

Create your future now

Apprenticeships and traineeships in NSW

Open the door to a world of opportunity



Why should I become an apprentice or trainee?



An apprenticeship or traineeship will give you the skills employers need while you're being paid to get a nationally recognised qualification.

Open the door to a world of opportunity

Apprenticeships and traineeships open the door to gaining essential skills, experience and training.

You may not have much experience when you start an apprenticeship or traineeship, but you may well end up in continued employment when you finish. So you'll be gaining your independence while learning the skills that will set you up for life.

Along with skills you can take to a different job, they're a great way to start your professional career. You can even begin your apprenticeship or traineeship while you're at school.

Earn while you learn

There's no substitute for learning on the job. Instead of paying to learn future job skills, you'll do a real job for a real employer and earn a real wage.

When you graduate, you won't be worrying about a big debt. You may also be eligible for fee exemptions, concessions or fee-free scholarships through our Smart and Skilled program.

For apprentices, your employer may pay or reimburse your student fees depending on your award.

What are the benefits?

- a pathway from school to work
- get paid while you train
- quality, hands-on training valued by employers
- available for anyone 15 years and older
- don't need your HSC
- full-time or part-time
- gain a nationally recognised qualification
- good career opportunities
- benefit from the same conditions as other employees, like sick leave and holiday pay
- depending on your skill level, you may progress through your apprenticeship or traineeship more quickly



Get the skills employers want

In today's competitive job market, it's important to have the right technical skills and qualifications.

Employers all over Australia hold apprenticeships and traineeships in high regard. They know you've completed a structured program designed by industry experts.

Learn in a way that's best suited to you

You'll spend most of your time at your workplace learning by doing.

Working alongside experienced and qualified professionals who'll be your coaches and mentors, you'll be set targets to ensure you're progressing at a suitable rate.

You'll also go to a registered training organisation to study for a nationally recognised qualification.

Build the life you want through a career you enjoy

Whatever you decide to do in life, your apprenticeship or traineeship will set you up for success.

You'll graduate with a recognised qualification that's held in high regard nationally and in many countries overseas. Once you've finished, you may want to keep working for the same company, find a new employer, study a uni degree or start your own business.

Whatever you choose, you won't regret the valuable job skills you've gained, which are transferable across many industries, and will serve you for the rest of your life.

Get your start in life

Bridge the gap between formal education and industry practice by learning on the job.

How does it work?

Apprenticeships and traineeships include:

- paid employment under an industrial arrangement
- a training contract between you and your employer
- structured workplace training
- formal study and skills development through a registered training organisation, which typically takes place on their campus
- a nationally recognised qualification.

Apprenticeships and traineeships are available to anyone of working age, and they can be done full-time or part-time.

You may choose to work with your current employer, a small business or a government organisation. You might also look for work for a Group Training Organisation that employs you and places you with a host employer—a bit like a recruitment agency.

As a part of your apprenticeship or traineeship, you'll sign a training contract with your employer to work and train together for a length of time. Training Services NSW administers these contracts.

Your contract also includes training through a registered training organisation. You can choose from TAFE NSW, an adult or community education provider, a private provider, and in some cases, your school.

You may be eligible for financial support from the NSW Government or the Australian Government. This could include public transport concessions and travel/accommodation assistance, car registration rebates and scholarships.

For more information search *financial help* at:

www.training.nsw.gov.au

www.australianapprenticeships.gov.au

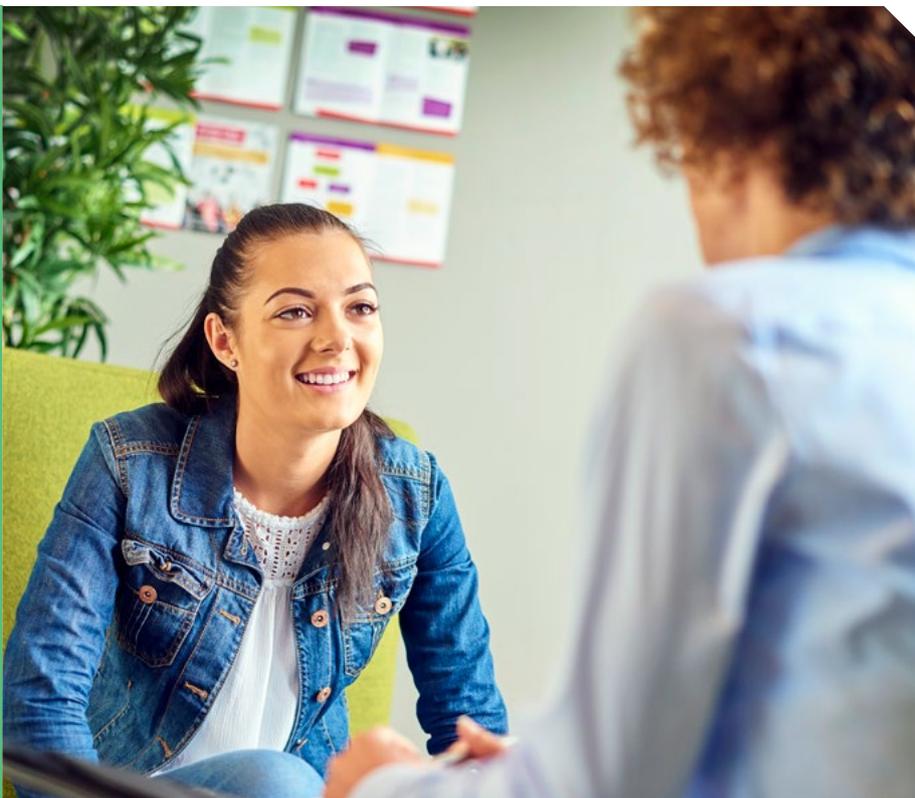
Discover more

Contact your nearest Training Services NSW office: www.training.nsw.gov.au or **13 28 11**.

Apprentice or trainee—what's the difference?

As an apprentice, you'll spend three to four years learning a traditional trade such as building and construction, automotive, cooking, engineering, hairdressing or manufacturing. You'll graduate as a qualified tradesperson.

As a trainee, you'll spend one to three years, depending on your industry and qualification, learning a vocation in areas such as agriculture, information technology, hospitality, business, digital media or financial services.



School-based apprenticeships and traineeships

Get a head start before you leave school



More than just a part-time job, school-based apprenticeships and traineeships set you up for your career while you're doing your HSC.

How does it work?

Experience a hands-on approach to your HSC while accessing training your school may or may not be able to offer.

The study and work you do will give you credit towards your HSC and a nationally recognised vocational qualification.

Spend one day a week and some of your school holidays on the job with your employer—and get paid! During the rest of the week, you'll be doing your HSC subjects and the formal training with a registered training organisation such as TAFE NSW, a private or community provider or your school.

You'll be paid while you're studying and you'll be work-ready when school finishes.

As a school-based apprentice you'll:

- finish stage one of an apprenticeship by the end of your HSC
- work part-time (a minimum of 100 days* paid work over two years)
- attend training each week with TAFE NSW or a private/community training organisation

- continue as a 2nd year apprentice after your HSC.

As a school-based trainee you'll:

- finish a Certificate II or III by the end of your HSC
- work part-time (a minimum of 100 days* paid work over two years)
- attend training each week at school, TAFE NSW or a private/community training organisation
- be qualified after your HSC so you can begin full-time work, or further training or study.

Where do I start?

Discuss your options with your careers adviser or your employer (if you already have a part-time job).

Discover more

At www.sbatinnsw.info and www.training.nsw.gov.au or contact your nearest Training Services NSW office on **13 28 11**.

*For some trades (e.g. electrical and electronics) it may be as high as 180 days. See: www.training.nsw.gov.au



The possibilities are endless

Did you know you can start nine out of the top 10 in-demand occupations with a traineeship or apprenticeship?

According to the Skilling Australia Foundation¹, we're expecting to see jobs growth for sales assistants; aged and disabled carers; child carers; accountants; electricians; clerks; contract, program and project administrators; chefs and waiters in the next few years. But there are also plenty of other exciting industries you can join as an apprentice or trainee.

A

Arts, Entertainment and Media

including film & television, music and stage production, museum practice

Automotive including light & heavy vehicle, manufacture, repair, servicing, maintenance and sales

B

Beauty Therapy and Hairdressing

including barber, make-up artist, salon assistant or manager, cosmetics retail sales, hairdresser

Building and Construction including bricklaying, carpentry, plumbing, painting and plastering, tiling, stonemasonry, pool and spa construction, rigging, demolition, sign writing

Business Services including sales, marketing, business administration, project management, human resources, library and information services

C

Community Services and Health

including aged care, child care, pathology, dental, Aboriginal health, disability, youth work, optical, health administration

Corrections including direct offender supervision in custodial centres, detention centres and the community

F

Finance and Insurance including bookkeeping, accounting, finance, mortgage and insurance broking and banking services

Food and Meat including baking, butchery, wine making, meat and other food processing, aquaculture and pharmaceutical manufacturing, abattoir work

Forestry Industries including wood products, pulp and paper, saw doctoring and wood machining

Funeral Services including funeral, embalming, cemetery and crematorium services

H

Horticulture, Agriculture and Animal Care including farming, production and retail nursery, arboriculture, beekeeping, sports turf management, landscape design and construction, floriculture, shearing and wool classing, animal studies, pet grooming and veterinary nursing

I

Information Technology

including telecommunications, cabling, NBN construction, IT, digital media, networking and support

M

Manufacturing and Engineering

including glass and glazing, furniture and cabinetmaking, upholstery and soft furnishing, flooring, picture framing, boat building, vehicle manufacture and repair, engineering fabrication, electrical engineering, drafting, laboratory operations, chemical manufacturing, plastics, rubber or manufactured mineral products, aircraft maintenance and repair, locksmiths, jewellery making, clock and watch repair

Mining and Civil Construction including road, bridge and tunnel construction, drilling, surface and underground mining, traffic management, emergency response and rescue

P

Printing and Graphic Arts including electronic publishing, printed products

Property Services including surveying, cleaning, waste management, property maintenance and management, security systems, real estate, stock and station agents

Public Sector including government administration, regulation and investigation

R

Racing including jockeys, stable hands, strappers, greyhound trainers and attendants, track maintenance and administration

Retail and Wholesale including retail and wholesale sales and management, floristry, retail pharmacy

S

Sport and Recreation including personal training, coaching and officiating, management of sports facilities, sporting associations or indoor/outdoor activities

T

Textiles, Clothing and Footwear

including sail making, shade and canvas product manufacture, fabrics and leather, repairing machines, fashion design and production, saddlery, shoe manufacture and repair, dry cleaning

Tourism and Hospitality including cooks, chefs, preparation and food service, restaurant and hotel operations, management of holiday parks and resorts, tour guides, event management

Transport and Distribution

including bus, train, truck, boat and air drivers, pilots, cabin crew, deck hands, marine surveyors, operations managers, warehousing and logistics

U

Utilities and Electrotechnology

including electrical engineers, lift mechanics, electricians, electronics and communications, appliance servicing, computer systems equipment, refrigeration, air conditioning, electricity gas and water supply, antennae installation.

Find out more

Use *Search for an Apprenticeship or Traineeship* search facility at:

www.training.nsw.gov.au/individuals



“Don’t settle. You can achieve whatever you want. If you work hard and you’re focussed, you can overcome any obstacle.”

Trade

Automotive Mechanical
Technology (Light Vehicle)
Certificate III

Trained by

TAFE NSW

Employed by

Diesequip

Meet Courtney Harrison

2016 Apprentice of the Year

When Courtney took a taster course in automotive in Year 10, she knew she was hooked.

“I got a book, learnt everything I could about engines, did an apprentice aptitude test and smashed it. That’s when I decided to do a school-based apprenticeship.”

Courtney worked at Diesequip while she studied for her HSC and trained for her apprenticeship. She then continued her apprenticeship while studying at TAFE NSW.

“I was juggling a lot, but with the right attitude, instructors and family support, I achieved my goal. I’ve gone beyond the expectations I had for myself. When I started, my only goal was to complete.”

Courtney is now a qualified diesel mechanic. She’s also looking forward to giving back through teaching. She wants to encourage other young people to achieve their goals.

“The industry is constantly changing. The amount of knowledge I’m gaining is ridiculous. I’ll be learning for the rest of my life. It’s so good. I want to pass that knowledge on.”

Courtney feels that while careers advisers push students to go to uni, for many young people, a trade is the way to go.

“Especially if you’re not sure where you want to take your life. With an apprenticeship you can show you’ve been through a training system, you have a qualification, you’re working and you’re earning. I’m now saving up to buy a house. My friends at uni are still trying to save up for a car.”



“My traineeship helped me achieve one of my life goals and ensure I never ever work in an office.”

Vocation

Conservation and Land Management Certificate III

Trained by

Tocal College

Employed by

NSW National Parks and Wildlife Service

Meet Christian Bond

Trainee Field Officer

In 2015, Christian seized the opportunity to pursue his dream and joined NSW National Parks as a trainee field officer. He moved over a thousand kilometres to the far corner of NSW to work on one of their most remote sites.

“I’ve always wanted to work for national parks. I’m passionate about protecting and preserving our environment. The remoteness of the Sturt National Park provides some unique challenges. But I’m loving it.”

Due to the extreme weather conditions at Sturt National Park, Christian has learnt to be self-reliant and to follow strict health and safety procedures.

As part of his formal training program, Christian attended week-long training blocks at Tocal College. He learnt how to manage natural areas, assess sites for rehabilitation, maintain equipment, and survive working in isolated areas.

“My traineeship has given me so many new skills. I recently worked with our carpenter to repair the storm-damaged Mt Wood Woolshed. His knowledge comes from years of practical experience. I’m so grateful to be mentored by such skilled craftsmen.”

Christian’s traineeship has also opened up wider career opportunities.

“Since completing my traineeship, I’m now employed by National Parks. I’ve started my Bachelor of Environmental Science and am proud to serve my community as a Senior Deputy Captain of the Tibooburra NSW Rural Fire Service. I’ve developed a passion for both my job and this region.”



How do I become an apprentice or trainee?

Find an industry you love

Apprenticeships and traineeships are available in over 500 careers so there'll be one that sparks your passion.

Explore

www.vet.nsw.gov.au
www.skillsroad.com.au
www.joboutlook.gov.au
www.myfuture.edu.au

Find an employer

Search job vacancy ads in your local paper and online.

Search

www.jobsearch.gov.au
www.careerone.com.au
www.iworkfor.nsw.gov.au
www.skillsroad.com.au

Talk to friends and family to see if they know of any opportunities.

Apply for a job through a Group Training Organisation. Group Training Organisations employ apprentices and trainees and place them with host employers. It's a great way to experience a variety of workplaces.

Visit

www.aennswact.com.au
Contact employers in the industry you'd like to work in. Remember, approaching a business with an up-to-date resume shows initiative.

AusAppPathways is a free app that helps you **research apprenticeships and traineeships** based on your interests. Download at www.ausapp.com.au or visit www.aatinfo.com.au

Take a quiz to see if you're suited to the career you're exploring at: www.aapathways.com.au (Search under *career resources*).

Match your skills using the apprenticeship and traineeship search at www.training.nsw.gov.au/individuals (Click the ID link in the left column.)

Explore the **job guides** at www.smartandskilled.nsw.gov.au to see what the job involves, the industries you could work in, the qualifications you'll need, and what you'll be paid.

The Australian Apprenticeships Pathways YouTube Channel hosts **videos** featuring the job-hunting experiences of people like you at: www.youtube.com/aapathways

For **free advice** contact your local apprenticeship network provider using the find an AASN search at www.australianapprenticeships.gov.au

Talk to one of our training advisors at your nearest Training Services NSW office. Call **13 28 11** or visit www.training.nsw.gov.au

Did you know about pre-apprenticeships and pre-traineeships?

If you're not sure you'll love your future career, you can try a pre-apprenticeship or pre-traineeship so you can be confident you've made the right decision.

Pre-apprenticeships and pre-traineeships are a quick way of discovering if a career is right for you.

You don't need to be employed and they're fee-free. You'll also show potential employers your commitment to work and study while learning basic skills such as literacy and numeracy and training in a vocation or trade.

If you love what you learn, you're already on your way to achieving your full qualification.

Search under 'pre-apprenticeships and traineeships' at www.training.nsw.gov.au or contact your nearest Training Services NSW office on **13 28 11**.

Now I've found a job, what do I do?



Enrol with a registered training organisation

You and your employer should agree on the qualification that will meet your career goals and be suitable for their workplace.

Use the *find an AASN* search at www.australianapprenticeships.gov.au to contact an apprenticeship network provider or contact a Training Services NSW office at: www.training.nsw.gov.au or **13 28 11** for advice.

They'll help you find the right training program and training organisation. You can choose from TAFE NSW, an adult or community education provider, a private provider or a school.



Sign a contract and create a training plan proposal

Once you've started work, your apprenticeship network provider will help you and your employer complete a training contract and any associated forms.



Lodge your contract and training plan proposal

Your apprenticeship network provider will lodge your training contract with Training Services NSW for approval and registration. They'll also contact your training organisation so you can secure a place in your course. Once approved, you'll receive a confirmation letter and a training contract ID number.

You'll also need to fill out employment forms with your employer and enrol in the training organisation's course.



Complete your training plan

In consultation with you and your employer, your training organisation will develop your full training plan. This plan helps your employer understand what you're learning in your formal study so they can align your workplace training with your study. It'll also be reviewed and updated from time to time.



You're registered!

Once your probation period is complete (one to three months) your apprenticeship or traineeship is registered.



Smart and Skilled

Providing you with choice and access to high quality, affordable training

What is Smart and Skilled?

Smart and Skilled is a NSW Government program that offers subsidised training for courses on the NSW Skills List. All NSW apprenticeship courses and many traineeship courses are funded so you only have to pay a student fee.

There's more than 450 approved Smart and Skilled training organisations across NSW. These include adult and community education providers, private providers and TAFE NSW.

If you're eligible, you only pay part of your training costs—the NSW Government pays the rest.

Who is eligible?

All NSW apprentices and most new trainees are eligible.

Visit the course finder at www.smartandskilled.nsw.gov.au to find a subsidised course. You can also search for approved training organisations to see which one meets your needs.

Student fees

It doesn't matter which training organisation you choose, you or your employer will pay the same fee. Your student fee covers the cost of the whole course no matter how long it takes to complete.

You'll get an idea of fees when you search the course finder. Your training organisation will confirm the fee and may offer fee payment options including a payment plan.

- As an apprentice, the fee won't be more than \$2,000.
- As a trainee, the fee won't be more than \$1,000.

Fee exemptions, concessions and fee-free scholarships

If you receive an Australian Government Disability Support Pension, are a dependant of someone on a Disability Support Pension or have been assessed as having a disability, the NSW Government will cover the total cost of your course.

If you're Aboriginal and/or Torres Strait Islander, the NSW Government will also cover the total cost of your course.

If you receive an Australian Government welfare benefit that's on the Smart and Skilled concession list, or are a dependant of someone who receives these benefits, and your course is at Certificate IV level or below, you may qualify for a discounted fee.

If you meet the concession criteria and are between 15 and 30 years of age, you may also be eligible for a Smart and Skilled Fee-Free Scholarship.

Fee-Free Scholarships may also be available if you're between 15 and 30 years of age and are in, or have been in, out-of-home care. If you're 15 years of age or above and are experiencing, or are the dependant of someone experiencing, domestic and family violence, you may also be eligible for a Fee-Free Scholarship.

Discover more

www.smartandskilled.nsw.gov.au/for-students

Support

You're not alone

We want you to achieve your goals and we're going to help you get there.

Training Services NSW provides assistance to all apprentices and trainees. You can rely on us to give you practical advice.

You can contact us for information about the availability and suitability of apprenticeships and traineeships, advice about entering an apprenticeship or traineeship, your obligations under your training contract, help with problems in the workplace, advice about your registered training organisation, and support for school-based apprenticeships and traineeships.

Contact your nearest Training Services NSW office: www.training.nsw.gov.au or **13 28 11**.



If you have a disability



If you have a disability, you may be able to receive financial support to help you complete your apprenticeship or traineeship. Many employment agencies specialise in providing assistance. Search the disability management service providers at:

jobsearch.gov.au/serviceproviders

Your employer may also be eligible for financial support. This includes wage subsidies through the Disabled Australian Apprentice Wage Support program or assistance to modify or adjust your workplace through the Employment Assistance Fund.

Visit

www.australianapprenticeships.gov.au and search for disability support and www.employment.gov.au/employment-assistance-fund

If you're an Aboriginal or Torres Strait Islander person



If you're an Aboriginal or Torres Strait Islander person, we'll enhance your education and employment opportunities by offering you personal and cultural support.

As an apprentice or trainee, you may be able to join the Way Ahead program. Their experienced mentors can guide and support you to overcome some of the social and organisational pressures faced by Aboriginal and/or Torres Strait Islander people in the workplace.

Contact your nearest Training Services NSW office on **13 28 11** or visit www.training.nsw.gov.au and search *Way Ahead*.

We also offer programs for Aboriginal and/or Torres Strait Islander people who are starting a new career or business. Visit our website and search *Aboriginal Services* for more information.

ATLAS

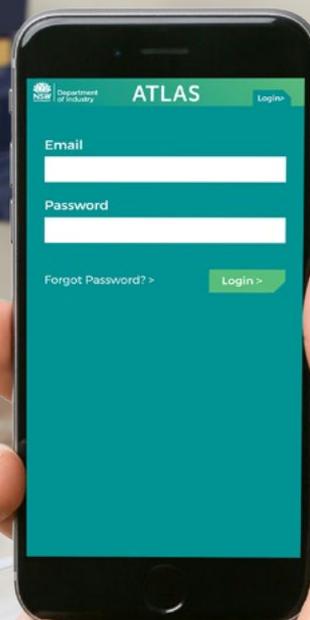
Navigate your way through your traineeship or apprenticeship with ATLAS—a free app designed to support you throughout your training.

ATLAS offers information about wages and conditions, what's expected of you in the workplace, how to balance work and study, and how to keep healthy and safe.

ATLAS will help you stay on track with your finances, your training plan and your future plans.

ATLAS is also your first port of call if you're experiencing any problems.

Discover more
www.atlas.nsw.gov.au



Discover your future now

Vocational Education and Training (VET)

www.vet.nsw.gov.au

Smart and Skilled

1300 772 104

www.smartandskilled.nsw.gov.au

Training Services NSW NSW Department of Industry

13 28 11

www.training.nsw.gov.au

Australian Apprenticeships

13 38 73

www.australianapprenticeships.gov.au

School Based Apprenticeships and Traineeships

1800 009 310

www.sbatinnsw.info

Fair Work Ombudsman

13 13 94

www.fairwork.gov.au

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For more information

 13 28 11

 www.training.nsw.gov.au

 facebook.com/TrainingServicesNSW

 NSW Department of Industry