerships and adapting to emerging markets.

ATC is committed to providing its staff with flexible working conditions in a safe, family friendly environment.

A man with short brown hair, wearing a dark blue polo shirt, is sitting in the driver's seat of a red car. He is smiling and looking towards the camera. The car's steering wheel and dashboard are visible. The scene is surrounded by lush green foliage. In the foreground, several pink Easter eggs with white and black patterns are visible, some on wooden sticks. The background is a blurred green landscape.

“I got my dream job thanks to the start I got from completing the ATC apprenticeship.”

**Ryan**  
HORTICULTURE APPRENTICE

“An opportunity that  
delivers as much as  
you can give.”

**Melissa**  
FITNESS TRAINEE



## Services

ATC's group training operation assigns apprentices and trainees to commercial, community and government organisations. ATC recruits, employs, arranges training and monitors the progress of the apprentice or trainee.

ATC's training centre offers quality training and skill assessment through tailored programs designed to complement the needs of both the business and the participant.

## Market Sectors

Today ATC provides employment services to a broad market rather than being industry or qualification specific. The benefit of this market position is that ATC is well placed to provide clients with business solutions for their entire organisation.

ATC's training centre has established systems and course material which allows the delivery of courses on a face-to-face basis or by correspondence. The Centre can provide a broad range of qualifications to a geographically dispersed student base.

### Case Study: Real Estate Trainee

Angus McHattan commenced an ATC Real Estate traineeship while playing in the NRL Under 20's National Youth Competition.

Angus worked in the sales department and was involved in field work, face to face listing presentations, researching sales history and all aspects of advertising. Angus spent time with the office sales support team undertaking work that included reporting to vendors, IT programming, a photography course and bookkeeping. During this period Angus completed his Certificate III in Property Services (Agency) and gained his Certificate of Registration as a Real Estate Agent.

In his second year, Angus completed the Certificate IV in Real Estate. The year involved working exclusively with the Property Manager and the tasks he undertook included preparing lease documents, preparing condition reports and showing vacant properties.

Unfortunately, during this year Angus' NRL career ended due to shoulder injuries however he still has his real estate career.

**Angus remarked** 'My Account Manager at ATC really supported me over the two years. She visited me regularly to ensure I was managing my football, work and education commitments. I am very grateful for the opportunities ATC have given me. They really set me up.'

Angus hopes to further his career undertaking additional training in rural "Stock and Station Management."

## Case Study: Sign Writing Apprentice

Off Site Construction (OSC) is a state-of-the-art sign writing business having a long association with ATC and its dedicated Account Managers. ATC placed Josh Tunbridge with OSC as an apprentice sign writer.

Josh undertook the study component of his apprenticeship at TAFE and was the number 1 student for three consecutive years. Josh won a Gold Medal at the Regional World Skills competition and competed overseas in the National World Skills final.

On a day to day basis, Josh was involved in all facets of the sign writing business including design, layout, manufacture and application. Josh is now studying Graphic Design at university and will eventually run his own business.

**Josh stated** “in addition to the skills and experience I have gained, I have developed a far higher level of maturity and commitment to both my work and to my future. My Australian Training Company Account Manager was very encouraging and supportive during my apprenticeship.”

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## Case Study: Telecommunications Partner

Service Stream Communications Pty Ltd (SSC) provides a range of network and specialist services to the telecommunications industry including labour hire, installation and maintenance of telephony and broadband networks.

Since 2005, SSC have utilised the services of ATC on a national scale, regularly hiring staff in every Australian state and territory.

**NSW Human Resources Manager Robin Williams says** “The traineeship program allows us to provide and nurture raw young talent with the skills the business requires. These staff have carved themselves a career path with the majority gaining a permanent position at SSC. A recent success occurred when an ATC trainee who graduated 4 years ago was promoted to a supervisor position with the company.”

## Board of Directors

ATC's Board of Directors comprises seven independent volunteer directors each of whom provides the company with diverse professional skills and experience.

The Board governs in accordance with its Charter.

## Executive Management

The Executive Management team comprises the General Manager, Operations Manager and Business Development Officers.

Each team member has extensive experience working in employment services and meeting the stringent performance requirements of Government funded activities.

## Corporate Governance

ATC has developed a corporate governance framework that complies with the best practice in corporate governance as defined by the National Standards for Group Training Organisations.

The corporate governance framework comprises ATC's operational policies & procedures. ATC's framework ensures that business risks are managed and the affairs of the organisation are conducted in a manner that achieves outcomes for all ATC's clients.

## Code of Conduct

ATC seeks to ensure that ATC's staff treat all clients and colleagues with honesty, dignity and respect. ATC has developed a Code of Conduct that clarifies the standards of behaviour that are expected of its employees in the performance of their duties. ATC's Code of Conduct provides an ethical framework to guide its employees where there is a need to make personal or ethical decisions.

## Employment Relations

ATC's staff enjoy favourable conditions of employment which makes ATC an employer of choice. Staff work in an environment where they are encouraged to learn and grow.

ATC provides its employees with a safe work environment by ensuring Occupational Health and Safety systems are in place to identify and neutralise potential injury risks.

## Financial Resources

ATC has a proud record of sound financial management. For each full financial year, ATC's Board and Executive Management has delivered an operating surplus. ATC's sound financial management is evidenced by the Company's strong financial position. ATC remains debt free and has accumulated sufficient cash reserves to fund all obligations.

## Community

ATC provides career advice to those looking to enter the workforce such as school students and those seeking to gain skills or change career.

ATC assists like minded organisations by providing access to its facilities and the use of its resources.

ATC's staff are encouraged to share their skills, knowledge and expertise with not-for-profit community organisations.

For more information about  
Traineeships, Apprenticeships  
and Job Vacancies, please visit  
[www.austrg.com.au](http://www.austrg.com.au)



## Like to know more?

Contact us today!

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“ATC staff are excellent,  
accessible and responsive.”

**SHONA**

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“ATC provides great ongoing  
care so our apprentices are  
being looked after whilst we  
run our business”

**PHOEBE**

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“All the staff, from the General  
Manager through to the  
Account Manager and the  
administration personnel act  
professionally, communicate  
in terms that are clear and act  
with high integrity.”

**MARTA**

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