

# APPRENTICESHIPS & TRAINEESHIPS

THIRD EDITION



STUDY WORK GROW



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A guide to apprenticeships and traineeships in Australia.

**Third Edition - October 2021**

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.

# WHAT ARE APPRENTICESHIPS AND 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.

# 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 less 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).

## THEY'RE USUALLY 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.

## YOU'LL 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.

## 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.

# WHO ARE THEY FOR?

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.

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.

## 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.



# 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**.

Then it's up to you, just like any other job seeker, to find and apply for the vacancy.

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

Work out what the pros and cons of undertaking an apprenticeship or traineeship specifically for you. 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](#)).

# FINDING OPPORTUNITIES (CONT.)

## 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

## STEP 4 - SIGN UP

Complete a formal training contract – it's 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).

Once you've signed the contract, you can begin working, and your employer can start paying you. So make sure you have a bank account, super fund, and Tax File number all organised.

You'll also need to check you're enrolled in the right course – your Apprenticeship Network Provider should be able to tell you which RTOs provide the course you'll need to enrol in.

You can also search for the course on **My Skills**. They'll list information about the RTOs who provide the course, any subsidies or Vet Student Loans (VSLs) that apply, as well as average course costs and duration, etc.

# WAGES, FEES AND FUNDING

With some awards, the employer pays for all the associated costs as well as paying your salary - but you'll need to check with your employer. You can ask your Apprenticeship Network Provider if there's anything that your employer should be paying for before you sign the contract.

Other associated costs to consider could be:

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

## WORRIED ABOUT THE COSTS?

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 IV in  
Electrotechnology Electrician

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

**\$550.86 per week**

1st year

\*Calculated Aug 2021 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 IV in Hairdressing

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

**\$482.68 per week**

1st year

\*Calculated Aug 2021 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 IV in Carpentry

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

**\$581.88 per week**

1st year

\*Calculated Aug 2021 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 IV 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

**\$482.68 per week**  
1st year

\*Calculated Aug 2021 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.

**\$494.73 per week**

1st year

\*Calculated Aug 2021 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

**\$443 per week**

1st year

\*Calculated Aug 2021 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 IV in Joinery

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

**\$571.09 per week**  
1st year

\*Calculated Aug 2021 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

**\$529.90 per week**  
1st year

\*Calculated Aug 2021 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**.



# STUDY WORK GROW

*studyworkgrow.com.au*

Whether you're still at school or you choose this VET pathway once you've left high school, an Apprenticeship or Traineeship could secure you further learning qualifications, job-specific skills training and a salary.

We've made it easy to understand what apprenticeships and traineeships are all about. However, we always advise that students do their own research to find the solution that's right for their individual situation.

From time to time policies and application procedures etc. can change. So we recommend you check for up to date information before you begin the application process.

Wishing all students best wishes for an exciting and fulfilling career, regardless of which direction you take.



- The Research Team at Study Work Grow