



AATIS

Australian
Apprenticeships
& Traineeships
Information Service

Induction Kit



real skills for
real careers

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how to use this resource

This Induction Kit is a PDF guide to help new employees in the Australian Apprenticeships sector gain the base knowledge required to start working effectively.

Who should use this resource

The Induction Kit has been specifically written with industry insiders in mind. We encourage those who work in the following organisations and areas to familiarise themselves with the content in this kit:

- Registered Training Organisations (RTOs)
- Group Training Organisations (GTOs)
- Australian Apprenticeship Support Network (AASN) providers
- Government employees in the education sector
- Skills Service Organisations (SSOs)
- Skill Organisations (SOs)

When to use this resource

It is advised that newcomers read through this Induction Kit in their first few weeks of commencement and keep a copy close by to help answer any questions. This resource can also be used by existing industry insider staff who would like to refresh their knowledge or deepen their understanding of Australian Apprenticeships and AATIS' resources.

Chapter breakdown

Chapter 1: Back to Basics

In this chapter we cover the main elements new starters will need to know as they begin to navigate the Australia Apprenticeships landscape. We recommend that newcomers to the Australian Apprenticeships space read this chapter thoroughly as they begin to become familiar with their role and the industry.

Chapter 2: Australian Apprenticeships in Detail

Chapter 2 takes a deeper dive into the Australian Apprenticeships space. This chapter looks at the importance of data to the industry and how AATIS uses it to help keep our valued stakeholders informed. We recommend that those who are more familiar with the Australian Apprenticeships space read this chapter to refresh their memory on important elements to do with incentives, commencements and financial information.

Chapter 3: Resources to help you engage with Australian Apprentices and Employers

The final chapter of the Induction Kit covers the resources that are available to help industry insiders direct and support Australian Apprentices and employers. This chapter also covers the numerous AATIS resources that are available for industry insiders to provide Australian Apprentices and employers with further guidance and support.



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What is an Australian Apprenticeship?

The term 'Australian Apprenticeships' covers both apprenticeships and traineeships, which start when an employer creates a job and decides to use this way of employing and training staff.

There are opportunities to engage with a variety of different Australian Apprenticeships to suit varying educational and occupational needs. These options provide greater flexibility and offer a vast range of choice and opportunity.

In this chapter we explore the different Australian Apprenticeship options available.

1.1- Apprenticeships & Traineeships

Australian Apprenticeships are available to anyone of working age with eligibility to work in Australia. There aren't specific school levels, certificates or other qualifications needed to start one. Australian Apprenticeships offer opportunities for students to train, study and earn an income at a variety of Vocational Education and Training (VET) qualification levels in many occupations including traditional trades and can be either full-time, part-time or school-based.

When apprentices or trainees finish their Australian Apprenticeship, they will have a nationally recognised qualification that can take them anywhere in Australia and is held in high regard in many overseas countries as well.

According to the Federal Government's definition, there are numerous key similarities and differences between an apprentice and a trainee. Both are formal on-the-job training arrangements between an employer and an employee that can lead to a nationally recognised

qualification. The federal definition also identifies 'apprentices' as those who develop a skilled trade, such as plumbing, whereas trainees train in a vocational area such as hospitality.

However, this federal definition is not always as simple across all states and territories. In fact, the approval and classification of qualifications as an 'apprenticeship' or 'traineeship' is determined by each state and territory and can vary within each qualification. Most states and territories have their own classification process, so you'll need to refer to the State Training Authority (STA) in your home state or territory to determine what these classifications are for you.

It's also important to recognise that a formal Training Contract needs to be established and approved by the relevant STA to establish the terms and conditions of the Australian Apprenticeship. This Training Contract is between an employer, the Australian Apprentice and the training provider and is a state or territory requirement. Please check with your relevant STA for more information.

For more information about Apprenticeships and Traineeships, such as:

- Who can do an Australian Apprenticeship?
- What are the benefits of doing an apprenticeship or traineeship?
- What jobs can be Australian Apprenticeships?

Read more about Apprenticeships & Traineeships

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1.2 - Pre-Apprenticeships

A pre-apprenticeship is entry level training which can provide a pathway into the industry of choice. Generally, they are offered in the traditional trades industries, such as Carpentry, Electrical, Plumbing and Automotive.

The term 'pre-vocational' or 'pre-traineeship' may also be used when talking about entry level training in non-traditional trade industries, such as Hospitality and Animal Care and Management.

Pre-apprenticeships can assist in improving literacy and numeracy skills, as well as focusing on developing some essential work-related skills. These skills can help students be better prepared for work and be a stand-out job candidate.

These programs can vary between states, territories and industries. Some may involve a work experience component, and some may attract recognition to an apprenticeship level qualification.

For more information about Pre-Apprenticeships, such as:

- How do I find a pre-apprenticeship?
- Benefits of doing a pre-apprenticeship
- Do I have to do a pre-apprenticeship to get an apprenticeship?
- Pre-apprentices share their stories

Read more about Pre-Apprenticeships

1.3 - Australian School-Based Apprenticeships

Australian School-based Apprenticeships (ASbAs) are similar to other apprenticeships or traineeships but are commenced part-time as part of secondary schooling. Some states may also refer to these types of apprenticeships or traineeships as a School-based Apprenticeships or Traineeships (SBATs). Students will earn a wage, work with an employer, and train towards an accredited qualification while undertaking their high school certificate.

Like all Australian Apprenticeships, ASbAs are a great way to learn a role, gain experience, and get a head

start in a career. ASbAs are a great option for employers who are looking for part-time staff, or who want to give an opportunity to a young person who is still at school.

To commence an ASbA, the apprentice or trainees' secondary school must be onboard. All ASbA students will also need to have a participating employer before commencing. As with an Australian Apprenticeship, an Australian Apprenticeship Support Network provider (AASN) is involved in the sign-up and support process of an Australian School-based Apprenticeship. These organisations are also sometimes referred to as an Apprenticeship Network Provider (ANP).

It is common for ASbA students to continue their apprenticeship or traineeship after completing secondary school. The individual will need to officially transfer their training type from an ASbA to a full-time or part-time Australian Apprenticeship. This transfer may require signing a new Training Contract. In some states and territories this is an automatic process, so it will depend on where the Australian Apprentice is based. Both employer and Australian Apprentice need to be aware of the new contract conditions.

Students continuing their Australian Apprenticeship after secondary school can still attend university, for example legal studies traineeship and a law degree.

For more information on Australian School-based Apprenticeships, such as:

- Things you'll need to do before starting an ASbA
- Steps to an Australian School-based Apprenticeship
- Who is involved in an ASbA?
- About the training and employment
- State and Territory ASbA Information
- Stories from an ASbA Student

Read more about Australian School-Based Apprenticeships

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1.4 - Higher Apprenticeships

Higher Apprenticeships provide a pathway into a career at higher Vocational Education and Training (VET) levels, combined with paid employment. They are similar to other apprenticeships and traineeships, where students train, study, and earn an income. Higher Apprentices need to have an approved Training Contract.

A Higher Apprenticeship pathway enables individuals to undertake a recognised VET qualification at Diploma or Advanced Diploma level, while earning a wage and getting on-the-job experience.

Higher Apprenticeships can allow for faster delivery of relevant, practical skills for industry. They enable learning to be contextualised and occur on the job, so that skill sets are tailored to meet the needs of industry. Higher Apprenticeships can be an important tool in reskilling people to adjust to disruptive industry changes.

For more information about Higher-Apprenticeships, such as:

- Who can do a Higher Apprenticeship?
- How do I find a Higher Apprenticeship job?
- Do employers hire Higher Apprentices?
- Why employ a Higher Apprentice?

Read more about Higher Apprenticeships

Internships and Cadetships

Higher Apprenticeships are sometimes confused with Internships and Cadetships. The main difference between a Higher Apprentice and an intern or cadet is that the Higher Apprentice is signed into an approved contract of training, similarly to other Australian Apprentices.

An Internship is offered normally at the end of study to provide students with real-life work experience. Most Internships take 3-6 months and depending on the program can be paid or unpaid.

A Cadetship combines formal training with practical work experience. Cadetships vary in length depending on the role but are generally 18 months to 2 years in length. Cadets complete a nationally recognised

qualification at a Certificate IV to Advanced Diploma level, or in higher education, and if successful can receive ongoing employment.

Internships and Cadetships are generally offered at higher VET or university level.

Visit Fair Work to read more about the legal requirements surrounding unpaid work, and about work experience and internships.

1.5 - Adult & Mature-Age Apprenticeships

Australian Apprenticeships can provide a pathway to a career change for people looking to re-enter the workforce and for people who are currently working. Undertaking an apprenticeship or traineeship can also be a pathway to upskill in a current industry. The term 'Adult Apprenticeship' can be confusing, as it can mean something different depending on the context in which it is used.

The first thing to be aware of is there is no such thing as an 'Adult Apprenticeship' as a separate apprenticeship or traineeship type. Anyone of working age with eligibility to work in Australia can start an apprenticeship or traineeship. There are no specific apprenticeships or traineeships just for adults. However, there are differences for adult apprentices and their employers around areas such as wages and financial incentives.

An Adult Apprenticeship describes someone undergoing an apprenticeship from the age of 21 years and older. A Mature-Aged apprenticeship covers students aged 45 and over. As Adult and Mature-Age apprentices may require a higher wage, incentives are available for employers to encourage a diverse age range of workers.

Read more about Adult & Mature-Age Apprenticeships

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1.6 - Who is involved?

There are a lot of organisations involved in each apprenticeship or traineeship. Below are some of the networks that they might have contact with and you will need to be aware of.

For specific roles of each organisation and more information refer to our **'Who is involved'** page.

Australian Apprenticeship Support Network providers (AASNs)

Australian Apprenticeship Support Network (AASN) providers deliver free support to apprentices, trainees and employers throughout the life of an Australian Apprenticeship.

Australian Apprenticeship Support Network providers must be used by an employer when taking on an apprentice or trainee.

Registered Training Organisations (RTOs)

Registered training organisations deliver the formal off the job training for Australian Apprentices. A registered training organisation could be a TAFE or a private training provider.

The Registered Training Organisation works with employers and apprentices/trainees to develop and deliver the training plan.

RTOs are also responsible for identifying and testing Recognition of Prior Learning (RPL). If an apprentice or trainee have already gained skills, experience and knowledge through completing courses, life experience or work experience, this may provide Australian Apprentices with credit towards the completion of a qualification that relates to their occupation or the occupation that they want to move in to.

Employers

It all starts with an employer! To be able to start an apprenticeship or traineeship an employer has to want to employ an apprentice or trainee in the relevant occupation.

Apprenticeship and traineeship jobs are potentially available in every industry but they all need to start with an employment opportunity. So, the industry or occupation the potential Australian Apprentice is interested in will impact how they approach the job hunting process. The opportunities for employment will be based on whether and employer want to take on an apprentice or trainee.

Group Training Organisations (GTOs)

Group Training Organisations employ apprentices and trainees and place them with host employers (see below).

Group Training Organisations operate across Australia, with some specialising in particular industries, while others may cover many industries.

Host Employers

When an apprentice or trainee is employed by a Group Training Organisation they are placed with a host employer to develop the skills required for their apprenticeship or traineeship.

Hiring an apprentice or trainee from a Group Training Organisation allows host employers to take part in the employment and training of apprentices and trainees to suit their business needs. It also means the employer can cease employment of the apprentice or trainee if they no longer have enough work or capacity to keep them on.

Fair Work Ombudsman

The Fair Work Ombudsman can provide advice for employers and apprentices for various entitlements such as wages, benefits, allowances and subsidies; award requirements, such as 'who pays for the training?'; and employment conditions.

Schools

In the case of a school-based apprentice or trainee, the school must approve and be involved in the process.

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The school's involvement includes negotiating a schedule of education, training and employment with the registered training organisation, the employer and the student. The schedule outlines when the school-based apprentice or trainee is at school, at work, or attending training.

Parent or Guardian

If an apprentice or trainee is under 18 years of age and in the care and control of a parent or legal guardian when they enter into an apprenticeship or traineeship, the parent or guardian will have requirements in relation to the signing of the training contract.

State and Territory Training Authorities

State and Territory Training Authorities are government departments that regulate the apprenticeship system in each state or territory. They provide advice and support to apprentices, trainees and employers.

State and Territory Training Authorities will usually be the second point of contact for issues regarding an Australian Apprenticeship after speaking with the appropriate Australian Apprenticeship Support Network (AASN) provider.

Read more on specific State and Territory 'Who Is Involved'.



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australian apprenticeships in detail

This chapter builds on the information presented in Chapter 1 – Back to Basics. It presents more complex elements of the industry, including the data points that define how the industry is regulated, how updates are made and how these are reported.

Chapter 2 also contains information around how training and financial support works within an Australian Apprenticeship.

2.1 - Data in the Australian Apprenticeship Sector

There is a range of data available about Australian Apprenticeships which can give us important insights into current trends and potential changes across the sector. Being aware of some of the core data elements is key to understanding the Australian Apprenticeships sector on a deeper level.

This section explains some of the core data elements and the resources you can use to access accurate and up-to-date data.

[Read more about data and research in the Australian Apprenticeships sector.](#)

Training Packages and Qualifications

Training Packages are a system of industry classification used throughout the Australian VET sector. They typically define the skills and knowledge needed by learners to perform a job, including information about the makeup of qualifications, units of competency, and assessment guidelines.

Training packages are developed and reviewed by the Industry Reference Committee (IRC). The IRC is supported in its work by independent, professional service organisations known as Skills Service Organisations (SSOs). A new Training Package is developed when an industry need for training is not already by a current training package. Training Packages are updated in line with the

Training Package Development and Endorsement Process policy to ensure they are developed to the appropriate standard and are responsive to industry's existing and future demand for skills.

Qualifications sit within a specified Training Package. Similar to updates to the Training Packages, qualifications are regularly updated through a system of industry engagement and are subject to a thorough review and approval process. When a qualification is updated it may be released as a new qualification, effectively superseding the previous qualification. New qualifications are also regularly released. When a new qualification is released it will need to be reviewed by the relevant State Training Authority (STA) to be approved as an official Australian Apprenticeship. Due to the nature and complexity of this process, it can be a lengthy and involved process.

[Find out more about the role SSOs play in the creation of Training Packages.](#)

2.1.2 - Field Officer Briefs – Industry Overview Resource

The **AATIS Field Officer Briefs (FOBs)** are an industry overview that provide information about Australian Apprenticeship qualifications, commencements, availability and duration and industry specific ASbA information.

There is a Field Officer Brief for each training package, with information broken down by qualification for each state and territory. The front page of the FOB includes links to the training package rules, along with a qualifications summary that includes the qualification code and title, a brief description, and links to the relevant Job and Training Descriptions (which are described in the next section).

The commencements tab in each FOB presents the number of apprentices or trainees who start a qualification over the previous year that data is available for. The availability and duration section displays what qualifications are available including the full-time nominal duration, part-time availability along with their classification as an apprenticeship or traineeship. The FOBs also provide a list of which qualifications can be completed as an ASbA.

2.1.3 – Job and Training Descriptions

The **Job and Training Descriptions (JTDs)** help you explore apprenticeship and traineeship pathways

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and occupations. They describe occupational outcomes for qualifications that are approved to be undertaken as an Australian Apprenticeship. They contain information such as:

- The qualification required to complete the traineeship or apprenticeship
- A summary of training, outlining core and elective units to be completed
- Job Pathways Chart: a list of occupations relevant to the industry stream that can be completed at different qualifications levels
- Sample job descriptions
- Employment and wage data for the training package
- Industry availability information such as:
 - The ANZSCO identifier code for the qualification. An ANZSCO code is the Australian and New Zealand Standard Classification of Occupations code. It is used to identify a particular occupation within industries and can be different for each qualification. For example: Carpenter (331212) Building Inspector (312113), Builder's Labourer (821111).
 - Whether it is a National Skills Need List (NSNL) or Additional Identified Skills Shortage Payment occupation
 - Its apprenticeship or traineeship classification, nominal duration, and part-time and ASbA approval status
 - Qualification commencements by state and territory

In the snapshot below there are links to the JTDs for the qualifications with the highest number of commencements. We suggest you read over these to strengthen your knowledge of the top Australian Apprenticeship occupations. Working in the Australian Apprenticeships sector, it is important to understand the most common careers and industries for your work with potential apprentices and trainees, and employers.

The JTDs can be used to show employers what is included in the Australian Apprenticeship they are considering using, including to ensure they are able to offer all components of the training. They can be

used with both employers and potential apprentices and trainees to explain employment trends, and to link people to the right qualification.

For JTDs specific to your region, select your state and persona information as you move through the search. There are slight variations on the search pathway depending on the information you select, to customise the experience for different user groups. You can also use this search to filter for Australian School-based Apprenticeships or pre-apprenticeships.

Explore potential apprenticeship and traineeship pathways and occupations through our JTD search.

2.1.4 - Snapshot – Large apprenticeship and traineeships by commencements

When developing your knowledge of the Australian Apprenticeships sector, it is important to have an awareness of key industries and occupations that form the industry. There are hundreds of qualifications available throughout different states and territories and a small number of the most popular qualifications account for a large percentage of Australian Apprenticeship commencements. These ten qualifications account for a high percentage of Australian Apprenticeships. This doesn't mean that other qualifications aren't important or common in different areas depending on region/industry focus.

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The qualifications with the consistently highest number of commencements are given below. These qualifications are linked to relevant industry Field Officer Brief:

- Certificate III in **Electrotechnology (Electrician)**
- Certificate III in **Carpentry**
- Certificate III in **Hospitality**
- Certificate III in **Retail**
- Certificate III in **Early Childhood Education and Care**
- Certificate III in **Business**
- Certificate III in **Plumbing**
- Certificate III in **Light Vehicle Mechanical Technology**
- Certificate III in **Hairdressing**
- Certificate III in **Commercial Cookery**

2.2 - Training and Financial Information

There are a number of training and financial elements that make up every Australian Apprenticeship. While there is no one way to train and apprentice or trainee, there are a number of considerations the Australian Apprentice and employers will have to keep in mind around competency-based training.

Similarly, while there are a number of financial incentives available for both Australian Apprentices and employers, there are also numerous elements that may affect if the apprentice, trainee or employer are eligible.

Read more about training arrangements, training providers and approaches to training delivery and assessment.

Read more about financial considerations for Australian Apprentices and employers.

2.2.1 - The role of Training Providers

Australian Apprentices complete their formal training component with a Registered Training Organisation (RTO) which includes TAFE, private providers, adult and community education providers, community groups and schools.

RTOs that have been specifically approved by their state or territory governments can provide subsidised training to apprentices and trainees.

Before training commences, a training plan is developed in conjunction with the employer and the apprentice or trainee. The training plan outlines what aspects of the training will be formally delivered and has relevant information regarding the training and assessment requirements. As part of the apprentice or trainee's training plan, the RTO will provide facilities, services, supervision, and the training that the apprentice or trainee requires. A training plan is a fluid document and is updated to reflect ongoing changes. A training record is also issued to the apprentice or trainee.

The RTO will also assist employers and anyone else involved in the apprentice or trainee's training in understanding their duties and responsibilities when it comes to organising workforce activities and delivering workplace training.

RTOs will offer additional learning support if required. Some RTOs will also provide mentoring or counselling support throughout the apprenticeship or traineeship.

2.3 - Government Incentives

The Federal Government provides incentives to financially assist both apprentices and employers throughout the training period. These incentives also help to encourage more employers to take on an Australian Apprentice depending on their capacity to do so. It is important for industry insiders to be aware of current incentives. It is common for incentives to change, so it is essential

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to check the eligibility and expiration on specific incentives before recommending them.

For employers, incentives help pay for the Australian Apprentice's wages and encourages long-term employment. Employers are also able to take advantage of numerous incentives in relation to training costs for their Australia Apprentice, which assists with training facilitation and long-term employability of the apprentice or trainee.

Incentives are also offered to employers to promote engaging with a diverse range of apprentices and trainees. To encourage a diverse workplace there are additional government incentives and benefits available to employers.

For apprentices and trainees, incentives are available to help cover the cost of training and materials. Students may also be eligible for assistance with the cost of living throughout their training. Different incentives are available specific to the student's situation or qualification.

Eligibility is set by the Federal Government, and the AASN providers assist in manage eligibility claims for incentives.

2.4 - Federal incentives

As mentioned earlier in this chapter, the Federal Government incentives are updated regularly. It is recommended you regularly check with Australian Apprenticeship website to ensure you are providing the most up-to-date information about incentives.

Visit the Australian Apprenticeships website for more details on employer and apprentice incentives.

2.5 - State and territory based incentives

Some state and territory governments offer incentives and allowances to eligible employers of apprentices and trainees. An **Australian Apprenticeship Support Network provider** will be able to assist employers with information about Australian, and State or Territory incentives.

2.6 - Industry-based incentives

Some industry associations offer incentives or allowances to eligible businesses and apprentices in their field. Find out who your relevant industry association is and see if they offer any incentives that you can take advantage of.

2.7 - Financial information

Employers are responsible for meeting the industrial relations requirements for all staff. Every employer should be aware that there may be differences for Australian Apprentices compared with other employees.

When considering whether to take on an Australian Apprentice, and who to take on, the employer should consider the overall investment and return they will get across the duration of the apprenticeship or traineeship.

Australian Apprenticeship pay rates and financial incentives acknowledge the training status and reduced productivity of a staff member who is being trained, while also including provisions for that training. The apprentice or trainee will become more productive throughout the duration of the Australian Apprenticeship.

Pay Rates

Apprentice and trainee pay rates are contained in enterprise agreements or modern awards. Australian Apprentices must be signed up into an approved training contract to get paid the rate for an apprentice or trainee.

Where an existing employee is converted to an apprenticeship or traineeship, in some cases the relevant agreement or award may require that their pay rate does not change from their existing rate. It is the responsibility of the employer to ensure the Australian Apprentice is being paid correctly. The Fair Work Ombudsman website has useful tools such as the **Pay and Conditions Tool**, and the **accounts section**.

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Modern Awards

There is a modern award to cover every industry sector. Generally, employers in the private sector are subject to the conditions in the relevant modern award.

Under the modern award an apprentice or trainee is classified as an employee who has a formal training contract in place with their employer. The training contract must be approved by a state or territory training authority.

Modern awards are divided into sections covering various topics such as:

- pay rates including classifications, allowances and overtime
- competency-based progression for pay
- ordinary hours of work
- public holidays
- release for off-the-job training
- responsibility for training costs.

Modern awards may provide detail on the National Training Wage and employment of school-based apprentices and trainees.



Chapter III

Resources to help you engage with Australian Apprentices and Employers

There are a range of tools and resources that can help workers in the Australian Apprenticeships sector with their everyday tasks. In this chapter, you will be introduced to these tools, and we explain how they can help you.

This chapter is broken into two sections: Resources and Support for Australian Apprentices and Resources and Support for Employers. Both sections provide you with materials to help facilitate working with apprentices, trainees and employers. The Resources section of this chapter will describe key AATIS resources and provide a description of who the resource is for and how it can be used when working with clients. The Support sections go over different organisations and links in which employers and Australian Apprentices can find assistance throughout the duration of the training.

AATIS Resource Videos

AATIS has created a playlist of videos that demonstrate the usage and purpose of our popular resources for Australian Apprentices and employers. These videos explain several key questions that correspond with specific pages on the AAPathways website in a short, concise and user-friendly format. Each of the resources referred to in the following sections has a supporting video to assist Australian Apprentices and employers to better understand how to use them.

[Visit our full playlist of resource videos](#)

3.1 - Resources for Australian Apprentices

There are several resources to help transition potential Australian Apprentices into a successful apprenticeship or traineeship. In this chapter, we outline a number of key resources including: Steps to an Australian Apprenticeship, our Service Provider Search, Career Industry Explorer, Industry Pages and our practice Literacy and Numeracy Quizzes.

Steps to an Australian Apprenticeship

Target Audience: We recommend AASNs, GTOs and Career Advisers use this resource when working with potential apprentices and trainees, and their supporters. Use this resource to help explain the general process of acquiring an Australian Apprenticeship.

The downloadable version can be used as a handout, so individuals can familiarise themselves with this process in their own time or with their friends and family. This resource is ideal for as a handout at events such as career expos. What are the Steps to an Australian Apprenticeship? Searching and applying for an Australian Apprenticeship is very much like hunting for any job. An employer must create a vacancy and decide to use Australian Apprenticeships to employ and train their staff. However, in addition to other forms of employment, the Australian Apprentice should be aware of the sign-up process and where the formal training component fits into their work.

Below is a general explanation of each step. For more information and linked resources, select the step heading.

Step One - Research

Start Australian Apprenticeship career research by exploring potential career options, the industries that best suits the individual, and resources to help identify their interests.

Step Two - Preparation

Understand the benefits of doing an apprenticeship or traineeship, including potential financial incentives, wages, costs of training and job prospects.

Step Three - Job Hunting

There are many ways to find an apprenticeship or traineeship job. In this section the user will find tips and links to help job hunt using a variety of approaches.

Step Four - Sign up

Every Australian Apprentice must be signed up into a formal training contract as soon as they are employed. Learn what is involved in a sign up and who to contact to get one organised.

A downloadable Flowchart is available at **Steps to an Australian Apprenticeship**. This resource also comes in a customisable version, where organisations can add their logo and company details to the document. Visit the **(Customisable) Steps to an Australian Apprenticeship**.

Chapter III

Resources to help you engage with Australian Apprentices and Employers

Service Provider Search

Target Audience: The **Service Provider Search** can be used by all industry insiders to search and connect with industry organisations including: State and Territory government departments, AASNs, GTOs, and a range of RTOs and Job and Career Service organisations.

Search for Service Providers listing their Australian Apprenticeships related services on this website. Providers include Apprenticeship Networks, group training organisations, registered training organisations, Job and Career Services and Government Services.

This is an important resource to understand how to accurately connect with different areas of the Australian Apprenticeships sector. Finding the relevant contact for an apprentice or employee can be difficult. The Service Provider Search allows users to filter through their specific needs and be recommended the appropriate contacts. All AASNs and GTOs are listed, and all accounts are managed by the organisations themselves. Learn more in the **Service Provider Search Video**.

Literacy and Numeracy Quizzes

Target Audience: The **Literacy and Numeracy Quizzes** are recommended to be used by Career Advisers in a classroom environment, or by AASNs and GTOs to recommend for a client to self-assess their skills. These quizzes can be used in career sessions if students are researching a potential career and quickly want to know their current skill level.

General industry-based literacy & numeracy quizzes can help to illustrate the levels required when undertaking Australian Apprenticeships qualifications. It is a common misconception that apprenticeships and traineeships require lower-level of skill and knowledge compared to other types of education. Students often find themselves struggling with the numeracy and

literacy component of their qualifications, and it is a common reason for not completing their course. We recommend taking the AATIS Literacy and Numeracy Quizzes as an unofficial indicator to a student's skill level. From the results of these industry specific quizzes, students can then think about acquiring extra help with their education or before commencing their apprenticeship. The quizzes should take approximately 10 minutes to complete.

Learn more in the **L&N Quiz Video**.

Practice Aptitude Quizzes

Target Audience: The **Practice Aptitude Quizzes** are recommended for GTOs, RTOs and Career Advisers working with students and job hunters who want to understand the literacy and numeracy requirements of an Australian Apprenticeship. The Practice Aptitude Quizzes provide guidance on the level of study involved in starting an Australian Apprenticeship at an entry level qualification. If an individual is seriously considering moving forward to the next steps of acquiring an Australian Apprenticeship, we recommend they complete a Practice Aptitude Quiz (PAQ). The PAQs are a more in-depth assessment of an individual's knowledge (compared to the Literacy and Numeracy Quizzes). The quizzes take between 45 and 90 minutes to complete. This information can be found in the introduction section of each quiz.

The Practice Aptitude Quiz shows some of the key learning standards needed by someone starting an Australian Apprenticeship. The quiz was developed with the help of industry, TAFE and the careers sector as a careers resource.

This Practice Aptitude Quiz is not a formal assessment tool or a pre-requisite for any job application.

Learn more about our **Practice Aptitude Quizzes**.

Chapter III

Resources to help you engage with Australian Apprentices and Employers

Career Interest Explorer

Target Audience: The **Career Interest Explorer** resource is recommended to be used by Career Advisers working with students. Understanding one's interests is a vital step in career research. Career Advisers should use the Career Interest Explorer as a first step in guiding students to find their future occupations.

The Career Interest Explorer is a quiz that tests the strength of interests and shows which work types are preferred. This is the first stage for a potential Australian Apprentice to identify their career interests.

Identifying career interests is an important part of career planning and can help potential apprentices and trainees decide on their future career pathway. Once they understand what their career interests are, they can start exploring the industries and occupations they can do that are related to their interests.

Learn more about the Career Interest Explorer.

Industry Pages

Target Audience: The **industry information pages** are a research tool for Career Advisers, AASN's and GTOs to use with their clients. Researching the options is an important step to take when making career and training decisions.

There are approximately 50 different industries and hundreds of occupations in which you can complete an Australian Apprenticeship and these pages will provide a brief snapshot on a particular sector and the associated industries. These pages not only contain information on a particular industry, but also on future trends, is a pre-apprenticeship an option, job hunting preparation, and whether they are available through an apprenticeship or traineeship pathway.

The pages include relevant links for more research, employment and wage data, support

services, and, where accessible, MyGain videos of apprentices and trainees describing how they found employment in that industry sector.

3.2 - Support for Australian Apprentices

There is support available for apprentices through the duration of an Australian Apprenticeship. These supports are designed to help the smooth progression and completion of apprenticeships and traineeships.

Learn more about the role of support organisations that are vital during an apprenticeship or traineeship throughout this section.

Supporting Organisations

There are service providers available to support apprentices and trainees in making the Australian Apprenticeship a success.

Australian Apprenticeship Support Networks (AASNs) support apprentices and trainees by providing mentoring options. A mentor can be that person that individuals can talk to about their apprenticeship. They will assist apprentices to navigate through their work and training and if needed will refer them to the appropriate people for any personal issues.

If an apprentice or trainee is employed by a Group Training Organisation, they will be allocated a field officer to support them through their apprenticeship. The field officer is someone that will visit the student on a regular basis to check that their apprenticeship is going along nicely. Apprentices can also contact mentors in between visits if necessary.

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Resources to help you engage with Australian Apprentices and Employers

The Registered Training Organisation (RTO)

Delivering training can assist students with learning support and some RTO's have counselling available.

A mentor, field officer or trainer are available to assist apprentices with any concerns they may have, so it is very important for them to make themselves available, and give feedback, when they call or attend the workplace. Any discussion apprentices have with a service provider will be held in the strictest of confidence, which means that they can see them on their own and talk openly and honestly about concerns.

State and territory governments have field officers to help resolve difficulties with an Australian Apprenticeship. Contact them for support or advice especially if either party is considering cancelling the training contract.

Additional Resources for Apprentices

Below are links apprentices may find useful:

- **MoneySmart**- MoneySmart helps Australians take control of their money and build a better life with free tools, tips and guidance.
- **BeyondBlue**- BeyondBlue provides information and support to help everyone in Australia achieve their best possible mental health, whatever their age and wherever they live.
- **OzHelp**- Offer a range of support services and training to both men and women in workplaces, including Employee Health and Wellbeing Programs.
- **State and Territory Training Authorities**- If students need assistance during their apprenticeships and are unable to get help from their Apprenticeship Network Provider, call a training authority.

3.3 - Resources for Employers

There are many factors to take into consideration when employing an Australian Apprentice or Trainee. As well as choosing the right apprentice and fulfilling your legal obligations, it is important to provide ongoing support and mentorship. In this chapter, we outline how to research the system and how to properly sign up and support your apprentice or trainee throughout the life of their contract.

Employing an Apprentice Quiz

Target Audience: The **Employing an Apprentice Quiz** is recommended for AASNs, GTOs, RTOs and other organisations who work with employers in the Australian Apprenticeship industry. This is a great resource to share with employers as it is interactive which is likely to be more engaging than reading large amounts of text.

The Employing an Apprentice Quiz helps employers understand how prepared they are to take on an apprentice or trainee, and what else they may need to consider first. The quiz covers seven important areas of readiness that a potential employer needs to be aware of before hiring an Australian Apprentice.

The quiz is not a formal, diagnostic test. It is designed to identify areas of lacked knowledge and encourage employers to engage with a broad array of information. The Employing an Apprentice Quiz is useful for employers who are new to Australian Apprenticeships or are returning to employing an apprentice or trainee after a long gap.

Learn more in the Employing an Apprentice Quiz Video.

Chapter III

Resources to help you engage with Australian Apprentices and Employers

Steps to Employing an Apprentice

Target Audience: The Steps to Employing an Apprentice resource is recommended for AASN's, GTO's RTO's and other organisations who work with employers. This resource is great to share with employers to ensure they are fully aware of the process when hiring an Australian Apprentice. The Steps to Employing an Apprentice can be printed or sent as an individual handout which makes the resource easy to share.

Employing an Australian Apprentice or Trainee is like taking on other employees. However, there are some additional things employers need to take into consideration when employing an apprentice or trainee.

These four steps will take you through the employment process of recruiting an apprentice or trainee. See below for a brief overview of the Steps to Employing an Australian Apprentice.

Step One: Researching

Choosing to hire an apprentice or trainee is a significant decision for an employer. Understanding how the sector works and the responsibilities of all parties will help an employer make an informed decision.

Step Two: Hiring

Finding the right apprentice or trainee is a pivotal part of the process. There are different models and support services employers should know about to find the perfect candidate for their business.

Step Three: Sign up

There are legal requirements an employer and their apprentice or trainee must fulfill. Ensure they understand the processes and contacts they'll need throughout the Australian Apprenticeship.

Step Four: Ongoing support

An Australian Apprenticeship is a mutual commitment between the employer and the apprentice or trainee. There are things employers can do to help make the arrangement a successful one.

A downloadable Flowchart is available at- Steps to Employing an Australian Apprentice

This resource also comes in a customisable version, where organisations can add their logo and company details to the document. Visit the [\(Customisable\) Steps to Employing an Australian Apprentice](#).



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Resources to help you engage with Australian Apprentices and Employers

3.4 - Support for Employers

There is support available for employers throughout the duration of an Australian Apprenticeship.

These supports are designed to help the smooth progression and completion of apprentices and trainees, and to ensure the employer can get the most out of their participation in the Australian Apprenticeship system.

Supporting organisations

There are several types of organisations who can help the employer, apprentice or trainee throughout the Australian Apprenticeship. Each of these organisations has a different role in providing support, but if employers are unsure who to contact the Australian Apprenticeship Support Network provider who conducted the sign up is the best place to start.

Australian Apprenticeship Support Network

(AASN) providers: The AASN provider who signed up the apprentice or trainee will offer Post Placement Support throughout the Australian Apprenticeship and is an employer's first contact point for information or when issues occur.

Group Training Organisation (GTOs): GTO's can be a first point of contact for an employer who does not know how to find the right apprentice or trainee. If an employer uses a GTO to take on an apprentice or trainee, the GTO will offer Post Placement Support services to the employer and their apprentice or trainee. This may include visits to the worksite, discussions with the employer, supervisor and apprentice or trainee, and training or resources as needed.

Employment Services: Apprentices and trainees who were recruited through an **Employment Services provider** may receive additional support services through this provider. Support will differ depending on what type of program the apprentice or trainee was in before joining your business. You should discuss the support available with your provider.

Registered Training Organisation (RTOs):

The RTO that is conducting the training for an apprentice or trainee is an important support for training-related questions or problems. Employers can contact them for information about the training, and they may get in touch with them if they think support is needed.

State or Territory Training Authority (STA):

The STA approved the training contract when an apprentice or trainee was signed up and is the legal authority under which the contract resides. Employers can contact them to discuss concerns about the training contract.

Mental Health Resources for Employers

There are many things that employers can do to create mentally healthier workplaces. The resources below will help you identify any concerns and improve practices related to mental health at work. Need help right now?

Beyond Blue: 1300 225 636

Lifeline: 13 11 14

In an emergency, contact triple zero (000)

For information such as:

- The Role of Supervisors
- Having Realistic Expectations
- Creating a mentally healthy workplace

More support for employers

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Resources to help you engage with Australian Apprentices and Employers

3.5 - Staying up to date with the industry

The Australian Apprenticeships system can change at a rapid pace. There are several ways you can stay up to date with the latest news and events across the industry.

How to stay on top of the Australian Apprenticeship Industry

Sign up for relevant newsletters. Research relevant organisations and register to their newsletters. Make sure you only sign-up for newsletters that spark interest or are directly related to your work. The key is quality over quantity. People tend to sign-up for a mass of newsletters and end up neglecting all of them.

Put **National Careers Week and National Skills Week in your calendar!** Follow along with these events. This is a great chance to learn what's been happening in the sector and do some networking!

Discuss with co-workers what is happening in their departments or what they have been learning. This is a great way of discovering and sharing information. In large teams, it may be useful to hold team meetings or have a shared channel where workers discuss recent findings in the sector or what they have learnt through PD.

Follow relevant ministers and organisations on LinkedIn. Look up the state and federal education ministers and follow large Australian Apprenticeship organisations such as: MEGT and NAEN. Keep active on LinkedIn in general, not only will you stay on top of industry news, but you are also forming and strengthening your professional image.

Check out the AATIS 'Keep up to date' resource for examples of organisations to follow.

Keep **Google alerts on the industry key words** as well as key words that are specific to your work. Check your alerts once a week/fortnight to keep on top of the industry news. This is beneficial in

many ways, not only are you keeping up to date with the industry in general, but there may also be news or policy changes that will affect your everyday work.

For career advisers – **find networks to participate in.** This may be a school cluster or a Facebook career advisers page. Many career advisers (or other industry workers) may be the only employee within their organisation who needs to be aware of the Australian Apprenticeships sector.

3.6 - AATIS Promotion

AATIS is highly active in the digital space. We regularly share updates through the following means:

- Via our website, particularly on our blog: <https://www.aapathways.com.au/aatis-blog>
- Through our social media accounts
- On our MyGain YouTube channel: <https://www.youtube.com/user/AAPathways>
- **Subscribe to our newsletters.** We regularly share career updates and information for industry insiders, including monthly qualification updates and quarterly data updates

Enquiry service

As a leader in the Australian Apprenticeships space we have a wealth of information on all things happening in the sector.

If you have a question about Australian Apprenticeships or need clarification around something you don't understand, our friendly staff are available to take your call. Our enquiry service is available 9am-5pm Monday to Friday on 1800 338 022.

Read our most frequently asked questions.

Partners Program

AATIS regularly partners with industry and organisations to create content that improves the way information about Australian Apprenticeships is streamlined and shared.

Join our Partners Program.

Glossary

TERM/ACRONYM	DEFINITION
AASN or ANP	Australian apprenticeship support network provider (aasn) or apprenticeship network provider (anp)
Australian Apprenticeship Support Network provider	Organisations funded by the federal government to administer and support Australian apprenticeships, including through the sign up into a training contract, administering financial incentives, and pre-placement and in-training support.
Accredited qualification	A nationally recognised course that leads to a qualification outcome not specified in a national training package
ANSZCO	Australian and New Zealand Standard Classification of Occupations
Apprentice	Apprentices develop a skilled trade, such as electrical work, plumbing, cabinet making. When an apprentice completes their apprenticeship successfully, an apprentice becomes a qualified tradesperson
Approving authority	A body that approves apprenticeships and traineeships for the purposes of the Workplace Relations Act 1996 and determines the impact of training on productive time for these apprenticeships and traineeships
ASBA	Australian School-based Apprenticeship. Can also be referred to as a School-based Apprenticeship or Traineeship (SBAT)
Australian Apprentice	An apprentice or trainee who is signed into a contract of training
Awards	Legal documents produced by Fair Work to outline the minimum pay rates and conditions of employment, in more than 100 industries and occupations.
Blended learning	A broad term that often refers to a combination of learning methods that combine traditional forms of delivery such as face-to-face (in classrooms, on-the-job, work-based, etc.) and some form of technological delivery such as online learning.
CBT	Competency Based Training
Commencements	Terminology used in NCVER's statistical collections that indicates the number of apprenticeship/traineeship training contracts that started in a given period.

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Competency	The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
DAAWS	Disabled Australian Apprentice Wage Support
Digital literacy	Having the skills to live, learn and work in a society where communication and access to information is increasingly through digital technologies like internet platforms, social media and mobile devices.
Entry level skill	A skill required to commence employment in an organisation or more generally to gain entry into the workforce.
ELT	Entry-level training
Entry-level training	Training undertaken to gain entry into the workforce or further vocational education and training. It is often used in connection with apprenticeship training.
Endorsement	The term used for the formal approval or recognition of the core components of a training package, that is, the units of competency, assessment requirements, qualifications and credit arrangements
Full-time	The calculated full time equivalent duration of employment or training that was completed on a non-full-time basis, or a combination of fulltime and non-full-time employment.
FYTE	Full year training equivalent
Full year training equivalent	Measures the training activity undertaken by a student on a full-time basis for one year. Calculations are based on hours of training (720 hours = 1 FYTE).
GTO	Group Training Organisation
Group training	An alternative employment arrangement for Australian Apprentices and employers whereby a Group Training Organisation (GTO) recruits potential and/or existing Australian Apprentices under an Apprenticeship/Traineeship Training Contract and places them with 'host' employers while they undertake their training. The GTO is the employer of the Australian Apprentice.

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Host employer	A business that provides supervision and on-the-job training to an apprentice or trainee employed by a group training organisation (GTO). The GTO is the employer of the apprentice or trainee and the host employer pays the GTO for the services of the apprentice or trainee
IAA	Incentives for Australian Apprenticeships
Mode of delivery	The method used for delivering training. The delivery type can be internal, external or work-based, or a combination of these
Nationally recognised program	Includes training package qualifications, accredited qualifications, training package skill sets and accredited courses that are listed on the National Training Register (training.gov.au).
National Skills Needs List (NSNL)	A list of trade occupations that have been identified as being in national skills shortage.
Off-the-job training	Training which takes place away from a person's job, usually off the premises, e.g. at TAFE, but may also be on the premises, e.g. in a special training area.
On-site training	Training conducted at the work site (e.g. in a training room) but not on the job.
On-the-job training	Training undertaken in the workplace as part of the productive work of the learner.
Part-time	Part-time provisions vary across Australia and across occupations. For the purposes of this Induction Kit, the relevant State or Territory Training Authority's definition should be used. All Australian School-based Apprenticeships are considered to be undertaken on a part-time basis.
RPL	Recognition of prior learning
Recognition of prior learning	The acknowledgement of a person's skills and knowledge acquired through previous informal/formal training, experience in the workplace, voluntary work, social or domestic activity, which may be used to grant status or credit in a subject or module. It can lead to a full qualification in the VET sector.
RTO	Registered Training Organisation
Registered Training Organisation	Training providers approved and regulated to deliver nationally recognised training. These include TAFEs, private and community education providers.

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SBAT	School-based apprenticeship or traineeship
School-based apprenticeship or traineeship	An apprenticeship or traineeship undertaken part-time while the student is at school. It offers hands-on industry experience and the ability to work towards or complete a nationally recognised qualification while they complete their secondary school certificate.
Skill shortage	Where the demand for employees in specific occupations is greater than the supply of those who are qualified, available and willing to work under existing industry conditions
STA	State or territory Training Authority
State or territory Training Authority	The state or territory government body responsible for determining qualifications that can be undertaken as an Australian Apprenticeship, and for approval of Training Contracts. A list of STA's can be found here: https://www.aapathways.com.au/sps/sta
Structured training	Training activities which have a specified content or predetermined plan designed to develop employment related skills and competencies.
TAFE	Technical and Further Education institute
Trainee	Trainees train in a vocational area, such as office administration, hospitality, information technology. When a trainee complete their traineeship successfully, the trainee receives a minimum of a Certificate 2 in their chosen vocation.
Training Contract	A formal contract approved by the relevant State or Territory Training Authority that establishes the terms and conditions of the Australian Apprenticeship. Each Australian Apprentice and employer must enter into a Training Contract to be eligible for payments under the Incentives for Australian Apprenticeships Program, or to receive an apprentice or trainee wage under the relevant award. The Training Contract is a State or Territory requirement.
Training package	Training packages define the competencies required by different occupations and industries and describe how these competencies may be packaged into nationally recognised and portable qualifications that comply with the Australian Qualifications Framework (AQF). Training packages are developed by Service Skills Organisations (SSOs) to meet the training needs of an industry, or a group of industries. Each training package is made up of three components; units of competency, qualifications framework levels of education and assessment guidelines.

For more information contact:

Australian Apprenticeships & Traineeships Information Service

Phone: 1800 338 022

Email: contact@aatis.com.au

www.aatis.com.au



If you have any questions about this induction kit,
please email us at [**contact@aatis.com.au**](mailto:contact@aatis.com.au)

We are always seeking for ways to collaborate on and disseminate reliable Australian Apprenticeship Pathways information. The best way to stay in touch is to subscribe to our newsletter through the contact-us page on the website or by emailing us.

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