



Getting started in an apprenticeship or traineeship

APPo16



Information for students,
school leavers and jobseekers



Learn while you earn with an apprenticeship or traineeship

What are apprenticeships and traineeships?

Apprenticeships and traineeships combine training with working in a real job, for a real boss with a real wage.

Apprentices and trainees complete a qualification and learn skills at work and under the guidance of a training organisation.

Apprenticeships and traineeships can be full-time, part-time, or school-based. School-based apprenticeships and traineeships (SATs) allow school students to work for an employer, as paid employees, and undertake training towards a qualification, whilst studying towards their Queensland Certificate of Education and/or Australian Tertiary Admission Rank (ATAR).

Why choose an apprenticeship or traineeship?

- Earn while you learn
- Choose from hundreds of different job types
- Get a qualification that is recognised across Australia
- Can help you go on to further study or even start your own business
- Offers great job prospects
- Kick start your career
- Improve your confidence

What is the difference between an apprenticeship and a traineeship?

Apprentices are trained in a skilled trade such as electrical, plumbing, automotive and cooking. Apprenticeships generally take up to 4 years to complete.

Trainees are trained in vocational areas such as business administration, information technology and tourism. Traineeships generally take between 12 months and 3 years to complete.

Some organisations refer to apprenticeships and traineeships as Australian apprenticeships.

Apprenticeships and traineeships are practised under competency-based training (CBT) which places emphasis on the workplace application of attained knowledge and skills.

CBT allows apprentices and trainees to move through their apprenticeship or traineeship efficiently while maintaining an emphasis on quality of work. The time your apprenticeship or traineeship takes, depends on how quickly you learn.

Who can do an apprenticeship or traineeship?

Just about anyone who wants to learn and earn is able to do an apprenticeship or traineeship including:

- high school students, usually in Years 11 or 12 [referred to as a school-based apprenticeship or traineeship (SAT)]
- existing workers who can use an apprenticeship or traineeship to recognise their skills or build on their knowledge
- people eligible to work in Queensland who are Australian citizens, New Zealand citizens, or have a visa allowing employment (visa holders may engage in apprenticeships and traineeships provided their work rights allows this, based on information and advice provided by the Department of Home Affairs).

Where can an apprenticeship or traineeship take you?

Upon completion of an apprenticeship or traineeship you will have learnt new skills and gained experience and confidence working in a real job. This puts you in a great place to keep working, go on to further study or even start your own business.

What happens if a school-based apprentice or trainee doesn't complete their apprenticeship or traineeship while at school?

Some students complete their school-based traineeship while they are still at school. However, all school-based apprentices and some school-based trainees will need to finish their training after they have left school.

If you do not complete your SAT while at school, your employer will need to convert you to a full-time or part-time apprentice or trainee as soon as you leave school.

Steps to becoming an apprentice or trainee

Choose the right apprenticeship or traineeship

To find an apprenticeship or traineeship that suits you, think about what you enjoy doing and what interests you. Find out if there is an apprenticeship or traineeship offering skills you will enjoy learning. Ask your family, friends or your school's career counsellor or guidance officer about the job you are interested in.

The following websites are a good starting point to find out more about your career options:

- www.myfuture.edu.au
- www.yourcareer.gov.au
- www.apprenticeships.gov.au
- www.gooduniversitiesguide.com.au/careers-guide

For information about all apprenticeship and traineeship types currently available in Queensland, visit www.qtis.training.qld.gov.au or for more information email apprenticeshipsinfo@qld.gov.au or call Apprenticeships Info on 1800 210 210.

Once you've decided, talk to your school

School students wishing to start an apprenticeship or traineeship while in school, can talk to the guidance officer, career counsellor, vocational education and training coordinator or head of senior schooling at your school to see if you can undertake it as part of your school studies.

Find an employer

Once you have decided which apprenticeship or traineeship you want to do, you will need to find an employer who will give you a job so you can earn while you learn.

There are two ways you can be employed as an apprentice or trainee:

1. You can be employed directly by a business.

The business will pay your wages and train you with the support of a training organisation. To find an employer:

- search jobsites such as **www.workforceaustralia.gov.au**
- contact local business in your chosen industry
- use your personal networks - talk to people you know who may be in the industry you have chosen, or know someone in the industry, about potential vacancies
- some training organisations employ job placement officers who may know of vacancies in your chosen industry
- for tips on searching for apprenticeship and traineeship vacancies visit **www.qld.gov.au/education/apprenticeships/about/get-started/find**

2. You can be employed by a group training organisation.

A group training organisation will place you with different businesses to gain on-the-job experience. It will also pay your wages and organise your training with the support of a training organisation. To find a group training organisation near you call **1800 819 747** or visit **www.apprenticeemploymentnetwork.com.au**

Earn while you learn

Your wages and entitlements are dependent upon the Industrial instrument of your workplace.

For information about wages and entitlements, call the Fair Work Ombudsman on **13 13 94** or visit **www.fairwork.gov.au**

Minimum work requirements for SATs

You will be required to work (and be paid for) a minimum of 375 hours (50 days) – or 600 hours (80 days) for electrotechnology – over each 12 month period of the training contract.

It is expected that your employer will provide you with 7.5 hours per week, averaged over a three month period. If you are unable to commit to this, your employer may be able to provide you the additional hours/days over weekends and/or school holidays.

Choose your training partners

Australian Apprenticeship Support Network (AASN) provider

After you and your employer agree to enter into an apprenticeship or traineeship, you and your employer will be required to sign a training contract as an agreement to work and train together for a length of time.

The AASN provider will work with you and your employer to help complete the training contract form. If you are aged under 18, your parent or guardian may also be required to provide signed consent to the training contract.

The training contract is a legally binding record documenting the roles and responsibilities of both you and your employer. By signing the training contract, you agree to turn up for work, to participate in training to learn new skills and to behave professionally in the workplace.

Your employer agrees to give you a job, to provide and arrange training both at work and with a training organisation, to ensure you are safe in the workplace and make sure you receive your entitlements.

To find your local AASN provider, visit **www.apprenticeships.gov.au**

Once the training contract has been fully completed and signed, your AASN provider will lodge it with the Department of Employment, Small Business and Training for registration, your AASN provider will be your first point of call regarding your apprenticeship or traineeship for the duration of the training contract.

School

School-based apprentices and trainees will continue to go to school to earn their Queensland Certificate of Education.

A school-based apprenticeship or traineeship (SAT) must have an impact on your school timetable. That means some of your training and work must take place during school hours.

The qualification or competencies you complete during your SAT can be recorded on your Queensland Certificate of Education and will be recognised wherever you go in Australia.

It is also possible for you to gain an Australian Tertiary Admission Rank (ATAR) while you are doing a SAT as part of your school studies.

Training organisation

You and your employer will need to choose a training organisation that will work with you and your employer (and school for SATs) throughout the apprenticeship or traineeship.

Your AASN provider can assist you with this. Each training organisation offers different methods of training. The following points may help you decide which training organisation will suit you and your employer best:

- What skills do you need to learn?
- How and when can the training be delivered and what methods are offered?
- If training is conducted on-the-job or off-site or a combination, and if it is certain in days per week or block training.
- Who will assess you, and when will assessments take place?
- What learning assistance is available for help with literacy and numeracy skills, or support for apprentices or trainees with disabilities?

The training organisation will help you and your employer develop a training plan, deliver training, assess the achievement of skills and issue the qualification upon completion.

To find a training organisation, visit www.qtis.training.qld.gov.au or call Apprenticeships Info on **1800 210 210**.



Map out your training with a training plan

A training plan helps you and your employer to understand what is expected of you to make sure you learn and can demonstrate all the skills you need to gain your qualification. It outlines what you will learn, who will deliver the training, and how the training will be delivered.

To make sure you are actively involved in planning your training and assessment, you will work with your employer and your training organisation to design the training plan.

Keep track of what you learn with a training record

Each time you learn a new skill it is recorded in a training record that is supplied by your training organisation. As an apprentice or trainee, you will be responsible for looking after the training record that will be regularly updated by your employer and training organisation.



What will the training cost?

You will need to talk to your training organisation about the costs of the training. Some training organisations receive state government (user choice) funding, as a contribution to the cost, to deliver training for Queensland priority apprenticeships and traineeships.

You and your employer can work with one of these organisations, or you can choose to pay for the training delivered by another training organisation. In some instances your employer might pay for some or all of your training.

Regardless of the training organisation chosen, you may have to pay some additional fees (to cover administration, student services and some program costs). When choosing a training organisation, ask for information about these fees.

Some of the other costs you may come across while completing your training include:

- uniforms and equipment
- text books and other study materials
- parking or transport costs (to attend work or training)
- travel and accommodation to attend training at your training organisation, if it is a considerable distance from your home.

You may be eligible for further assistance from the Department of Employment, Small Business and Training to cover some of these costs.

Visit www.apprenticeshipsinfo.qld.gov.au or call Apprenticeships Info on **1800 210 210**.

You may also be eligible for Youth Allowance or similar assistance from the Australian Government.


Visit www.servicesaustralia.gov.au/education for more information.

Use the probationary period to be sure

A probationary period (usually 90 days for an apprentice and 30-60 days for a trainee) begins on the day the apprenticeship or traineeship commences, not when the paperwork is signed. This period allows you and your employer to work together before deciding whether you both wish to continue.

Visit www.qtis.training.qld.gov.au to confirm the probationary period for your chosen apprenticeship or traineeship.

Once probation is completed, you and your employer are contracted to each other for the length of the training contract. If either of you wish to cancel the apprenticeship or traineeship you will need to call Apprenticeships Info on **1800 210 210**.



Who does what in apprenticeships and traineeships

Employer or Host employer

Employers of apprentices and trainees are required to assist and supervise work-based training, pay wages and provide entitlements, provide a safe working environment and release their apprentice or trainee from work to participate in training with the SRTO.

Apprentice or trainee, or school-based apprentice or trainee (SAT)

The employer hires an apprentice or trainee. If the apprentice or trainee is under 18, they may require a parent or guardian to provide signed consent on the training contract. If the apprentice or trainee is school-based, their school must give approval.

Australian Apprenticeship Support Network (AASN) provider

The employer will contact the AASN provider who assists the employer and apprentice or trainee (or SAT) to get started in their apprenticeship or traineeship. The AASN provider will assist the employer and apprentice or trainee to complete and sign a training contract which is a legally binding contract.

Once the apprenticeship or traineeship has commenced, the AASN provider will become the first point of call for any matters relating to the apprenticeship or traineeship. The AASN provider can also be contacted regarding incentives, support services and workplace visits.

Supervising registered training organisation (SRTO)

The SRTO assists in developing the training plan, delivering the training and providing support throughout the apprenticeship or traineeship to ensure the training stays on track. The SRTO may also be referred to as the training organisation, RTO or college.

The SRTO can be contacted regarding the training plan or training record; training delivery and assessment issues; recognition of prior learning; language, literacy and numeracy support; and completion of the apprenticeship or traineeship.

Department of Employment, Small Business and Training

The department oversees and administers the apprenticeship and traineeship system and helps employers and apprentices, trainees or SATs get the most from their experience. Contact Apprenticeships Info for advice, support and referrals to regional offices.

The **Queensland Skills Gateway** provides access to information on vocational education and training including government funding and eligibility. For more information, please visit www.skillsgateway.training.qld.gov.au

Queensland Training Ombudsman

The Queensland Training Ombudsman provides free, confidential and independent services to review and resolve enquiries and complaints from anyone in the vocational education and training system. For more information, please visit www.trainingombudsman.qld.gov.au

Want to know more?

For more information about apprenticeships and traineeships:

- visit www.apprenticeshipsinfo.qld.gov.au
- email apprenticeshipsinfo@qld.gov.au
- call Apprenticeships Info on **1800 210 210***

Those with a hearing or speech impairment can contact us through the National Relay Service:

- TTY users can phone **13 36 77** then ask for **1800 210 210**
- Speak and Listen (speech to speech relay) users can phone **1300 555727** then ask for **1800 210 210**
- Internet relay users can connect to <https://nrschat.nrsqld.gov.au> then request **1800 210 210**.

Those from a non-English speaking background can contact Apprenticeships Info through the Translating and Interpreting Service (TIS) National on **13 14 50**.

Please note Apprenticeships Info operating hours are 8:30am to 4:45pm Monday to Friday.

*Calls are toll free from landlines. Calls from mobiles or pay phones are extra.