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## Fact finding about apprenticeships and traineeships

Apprenticeships and traineeships are more than just jobs – they're a great way to set yourself up for the career you want

You gain a qualification that is recognised in Australia and internationally. This will give you a big advantage in the job market, with both practical experience and the skills that employers are looking for.

Apprenticeships and traineeships are now available in more than 500 occupations nationally. That's most industries, including:

Accounting, Finance & HR	Health & Beauty
Admin & Support Services	Hospitality, Food & Tourism
Automotive Services	Media, Arts, Marketing & Printing
Building & Manufacturing	Transport & Distribution
Computing & IT	Retail & Sales
Electrical & Electronics	Social Welfare & Security
Engineering & Environment	Education Support
Farming, Gardening & Fishing	Child Care

### What qualifications can I gain as an apprentice or trainee?

An apprenticeship or traineeship will give you the opportunity to gain one of the following qualifications depending on the course you have chosen.

- Certificate II
- Certificate III
- Certificate IV
- Diploma
- Advanced Diploma

### What is the difference between apprenticeships and traineeships?

Apprenticeships and traineeships are very similar, both offer training options, on and off-the-job or a combination of both.

The main differences are:

**Apprenticeships** are generally in traditional technical trades and normally take up to four years to complete. (Examples include electrical, hairdressing, plumbing, mechanics, carpentry, chef and brick layer apprenticeships.)

**Traineeships** are usually in non-trade areas and are usually completed within a one to two year program. (Examples include traineeships in management, business, real estate, finance, retail, multimedia and local government.)

### What Australian government incentives are available?

You and your employer may be eligible for a variety of financial incentives from the government to help meet the costs of employing and training, such as:

- Living Away From Home Allowance
- Tools for your Trade Payment
- Support for Adult Apprentices.

There are also lots of other financial incentives provided by the government: clothing allowances, travel concessions, health care card – even rebates on your car registration – just to name a few.

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### What grades do I need?

You don't need any qualifications to become an apprentice or trainee. This includes you if you are:

- a student at high school or finishing and leaving school
- a mature age person who wants to start a new career
- an experienced worker who wants a qualification.

### What is a training provider and where will I study?

You will need to choose somewhere to do your training. We will help you find an appropriate place to train as part of your apprenticeship or traineeship. It could be either a TAFE or a private Registered Training Organisation (RTO).

### What are my training options?

As an apprentice or trainee, you, your employer and your training provider can discuss training options which may include:

- classroom-based training
- flexible delivered training such as online or internet training tools, combined with instruction delivered using face-to-face, video link or teleconferencing methods
- work-based training allowing you to develop the knowledge and skills required as part of normal work.

### How much will it cost me?

Your training provider will advise you of your enrolment fee, however a large number of employers cover this cost.

### How much will I earn?

How much you earn depends on the industry you are in, the job you are doing and which industrial arrangement you come under.

### How does it work?

The first step is to research your areas of interest. Then you must find an employer who is willing to offer you an apprenticeship or traineeship in your chosen field. Once you have an employer, you will need an Apprenticeships Centre to sign you up.

Call Australian Business Limited Apprenticeships Centre (ABLAC) on **1300 652 236**. An ABLAC consultant will visit you and your employer in the workplace and discuss training, government incentives and will help you complete all the paperwork such as your Training Contract.

You and your employer will also need to choose a Registered Training Organisation (such as TAFE). After that you are on your way to gaining a nationally recognised qualification.

### Visit [skillsroad.com.au](http://skillsroad.com.au)

Skillsroad.com.au is a dedicated information resource for apprentices and trainees. If you like the idea of hands-on practical work and learning on the job, this site is for you.

- Find help with making the right career choice
- Discover what it's really like on the job
- Understand what to do to prepare for your career
- Search and register for apprenticeship and traineeship jobs

Call > 1300 652 236

[skillsroad.com.au](http://skillsroad.com.au)

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