

**SKILLS AND
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CENTRES**



APPRENTICESHIPS & TRAINEESHIPS

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The Skills & Jobs Centre is supported by the Victorian State Government



What will we cover?

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- What is an apprenticeship/traineeship?
- Advantages of completing an apprenticeship/traineeship
- Employment trends
- Pathways to an apprenticeship
- Sourcing an apprenticeship
- Where to gain further information
- Supports available to an apprentice
- Accessing career advice and guidance

What is an apprenticeship/ traineeship?

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- An apprenticeship or traineeship is a training contract between an employer and an employee in which the apprentice or trainee learns the skills needed for a particular occupation or trade whilst studying.
- An apprenticeship or traineeship can be undertaken on a full-time or part-time basis in the workplace and can be used as a valuable stepping stone to start a career in an industry you want to work in.

Youth Apprenticeships

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A youth apprenticeship is a great way to get started in the workforce. Whilst undertaking an apprenticeship you are gaining valuable knowledge, skills and training to help you establish a career.

Most youth apprenticeships take 3 to 4 years to complete and your TAFE fees are generally* covered by your employer. You are also eligible for certain Government allowances throughout the duration of your apprenticeship to assist with things like tools and equipment.

Traineeships

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A traineeship is generally shorter than an apprenticeship. You undertake a traineeship when an employer agrees to employ you for the term of the traineeship and to support you in your training for that period of time, and you agree to follow instruction and attend structured training.

Traineeships are generally 12-18 months in duration. The structured training can be completed at TAFE, in the workplace or online depending on the requirements of the employer and employee.

In Demand Positions

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Over the next 4 years the Department of Employment expects the largest **JOB GROWTH** in Victoria to come from:

Health Care and Social Assistance (22.5%)

- Aged Care
- Disability
- Dental Assisting

Construction (20%)

- Carpentry
- Plumbing
- Electrical



Pre-Apprenticeship Courses

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If you are looking for a career in a trade, a pre-apprenticeship is a great way to get started. Some benefits include:

- Experience what it's like to work in an industry prior to making the commitment to an apprenticeship
- Discover how to work and communicate effectively with others and maintain safe working conditions.
- Improve your confidence and ability
- Access the support of the Skills & Jobs Centre to prepare to find an apprenticeship
- For many employers, a pre-apprenticeship is the preferred prerequisite to entering the industry

Why consider an Apprenticeship/Traineeship?

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As an apprentice or trainee, you can:

- Learn valuable, nationally recognised job skills
- Get paid while learning
- Combine formal training from with workplace-based learning
- Develop knowledge and skills from industry experts both on the job and at TAFE
- Access support and guidance from Apprenticeship Support Officers for first year apprentices

Advantages

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- Learn on the job- take a hands on approach to learning
- At the completion of an apprenticeship/ traineeship there will be no large HECS debt
- Supportive process to grow and develop your skills and experience
- Invest in your future by learning a skill in demand
- Self employment opportunities
- Qualifications regarded highly worldwide



Securing an Apprenticeship

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- Undertake a pre-apprenticeship course
- Speak to the Skills & Jobs Centre
- Register your interest with your local Australian Apprenticeship Support Network (AASN) Provider
- Utilise online job search websites
- Network!
- Call and speak to local employers
- Utilise online platforms such as Facebook, Gumtree and LinkedIn

Further Information

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www.australianapprenticeships.gov.au/



www.humanservices.gov.au/individuals/subjects/payments-and-services-australian-apprentices



Australian Apprenticeship Network (AAN)

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During your time as an apprentice you may be supported by both an Australian Apprenticeship Support Network (AASN) and the Apprenticeship Support Officer Program (ASO).

AASN providers will provide advice and support services for all employers and apprentices. This includes providing essential administrative support, payment processing and regular contact. There will also be assistance for employers and individuals assessed as needing additional support to complete the apprenticeship.

Apprenticeship Support Officers

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The ASO program gives support and guidance to all apprentices, aged 15 to 24, in the first year of their apprenticeship. They offer advice and assistance on personal and workplace issues and work with Registered Training Organisations, Apprenticeship Network Providers and other service providers to deliver an integrated apprenticeship support service.

Career Advice

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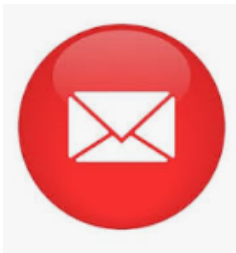


You can access the Skills & Jobs Centres at Box Hill Institute by:



8892 1350

or



sajc.elgar@boxhill.edu.au

Please note our centres on campus are currently closed due to COVID-19.