

Interested in a Traineeship or Apprenticeship information leaflet

Find the answers to commonly asked questions

What is a traineeship/apprenticeship?

A traineeship or apprenticeship combines paid work and training, which leads to a qualification that will be recognised throughout Australia. It will usually take between one and four years to complete. In South Australia, the formal agreement between an employer and trainee/apprentice is called a training contract.

Whether you are entering the workforce for the first time or changing career, a traineeship or apprenticeship will provide you with the necessary skills and knowledge to work in your chosen trade or occupation. At the same time you will:

- be paid while you train
- be employed while you learn
- gain skills and knowledge to work in your chosen trade or occupation
- gain a nationally recognised qualification
- get assistance with your training fees, if you are eligible.

What traineeships and apprenticeships are available?

Traineeships and apprenticeships are available in many industries and can lead to employment in a wide range of occupations, including the following:

Apprenticeship occupations

- Aircraft maintenance technician
- Auto electrician
- Baker/pastry cook
- Bricklayer
- Builder
- Butcher
- Carpenter
- Chef
- Electrician
- Furniture maker
- Glazier
- Graphic Printer
- Hairdresser
- Locksmith



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Page 1

- Metal fabricator/machinist
- Motor mechanic
- Painter and decorator
- Panel beater
- Plasterer
- Plumber
- Refrigeration or air conditioning mechanic
- Roof tiler
- Screen printer
- Sheet metal worker
- Sign writer
- Toolmaker
- Upholsterer
- Welder
- Wood turner.

Traineeship occupations

- Aged care worker
- Automotive manufacturer
- Child care worker
- Civil construction and maintenance worker
- Conveyancer
- Dental assistant
- Engineering production employee
- Enrolled nurse
- Farmer
- Graphic artist
- Information technology technician
- Kitchen hand
- Manager
- Office assistant
- Printer
- Road transport operator
- Store worker
- Tourism worker

- Veterinary animal attendant
- Wine industry worker
- Youth worker.

These lists provide just a sample of occupations. For more information about other available occupations contact Traineeship and Apprenticeship Services on free call 1800 673 097 or email dsd.tas@sa.gov.au

What training is involved?

Your employer and you are required to negotiate a Training Plan with the nominated Registered Training Organisation (RTO). The Training Plan will cover all the units of competency that make up the qualification you are working towards. Together you can choose:

- an RTO to deliver the training and assess your competencies
- elective units of competency and the order in which the units of competency are undertaken
- the timing, location and method of training delivery, which may be customised to suit individual workplace arrangements.

Your employer and Registered Training Organisation are responsible for delivering your training. In most cases, this will involve:

- structured training off the job (by the RTO)
- practical on the job training (by your workplace supervisor or another qualified, experienced worker).

Who is involved?

The key players in a traineeship or apprenticeship are you, as a trainee or apprentice, and your employer.

Other players include:

Traineeship and Apprenticeship Services (TAS) - This is the authority in matters relating to the administration of traineeships and apprenticeships in South Australia. TAS registers employers, approves contracts and changes to contracts, and provides advice, amongst other services.

Apprenticeship Network Providers (ANPs) - Assist employers and prospective trainees/apprentices to sign a training contract for a traineeship or apprenticeship.

Registered Training Organisations (RTOs) – Will train you in your chosen occupation and/or assess your skills and knowledge during your traineeship or apprenticeship. If you successfully complete your traineeship or apprenticeship, the RTO will issue the national qualification you have achieved.

Your parent or guardian - Will be required to sign your training contract if you are under 18 years of age at the time you start your traineeship or apprenticeship.

How long will it take to finish?

It depends on the type of traineeship or apprenticeship. Generally, a traineeship undertaken on a full-time basis will take between one and two years to complete, and an apprenticeship undertaken on a full-time basis will take between three and four years. However, you may complete as soon as you have achieved your qualification, and your employer and you agree that you are competent in all aspects of your traineeship or apprenticeship.

Are part-time traineeships or apprenticeships available?

This depends on the industrial arrangement under which you are employed. The duration of the traineeship or apprenticeship is usually extended if it is undertaken part-time.

What financial supports or incentives are available?

A variety of financial supports or incentives may be available to you or your employer. The level and type of support will depend on your personal situation. Your Apprenticeship Network Provider can advise you about supports or incentives that you are eligible for. Financial support may be available:

- for purchasing your trade tools or equipment
- if you are living away from your 'family' home
- if you have a disability
- through Youth Allowance, Austudy and ABSTUDY to subsidise a low wage
- travel and accommodation allowances to assist with the costs of attending training.

See the Contacts section of this brochure for information on how to reach an Apprenticeship Network Provider.

Can I do a traineeship or apprenticeship if I am still at school?

Yes, you can take part in a traineeship or apprenticeship while still at school, either through an Australian School based Apprenticeship or through a part-time arrangement.

What will I get paid?

Generally, you will be paid a wage that reflects that you are still learning. This may be less than other people who are fully qualified in your chosen occupation are earning. However, you may be eligible for increases throughout your training as you reach competency or time based stages. For advice about your rates of pay and working conditions, contact:

- **Fair Work Infoline** for modern award and agreements under the *Fair Work Act*
Phone: 13 13 94
- **SafeWork SA** for state awards and agreements
Phone: 1300 365 255

Sounds great, but how do I get a traineeship or apprenticeship?

The first step is to find an employer who is willing to train and employ you for the duration of a traineeship or apprenticeship. Your chances of gaining a traineeship or apprenticeship may be improved if you:

- contact employers
- sign up with a Job Services Australia agency
- register your interest with an Apprenticeship Network Provider
- seek advice from your school's career advisor or VET co-ordinator
- approach Group Training Organisations
- check the media for job vacancies (newspapers, internet)
- complete a pre-vocational course.

The contacts section of this brochure will provide more information on these organisations, or you can contact Traineeship and Apprenticeship Services to discuss your options further on freecall 1800 673 097, or visit the Australian Apprenticeships Job Pathways website: www.aajobpathways.com.au

CONTACTS

Traineeship and Apprenticeship Services (TAS)

Department of State Development

Freecall: 1800 673 097

Email: dsd.tas@sa.gov.au

Internet: www.skills.sa.gov.au/apprentices

Apprenticeship Network Provider (ANPs)

ANPs assist employers and prospective trainees/apprentices to sign a training contract for a traineeship or apprenticeship.

Phone: 13 38 73

Internet: www.australianapprenticeships.gov.au

Group Training Organisations (GTOs)

GTOs employ trainees and apprentices and host them out to other employers. Contact Group Training Australia – South Australia (GTASA) or contact TAS for a listing.

Phone: (08) 8244 1919

Email: mail@gtasa.com.au

Internet: www.gtasa.com.au

CareerStart SA

CareerStart SA provides South Australians with an opportunity to enter the public sector through a traineeship, apprenticeship or cadetship.

Phone: 1800 683 534

Internet: www.saworks.sa.gov.au ; www.vacancies.sa.gov.au

Career advice for Job Seekers

Australian job search website that provides access to the national vacancy database of Job Services Australia.

Internet: www.jobsearch.gov.au ; www.mycareer.com.au

Information on particular occupations

Australia's career information service.

Internet: www.myfuture.edu.au

Pre-vocational course information

TAFE SA Information Service

Phone: 1800 882 661

Internet: www.tafesa.edu.au

Disability Works Australia (DWA)

DWA is the one point of contact for employers to provide assistance when recruiting people with a disability.

Phone: 8186 9900

Email: sa@dwa.org.au

Internet: www.dwa.org.au