

Getting started in an apprenticeship or traineeship

**Information for students,
school leavers and jobseekers**



**Queensland
Government**

Learn while you earn with an apprenticeship or traineeship!

Apprenticeships and traineeships are a great way to get started in the career you want, giving you practical work skills and experience while you undertake a qualification.

Apprenticeships and traineeships can be full-time, part-time, or school-based.

School-based apprenticeships and traineeships (SAT) allow school students to work for an employer, get paid as an employee and undertake training towards a qualification, all while studying towards their Queensland Certificate of Education.

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 start your own business.
- Offers great job prospects.
- Kick starts your career.



What is the Difference Between an Apprenticeship and a Traineeship?

- **Apprenticeships:** Mainly available for trade-based roles like carpenters, electricians, and hairdressers. Typically takes 3 to 4 years full-time to complete.
- **Traineeships:** Cover a wide range of industries (over 700) from business-related fields to hospitality. Usually takes 1 to 2 years full-time to complete.

Who can do an apprenticeship or traineeship?

Apprenticeships and traineeships are a great career path for lots of people including:

- High school students, usually in Years 10, 11 or 12 – these are referred to as a school-based apprenticeship or traineeship (SAT).
- Existing workers 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).



Your pathway to success in becoming an apprentice or trainee in Queensland.



STEP 1

CHOOSE THE RIGHT PATH

To find an apprenticeship or traineeship that suits you, think about what you enjoy doing and what interests you. You can then start to explore the apprenticeship or traineeship options that match your interests. Ask your family, friends or your school's career counsellor or guidance officer about the pathways you are interested in.

The following websites are a good starting point to find out more about your career options and for help in selecting an industry:



www.myfuture.edu.au



www.yourcareer.gov.au



www.apprenticeships.gov.au



www.gooduniversitiesguide.com.au/careers-guide

For information about apprenticeship and traineeship qualifications currently available in Queensland, visit **www.qtis.training.qld.gov.au**.

School students, if you want to start an apprenticeship or traineeship, talk to your school's career counsellor, guidance officer, vocational and educational training (VET) coordinator, or head of senior school to see if you can undertake it as part of your schooling.



STEP 2

FIND AN EMPLOYER

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 one or more host employers during your apprenticeship or traineeship to gain the required on-the-job experience.



STEP 3

CHOOSE YOUR TRAINING PARTNERS

Apprentice Connect Australia Provider (Provider):

After agreeing to undertake an apprenticeship or traineeship, you and your employer must sign a training contract. For those under 18, parental consent may also be required. The contract confirms your commitment to work, train, and follow instructions, while your employer commits to provide relevant employment, training and supervision.

The Apprentice Connect Australia Provider assists with the contract, which they'll lodge for registration. Throughout the contract's duration, they serve as your primary contact. More information is available at:

www.apprenticeships.gov.au.

Registered Training Organisation (RTO):

Registered Training Organisations (RTOs) offer various training options including in-class, on-the-job, or online. They work with you and your employer to create a training plan, provide the training, evaluate skills, and issue a qualification when finished. To locate an RTO, go to:

www.qtis.training.qld.gov.au.

Map out and monitor your training to achieve your qualification effortlessly.

Training Plans and Training Records:

Your SRTO will work with you and your employer to develop a Training Plan which outlines the units of competency required to complete your qualification, how they will be assessed and the schedule for when they need to be completed.

Your SRTO will also provide you with a Training Record. The Training Record outlines the skills that you need to demonstrate for each unit of competency and shows the progress you are making against your Training Plan. As you achieve these skills on the job, you are responsible for updating the Training Record to reflect this. Your employer and SRTO will regularly review the Training Record.

Getting paid

As an apprentice or trainee, you get paid for:

- the hours you work and train on the job.
- the hours you attend training delivered by your training organisation.

School-based apprentices and trainees, however, are not always paid for the time spent training with the training organisation; it depends on their industrial award or agreement. For more information access **www.fairwork.gov.au** or phone **13 13 94**.

Training costs

You will need to talk to your registered training organisation about the costs that may be associated with your apprenticeship or traineeship.

Financial Support & Payments

- Earn while you work and train.
- You may be eligible for travel and accommodation subsidies to attend training. To check your eligibility, please visit: **www.qld.gov.au/education/apprenticeships/for-apprentices/support/travel**.

Centrelink may offer additional support; call **13 24 90** or visit **www.centrelink.gov.au**.

Use the Probationary Period

The initial period is to ascertain if the apprenticeship or traineeship is right for both parties.

To confirm the probationary period details, visit: **www.qtis.training.qld.gov.au**.





Final Steps to Completion

As you reach the end of your apprenticeship or traineeship journey, it is time to conclude your hard work with these final steps.

Completion Checklist

1. Complete all training and assessments as outlined in your training plan.
2. Ensure your Training Record has been fully signed off by you, your employer and your SRT0.
3. Ensure your SRT0 issues the relevant qualification.
4. Initiate the completion process with your employer to obtain your completion certificate.

School-based Apprentices or Trainees

- School-based trainees who meet all requirements may complete their training while still attending school.
- School-based apprentices and certain trainees will continue training post-school under full-time or part-time arrangements.
- School-based trainees will only be eligible for completion when the minimum paid work requirement has been met and the parties are satisfied that all training and assessment under the training plan has been completed.

Understanding the roles in Apprenticeships and Traineeships

Employers or host employer

Employers or host employers are responsible for assisting and supervising the apprentice or trainee's work-based training, providing wages and entitlements, ensuring a safe workplace, and facilitating the apprentice's or trainee's attendance at training sessions.

Apprentice or trainee

Apprentices and trainees are employed by businesses or organisations and must obtain consent from a parent or guardian if they are under 18 years old. If the apprenticeship or traineeship is school-based, participants also require the approval of their school to commence their training.

Apprentice Connect Australia Provider (Provider)

The Provider supports the employer and apprentice or trainee in initiating the training by helping complete and sign the training contract, then remains the primary contact for any related matters, including enquiries about incentives and support services, once training has started.

Supervising Registered training organisation

The SRTTO assists in developing the training plan, delivering the training, and providing support throughout the apprenticeship or traineeship to ensure the training stays on track. For more information please visit [**www.skillsgateway.training.qld.gov.au**](http://www.skillsgateway.training.qld.gov.au).

Department of Trade, Employment 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 on [**www.qld.gov.au/education/apprenticeships/support**](http://www.qld.gov.au/education/apprenticeships/support).

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**](http://www.trainingombudsman.qld.gov.au).



Want to know more?

For more information about apprenticeships and traineeships:

Visit: **www.apprenticeshipsinfo.qld.gov.au**

Phone **1800 210 210** (general enquiries)

Open **8.30am to 4.45pm** (Queensland time)

Monday to Friday.

Email **apprenticeshipsinfo@qld.gov.au**

For language assistance, call the Translating and Interpreting Service (TIS National) on **131 450** and request to speak with the Department of Trade, Employment and Training on **1800 210 210**.

For hearing or speech impairment assistance, contact the National Relay Service:

TTY users: **13 36 77** then ask for **1800 210 210**

Speak and Listen users: **1300 555 727** then ask for **1800 210 210**

Internet Relay users: **<https://nrschat.nrscall.gov.au/>** then request **1800 210 210**

