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## APPRENTICESHIPS & TRAINEESHIPS

[ TWO THOUSAND AND TWENTY-TWO ]

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# **apprenticeships & traineeships guide**

A guide to apprenticeships and traineeships in Australia. Created by Study Work Grow Pty Ltd in 2022.

VERSION 1

From time to time policies and application procedures can change, so we recommend you double check all information directly with the organisation before you begin the application process.



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## what are apprenticeships & traineeships?

Apprenticeships and traineeships are considered to be a Vocational Education and Training (VET) pathway and/or qualification level.

If you'd like to learn, earn, and work all at the same time, then an Apprenticeship or Traineeship could be the best option for you.

## get a head start in your industry

An Apprenticeship or Traineeship can set you apart and be the start of a great career.

You'll be working for an employer who mentors you in all aspects of learning a trade. At the same time, you'll attend TAFE, or another government approved, registered training organisation to complete the formal training program.

Upon successful completion, you'll receive a nationally recognised qualification. Plus you'll get on-the-job work experience and income, as well as references and industry contacts.

## definitions

VET - Vocational Education and Training. Designed to teach knowledge and specific practical skills to help in the workplace.

GTO - Group Training Organisation. Organisations that hire apprentices and trainees and places them with host employers.

RTO - Registered Training Organisation. These are providers approved by ASQA to deliver nationally recognised training in the VET sector.

ASQA - Australian Skills Quality Authority. The national regulator for Australia's VET sector.

AASN - Australian Apprenticeship Support Network. Providers who give personalised advice and support services (to both job seekers and employers) from pre-commencement to completion. You cannot start an Australian Apprenticeship without an Apprenticeship Network provider.

SBAT - School Based Apprenticeships and Traineeships. Can be started in Year 10, 11 or 12.

VSL - VET Student Loan. Helps students to cover tuition fees for some VET courses.

Construction Induction Training Card (White Card) - A license required to work in the construction industry, issued by RTOs.

WWCC - Working With Children Check. A background check to determine the suitability of anyone working or volunteering with people under the age of 18. Also known as a **Blue Card** in Queensland, **Ochre Card** in the Northern Territory, and **Registration to Work with Vulnerable People (RWVP)** in Tasmania.

100 Points of Identification - A series of documents worth different point values to prove your identity. An Australian Birth Certificate, for example, might be worth 50 points. You need to provide enough documents to make 100 points in total to satisfy the requirement. This must be provided when signing up with an AASN.

## apprenticeships vs traineeships

Both terms are often used by employers - and both programs will set you up with a formal qualification and a fast track to a career.

But while apprenticeships are formal and protected by law, traineeships tend to be less formal, shorter, and may provide you with fewer skills.

### APPRENTICESHIPS ARE LONGER

Apprenticeships generally take 3-4 years to complete, whereas traineeships could be completed in 6 or 12 months (but in some cases can take up to 4 years).

### YOU'LL USUALLY HAVE MORE PROTECTION IN AN APPRENTICESHIP

You may be more protected as an apprentice than as a trainee. For example if your employer sells their business the new owner is legally required to keep any apprentices, but may choose not to continue traineeships.

### FIND THEM IN DIFFERENT INDUSTRIES

Apprenticeships are usually in skilled trade areas, such as construction, plumbing, electrical, etc., while traineeships tend to be in non-trade careers, such as hospitality, business, administration, IT, retail or aged care.

### THERE'S MORE FUNDING FOR APPRENTICESHIPS

Some apprenticeships may receive more government funding to subsidise them, especially if the related career is an area where there is a current shortage of workers.

## traditional vs. school based

Traditionally VET was delivered outside of schools meaning that students would have to leave school before embarking on this pathway. These days though there are more options available and the majority of schools offer School Based Apprenticeships and Traineeships (SBATs), they're an excellent way to get a head start in your career while you're still at school.

### BENEFITS OF A SCHOOL BASED APPRENTICESHIP

You can usually start a School-based Apprenticeship in Year 10, 11, or 12, combining the final 2 or 3 years of school with:

- some school work
- your formal training (class room style or online learning element of the VET), plus
- paid part-time work where you'll get the hands-on part of your training and receive mentoring (hours per week required vary by state)

You could complete some of your trade training whilst you're still at school, then, once you've left you'll go into the second and subsequent years of training full time – usually with the same employer.

Choose from a large range of industries and careers, and all paid, part-time, on-the-job and off-the-job training you do will contribute to your high school leaving certificate.

Your wage will vary depending on your year of training, the type of Apprenticeship you are doing, and the industry or occupation. It'll also include superannuation, workers' compensation and other entitlements or requirements set independently by the Fair Work Commission.

### BENEFITS OF A SCHOOL BASED TRAINEESHIP

School-based traineeships may be completed in full during your final years at school.

So you could leave Year 12 with:

- a high school certificate
- a VET qualification
- a Certificate of Proficiency
- as well as paid experience in a workplace
- some training arrangements can even contribute towards your Australian Tertiary Admission Rank (ATAR). So if you think uni might be in your future too, then find out which programs offer this option.

You'll have qualifications, work experience, and references to add to your resume which could be a huge advantage in helping launch your career.

You may even be lucky enough to get a job with the employer who did your traineeship. SBATs are available in a large range of industries and occupations.

If you're undertaking a SBAT you'll be working part-time. In all cases, any on-the-job and off-the-job training undertaken will contribute to your high school leaving certificate.

## getting started with a SBAT

1

Speak to your School's Careers Advisor, Pathways Officer, Vocational Education Coordinator, Guidance Officer or Teachers to check that your school offers SBATs. Find out where you can see what's on offer and how to enrol.

2

Research the options that are offered at your school. Read up about the career that the VET course you're interested in will lead to. Find out how much time it will take (formal training and work elements). Make your decision and let your school know.

3

Next you'll need to find an employer who is willing to take you on. Find out how many hours you'll work and on what days you'll need to be there.

4

Have a chat with your local Apprenticeship Network provider - they can give you additional advice and support. They'll also make sure you understand everything and give you tips on what to do next.

5

Get an agreement from your school about the hours, blocks, or days that you'll be either at work or doing your training. You'll also need to make sure you know what other school work you'll need to do and what compulsory attendance in lessons and activities will be.

6

Get together with your employer and your AASN to formalise the agreement and sign the training contract (provided by your AASN). Make sure you get a copy and keep it somewhere safe.

7

See if you're eligible for a Trade Support Loan (AASN's can assess you) or any other financial support you may be eligible for. Centrelink could be helpful to talk too as well.

8

Get a USI, bank account, Tax File Number (TFN), and superannuation account if you haven't already. Start your paid apprenticeship or traineeship and keep up the good work at school.



## who can apply?

Anyone of working age can apply for an apprenticeship or traineeship. You won't necessarily need specific school levels, certificates or other qualifications to start one.

If you're under 18 (whether you're at school or not) you'll also need approval from your parent or legal guardian.

You could still be at school, a recent school-leaver, re-entering the workforce (after a career break or gap year), or an adult worker simply wishing to change careers.

### ELIGIBILITY

You must be:

- an Australian citizen or,
- a permanent resident or,
- a holder of a temporary resident or working visa of sufficient duration to undertake the apprenticeship or traineeship.

### NOTE

Employers can set their own minimum requirements though, such as completion of Year 11 or a pre-apprenticeship.

You'll need to check if there are any requirements and that you're eligible before you start the application process.

## career clusters in apprenticeships & traineeships

Apprenticeships and traineeships cover a vast range of careers in different industries. You'll find people working in each Career Cluster in lots of jobs from construction and mining, to health and business.

Here are some examples of the apprenticeship / traineeship -related jobs from each Cluster:



**Innovators come up with new ideas and ways of doing things**

Hairdresser  
Graphic Artist  
Artisan Baker  
Content Creator  
Fashion Designer



**Linkers play a key role in selling the product or service**

Air Cabin Crew  
Real Estate Agent  
Food and Beverage Workers  
Butcher  
Reservations Officer



**Guardians support wellbeing and productivity, and keep things safe**

Aged Care Worker  
Enrolled Nurse  
Beauty Therapist  
Vet Nurse  
Personal Trainer



**Informers often work in support roles in legal, finance, or business development**

Early Childhood Education  
Personal Stylist  
Social Media Consultant  
Outdoor Educator



**Coordinators keep operations running smoothly**

Events Coordinator  
Office Administrator  
Fisheries Officer  
Emergency Services Operator  
Appointment Scheduler



**Makers operate, build, and maintain products and equipment**

Construction Labourer  
Landscape Gardener  
Mechanic  
Cleaner  
Data Entry

## here's how to find one

The availability of an apprenticeship or traineeship depends entirely on employers. They'll need to create a position and sign up with Australian Apprenticeships.

With very limited numbers of Apprenticeship Network Providers, and RTO's (including TAFE), they're under no obligation to help you find an opportunity, so it's going to be up to you just like if you were finding and applying for a job vacancy. Sometimes approaching the employers first is the only way you'll be successful.

You can find a database packed with openings at: [studyworkgrow.com.au/further-learning/apprenticeships-traineeships/](https://studyworkgrow.com.au/further-learning/apprenticeships-traineeships/)

### STEP 1 - RESEARCH

Read up on the options available and decide which industries and careers will suit you the best. Write a shortlist of your preferred apprenticeships or traineeships that you can refer to throughout the process.

### STEP 2 - PREPARE AND GET 100 POINTS OF ID

Make sure you find out important things like:

- Your eligibility
- Prerequisites for each position
- The duration of the program
- Wages and financial incentives
- Any costs of training
- Subsidies or loans available
- Job prospects
- Industry outlook

And you'll also need to create a resume (if you need a bit of help, you can use our Super Simple Resume Builder).

### STEP 3 - JOB SEARCH

There are lots of places to look, but don't forget to tap into your community networks - many of the best positions may not be advertised.

- Search job sites and training providers, as well as Australian Apprenticeship support networks for existing opportunities
- Call employers directly to ask them about any existing opportunities or if they'd consider creating one
- Set up job alerts on employer websites, so you'll be the first to receive any new vacancies coming up
- Subscribe to industry newsletters
- Volunteer with organisations in the industry you'd like to work in - you'll add to your resume, get work experience and you might convince them to create an opportunity for you

## here's how to find one (continued)

### STEP 4 - SECURE A JOB

Apprenticeships and traineeship spots can be quite competitive and like every other job, it's likely that you have some competition.

So it's not really enough to just want an apprenticeship or traineeship, you're going to have to show the employer (and your school or training group) that you're serious about the opportunity, willing to commit, and step up.

If you're really struggling to jump the first hurdle and find an opening, you could speak with your GTO. They may have contacts up their sleeve or even know of openings you could apply for.

Once you've found an opening, you may have to submit a cover letter and resume or fill in an application form.

If that impresses the employer, you'll be asked to come in for an interview. Remember, once again, just like any other job interview, you'll need to:

- Be prepared - have a go at some mock interviews with family or friends, and do some research about the company and the job
- Turn up on time and look tidy
- Have examples of evidence to back up your claims about your skills, strengths, and experience

If you do well and the employer likes you, then they'll likely offer you the job.

Congratulations, you're nearly ready to start your VET training.

Make sure you know how many hours you'll be required to work and on which days, how much you'll be getting paid, where you'll be based, who will be mentoring you, and any other workplace requirements you'll need to know, preferably in writing so you have it recorded.

Accept the position in writing too, remember to thank them for the opportunity.

## here's how to find one (continued)

### STEP 5 - YOUR EMPLOYER FINDS AN AASN

Your employer will now be responsible for finding an AASN so that you can register and complete your contract.

Your formal training contract is a legal document stating that both you and your employer are aware of your responsibilities. If you're under 18 you'll need a parent or guardian to sign the training contract too.

Make sure that an Apprenticeship Network Provider (ANP) comes out to your new workplace to conduct the sign up. Your employer will usually organise this, but it's worth checking before you go ahead and sign anything (and save the ANP's details just in case there are any problems).

### STEP 6 - THE AASN HELPS THE EMPLOYER FIND AN RTO

Once the contract is all sorted, you'll need to register for the formal part of your training which is included in your working hours each week (so you'll get paid for them too).

Your employer is responsible for helping you to find a registered training organisation (RTO), and they can get help from the AASN, if needed.

Once you're signed up with an RTO, they'll contact you and your employer to complete a training plan. That's an agreement about the qualification title and level, the time frame for each unit of competency to be completed, and the mode of training delivery (in person or online).

### STEP 7 - START YOUR COURSE AND START WORK

Once you've done all the decision making, got the approval of your school and parent or guardian, found an AASN and an employer.

You've done all the life admin that goes along with it and scored yourself an apprenticeship and traineeship - well done! You're now ready to get started.

It's worth bearing in mind though that you'll need to keep up with your school work, pass all the formal training requirements, and record all of the work you're doing with your employer to continue with your VET pathway.

If you fail any part of the course, don't turn up to work, or fulfil the obligations that you've committed to, then the agreement could be terminated and you'll have to start again.

## wages, fees, and funding

### your wages

As a full time apprentice or trainee, you'll get paid a wage by your employer, and this also covers the time you spend training.

If you've agreed to work 38 hours a week, and 1 day a week you have to attend the RTO for formal training, then the 38 hours should include the time spent at your RTO. You'll need to agree with your employer about how often you will need go to trade school and for how long (eg. 1 day per week or for week-long blocks of training).

If you don't go to the RTO when you're supposed to, you won't get paid for that time (unless you're on sick leave or another type of leave).

You should receive the same entitlements as any other employee such as superannuation, workers' compensation and other entitlements or requirements set independently by the Fair Work Commission.

Your wage will vary depending your year of training, the type of Apprenticeship you are doing and the industry or occupation. But everything is regulated, so you can always check your entitlements on the Fair Work website - make sure you select the correct state, as entitlements can vary.

For SBATs you'll get paid for the hours spent at your workplace each week and an additional 25% of the hours to cover your formal training. E.g. If you're spending 8 hours a week with your employer, they'll pay you for 10 hours a week.

But, the additional training payment:

- only applies if you're a full-time school student
- is paid at the full-time apprentice hourly rate (including any all-purpose allowances)
- can be averaged over a semester or the year.

If you aren't a full-time student, then you have to be paid your hourly rate for all the time spent in training.

## wages, fees, and funding continued

### paying fees

Signing up for a vocational pathway shouldn't cost you much, if anything at all. The Government subsidises the AASN and usually most of the RTO training fees, and your employer may choose to cover any costs that are left over.

Speak to your training provider before you start, because depending on the level of your qualification, you may be required to pay a small part of any tuition or college fee to your training provider. You may receive a reduction in your fees if you have a Centrelink Health Care card.

For SBATs (school based apprenticeships and traineeships) the government generally subsidises all the costs, so it won't cost you a thing while at school, however it's still worth double checking with your training provider first.

Check with your employer / school / training provider if they'll be covering these associated costs too:

- Textbooks and equipment
- Tools and uniforms
- Travel costs to and from work and the RTO

### worried about the costs? find out about funding

If you're concerned there are out-of-pocket costs that you won't be able to afford, even once you've started getting paid, bring up your concerns with the AASN, your employer, parent or guardian, school, and training provider.

They'll all have some ideas or suggestions that could help.

You could be eligible for fee reductions or financial help if you're on a low income, such as if you're receiving Centrelink payments or have a Centrelink Health Care card.

My Skills will let you know if courses are subsidised, which means that the Australian Government or your State/Territory Government will cover part, or all, of the course costs.

Find out if you'll be eligible for an Additional Identified Skills Shortage (AISS) payment or a Trade Support Loan (TSL), which are just some of the options that could help cover the costs of your training.

You can also check with Centrelink if you're eligible for Youth Allowance, Austudy, ABSTUDY, or Rent Assistance payments while you're training, and VET Student Loans (VSLs) might also be an option for you.

# ELECTRICIAN

Apprenticeship

Average Duration: 48 months (4 years)

Example Qualification: Certificate III in  
Electrotechnology Electrician

Suits people with good manual and practical skills  
and an analytical mind, good at STEM

**\$576.16 per week**  
1st year

\*Calculated Oct 2022 using [Fairwork's Pay Calculator Tool](#) for a 1st year apprentice in NSW,  
under 21, working full-time and completed Year 12



# HAIRDRESSER

Apprenticeship

Average Duration: 36-48 months (3-4 years)

Example Qualification: Certificate III in Hairdressing

Suits people who have great people skills, are creative,  
and are good with their hands

**\$517.50 per week**  
1st year

\*Calculated Oct 2022 using [Fairwork's Pay Calculator Tool](#) for a 1st year apprentice in  
NSW, under 21, working full-time and completed Year 12

# CARPENTER

Apprenticeship

Average Duration: 48 months (4 years)

Example Qualification: Certificate III in Carpentry

Suits people who are creative and practical, with good dexterity and attention to detail. Good maths skills are important too

**\$597.53 per week**

1st year

\*Calculated Oct 2022 using [Fairwork's Pay Calculator Tool](#) for a 1st year apprentice in NSW, under 21, working full-time and completed Year 12

# CHEF

Apprenticeship

Average Duration: 48 months (4 years)

Example Qualification: Certificate III in Commercial Cookery

Suits people with a passion for food and want to work as part of a team in a creative and fast paced environment. You'll need to be able to work well under pressure too

**\$517.50 per week**  
1st year

\*Calculated Oct 2022 using [Fairwork's Pay Calculator Tool](#) for a 1st year apprentice in NSW, under 21, working full-time and completed Year 12

# MECHANIC

Apprenticeship

Average Duration: 36-48 months (3-4 years)

Example Qualification: Certificate IV in Engineering -  
Mechanical Trade

Suits people who like working with their hands, are analytical, great problem-solvers, and want a job that will keep them on their feet.

**\$517.50 per week**

1st year

\*Calculated Oct 2022 using [Fairwork's Pay Calculator Tool](#) for a 1st year apprentice in NSW, under 21, working full-time and completed Year 12

# CONSERVATION WORKER

Traineeship

Average Duration: 12-18 months

Example Qualification: Certificate III in  
Conservation and Land Management

Suits people interested in the environment, who  
don't mind getting their hands dirty and have  
good planning and organisational skills

**\$533.50 per week**  
1st year

\*Calculated Oct 2022 using [Fairwork's Pay Calculator Tool](#) for a 1st year apprentice in NSW,  
under 21, working full-time and completed Year 12

# JOINER

Apprenticeship

Average Duration: 36-48 months (3-4 years)

Example Qualification: Certificate III in Joinery

Suits people who are detail oriented, have great maths skills and want to work with their hands

**\$597.53 per week**

1st year

\*Calculated Oct 2022 using [Fairwork's Pay Calculator Tool](#) for a 1st year apprentice in NSW, under 21, working full-time and completed Year 12

# AGED CARE

Traineeship

Average Duration: 12 months (1 year)

Example Qualification: Certificate III in Individual Support

Suits people who have great people skills, are caring and nurturing, and want a career where they can help to make a difference in people's lives

**\$533.50 per week**  
1st year

\*Calculated Oct 2022 using [Fairwork's Pay Calculator Tool](#) for a 1st year apprentice in NSW, under 21, working full-time and completed Year 12

## further reading

Before you sign a contract and start working, you should read up about your rights and responsibilities, as well as those of your employer. You should also find out what your entitlements are, so you know what to expect and you can ensure that you're getting a fair deal.

You could start with these sites:

[Apprenticeship Entitlements](#) - includes wages, conditions etc.

[Trainee Entitlements](#)

[Australian School-based Apprenticeships](#)

[Young Workers Guide - rights and responsibilities](#)

[Pay & Conditions Tool](#)

There's more information about apprenticeships and traineeships, including vacancies, events and blogs at Study Work Grow.



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