



# How to start an **apprenticeship** or **traineeship**



Real skills. Real experience. Real outcomes.

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## How to start



### Step 1 Choose...

Choose which apprenticeship or traineeship you would like to do. What trade or industry are you interested in? Think about your skills, passion and what sort of work you're interested in doing. Create a resume that showcases your skills and attributes that can be applied to the particular apprenticeship or traineeship you are seeking.

You can seek assistance from the Skills and Jobs Centre for tips and hints on how to write a stand out resume

Visit the Victorian Skills Gateway, where you can find information on a variety of industry sectors and jobs. The website can tell you:

- What skills or training you'll need to enter an industry or job
- In-demand jobs now and in the future
- Quick facts about different industries, including wages, job prospects and other related jobs

See 'Step 1' resources on the next page for a list of helpful resources.



### Step 2 Seek...

Find an employer. There are a variety of resources and many different ways you can find an employer. Here are a couple of good ways to start:

- Tell friends and family you are looking for an apprenticeship or traineeship. Ask them if they know anyone you can talk with.
- Network and search online job ads, in newspapers, talk to local businesses or visit building sites and find out how they recruit for apprentices or trainees.

See 'Step 2' resources on the next page for a list of vacancy sites.



### Step 3 Select...

Once an employer agrees to employ you as an apprentice or trainee, the next step is for you both to sign-up and register at your chosen AASN or GTO and select The Gordon as your preferred training provider. The Gordon contacts your employer once the registration is received and training can commence.

#### Training

Your apprenticeship or traineeship is generally made up of two types of training:

- on-job training (learning on the job under your employer or supervisor) and off-job training.
- off-job training is usually carried out by the training provider in classrooms or workshops.

See 'Step 3' resources on the next page for a list of helpful links.



## Where to find

### Step 1 Career advice...

Undecided on your career path? Want to know more about a particular apprenticeship? Need help with your resume or interview skills? The below links will be able to assist.

#### [Skills and Jobs Centre](#)

The Skills and Jobs Centre is for all job seekers, career explorers & retrenched workers.

#### [Victorian Skills Gateway](#)

Provides in-depth information on the industry sector of your choice.

#### [Australian Apprenticeship Pathways](#)

Job pathway charts, job descriptions, school based apprenticeship information and more.

#### [Apprenticeships and Traineeships](#)

Apprentice and trainees are across a broad range of industries, and a variety of qualification levels from Certificate II to Diploma.

### Step 2 Vacancies...

#### **Australian Apprenticeship Support Network (AASNs)**

Covers all aspects of employing an apprentice including vacancies, contracts, cancellations and more.

[Sarina Russo](#)

[Australia](#)

[MAS National](#)

[Apprenticeship Support](#)

[Apprenticeships Matter](#)

[MEGT](#)

#### **Group Training Organisations (GTOs)**

An employer that will assist you to start your apprenticeship or traineeship, by connecting you with a host business.

[Group Training Australia](#)

[G Force Employment Solutions](#)

[ATEL](#)

[Group Training Association of Victoria](#)

[Victorian Group Training](#)

[MEGT](#)

[WPC Group](#)

#### **Additional vacancy resources**

[Geelong Careers](#)

[Australian Job Search](#)

[West Vic Staffing Solutions](#)

[Construction Careers](#)

[Apprenticeship Network Provider](#)

[Job Guide](#)

[AGA](#)

[Australian Industry Group Training Services](#)

[Lead West - Link to Melbourne's West Jobs](#)

[Apply Direct Apprentice NOW](#)

[Master Builders Association Victoria](#)

### Step 3 Training...

#### **The Gordon**

The Gordon is one of the largest regional TAFE's in Victoria and has provided training for over 130 years with campuses in Geelong, Werribee and Hoppers Crossing, and delivers a large range of short courses, online options and nationally accredited training across apprenticeships, traineeships, certificates, diplomas, and advanced diplomas.

[What can I study?](#)

[Flexible delivery](#)

[Wyndham apprenticeships and traineeships](#)

## Some things you should know

Although no prior study is required to start an Australian apprenticeship, if you want to gain some valuable starting knowledge and experience in an industry or trade job, try a low cost short course, such as a pre-apprenticeship.

### **Pre-apprenticeship benefits:**

Use the pre-apprenticeship course finder here to get started:

[aatinfo.com.au/Search/Preapprenticeships/Course-Finder](http://aatinfo.com.au/Search/Preapprenticeships/Course-Finder) or [thegordon.edu.au/preapprenticeship](http://thegordon.edu.au/preapprenticeship)

- A 14 – 19 week intensive course, usually offered 4 days per week and combines hands-on with theory training in a range of different trades.
- Introductory units to build fundamental skills – enable students to be ‘site ready’ and prepare you to make an effective approach employers.
- Increase employment outcomes with employers who look favourably at pre-apprenticeship students being site or work ready.
- Gain credit towards some apprenticeship courses

## Eligibility

You can do an Australian apprenticeship as soon as you reach a working age. If you are a school leaver, re-entering the workforce or as an adult worker simply wishing to change careers or gain new skills you are also eligible. You are even eligible to start whilst you are in secondary school and finishing Years 11 and 12. Australian apprenticeships and traineeships are available to those who are:

- an Australian citizen, or a permanent resident;
- New Zealand passport holders who has been resident in Australia for more than six months; and
- temporary resident or hold a working visa of sufficient duration to undertake the apprenticeship or traineeship.

If you have skills or have undertaken training overseas you may be eligible for credits towards an accredited Australian course at The Gordon. For more information, refer to:

[vetassess.com.au/skills-assessment/trades-recognition-service](http://vetassess.com.au/skills-assessment/trades-recognition-service) and [tradesrecognitionaustralia.gov.au](http://tradesrecognitionaustralia.gov.au)

## Secondary school students

- You can begin your training for a job or trade while you're at school.
- Start by talking with your careers counsellor or contact your Local Learning and Employment Networks (LLENs)
- The Geelong and Wyndham and Hobsons Bay Local Learning and Employment Networks (LLENs) are there for schools to connect and provide access to Structured Workplace Learning (SWL) and School Based Apprenticeship (SBAT) vacancies.

For information, refer to the [SBAT flyer here](#).