



THE CITY OF  
GREATER GEELONG

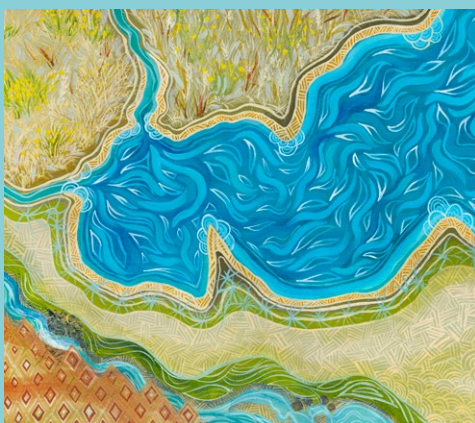
# APPRENTICESHIPS & TRAINEESHIPS



WHAT YOU NEED TO KNOW

***Skilling***  
THE BAY

CITY OF GREATER  
**GEELONG**



**Council acknowledges Wadawurrung,  
Traditional Owners of this land, and all  
Aboriginal and Torres Strait Islander people  
who are part of the Greater Geelong  
community today.**

Cover photo: RISE student Shannon Brown gaining skills for a career in construction.

# INTRODUCTION

An apprenticeship or traineeship is a great way to learn a new job or a trade. It allows you to earn an income while combining on-the-job training with formal study. The purpose of this guide is to give you more information about this unique way of learning and help you find your new career.

It has been divided into three sections so you can choose the information that best suits where you are at in your decision about becoming an apprentice or trainee:

## **Part 1: About apprenticeships and traineeships**

Some general information about apprenticeships and traineeships and what you need to qualify.

## **Part 2: Finding an apprenticeship or traineeship**

The steps you need to follow to find an apprenticeship or traineeship, plus local organisations that can help.

## **Part 3: Managing your apprenticeship or traineeship**

Your responsibilities as an apprentice or trainee and support services to help you.

There is a list of contacts and resources under the 'More information' heading for each section.



## **BENEFITS OF BECOMING AN APPRENTICE OR TRAINEE**

- Be paid while you learn
- Open new career options
- Available full-time or part-time
- Get a qualification and work experience
- Start while you're still at school
- Become your own boss when you finish

# PART 1: ABOUT APPRENTICESHIPS AND TRAINEESHIPS

## APPRENTICESHIP OR TRAINEESHIP – WHAT’S THE DIFFERENCE?

They are similar in that both allow you to work and study while earning a wage. The main differences are:

### What you can study

- Traineeships cover hundreds of industries, including business, fitness, retail, hospitality and tourism.
- Apprenticeships are generally limited to trades – for example, carpentry, plumbing and hairdressing.

### How long they take to complete

- Traineeships are typically 1–2 years.
- Apprenticeships take around 4 years.

### Who can apply?

You can apply if you are an Australian citizen or permanent resident and old enough to work in Australia. This includes students, school-leavers and adults looking to change careers, or return to the workforce.

### How much do you get paid?

Pay rates will vary depending on many factors such as your age, the job you’re learning, whether you’re still at school and how many years you’ve been doing your apprenticeship or traineeship.

To help you work out the expected wage for different industries, use the PACT online calculator (see ‘Pay and conditions’ on page 2 for details).

### I get Centrelink benefits. How will this affect my income?

When you start a new job and start earning money you need to report this to Centrelink.

Generally, the more you earn, the less you’ll receive from Centrelink. However, this can vary depending on

your personal situation and the type of benefits you’re getting. Visit Services Australia for more information (see ‘Pay and conditions’ on page 5).

### Will I get paid while I’m at training?

You will be paid your hourly rate for the time you spend at the training provider gaining your qualification.

### What about the training. Does that cost money?

Trainees and apprentices must cover the cost of fees and materials. Sometimes employers may offer to help with these costs or pay you back once you complete your apprenticeship or traineeship. If the fees are a problem, we will work with you to find a way to help you cover this before you start.

### Do I have to work full-time?

Apprenticeships and traineeships can be either full-time or part-time (minimum of 15 hours per week). Secondary school students also have the option of combining work, training and their secondary school education.

### Do I need to have a drivers licence?

While having a drivers licence can make it easier, you certainly don’t need one. You should discuss transport with your employer before you start so you have a plan that will help you arrive on time every day. Some employers might also be able to help you with transport.

### Will I need to buy tools or a uniform if I’m doing a trade?

It depends on the apprenticeship or traineeship you are doing. However, you may be able to apply for a low-interest government loan to help you cover these costs.





Photo: RISE graduates Jaycob Marr and Abbey McAlley.

## MORE INFORMATION

### General information

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#### **Apprenticeship Support Australia**

A service designed to help both apprentices and employers starting out.

P: 1300 363 831

[www.apprenticeshipsupport.com.au](http://www.apprenticeshipsupport.com.au)

#### **Australian Apprenticeships – Australian Government**

General information about becoming an apprentice or trainee.

[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

### Pay and conditions

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#### **PACT Calculator**

An online calculator to help you work out the expected wage for your chosen industry

[www.calculate.fairwork.gov.au](http://www.calculate.fairwork.gov.au)

#### **Fair Work Ombudsman**

Information for employers and employees about Australian workplace laws.

[www.fairwork.gov.au](http://www.fairwork.gov.au)

#### **Services Australia**

Information about government payments and services.

[www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au)

# PART 2: FINDING AN APPRENTICESHIP OR TRAINEESHIP

While everyone's path into an apprenticeship or traineeship might be a bit different, there are generally four steps you will follow:

## STEP 1:

### CHOOSE WHAT YOU WANT TO DO

The first step is to decide the trade or job you want to learn. To help you decide, think carefully about your skills and interests and what is likely to suit you. For example:

- Do you want to work outdoors, or in an office?
- Do you have interests or experience that would suit a particular industry?
- Do you like helping people, or do you prefer working alone?

You can make an appointment with the Gordon Skills and Jobs Centre for career advice. Their details are listed under 'Choosing an apprenticeship or traineeship' on page 7, along with other places you can seek advice.

## STEP 2:

### CONTACT AN APPRENTICESHIP NETWORK PROVIDER

Your first point of contact about an apprenticeship or traineeship in Greater Geelong should be one of the following Australian Apprenticeship Support Network providers (see 'Apprenticeship Network providers' on page 7). Their job is to:

- help you find a training provider
- assist with the training contract
- assess you for loans and other payments
- provide advice and support during your apprenticeship.

If you already have an employer who is keen to hire you, you still need to organise your apprenticeship through one of these organisations. Their help is free for both you and your potential employer.

## STEP 3:

### SIGN AN AGREEMENT

A training contract is a legally binding agreement between you, your employer and your training provider. If you're under 18, it must be signed by a parent or legal guardian.

Training contracts are important because they describe everyone's rights and responsibilities as part of the apprenticeship or traineeship. Your Apprenticeship Network provider can take you through this process.

You will also need a training plan. This is slightly different to the contract as it is more about how you will complete your apprenticeship – that is, the mix of on-the-job and formal study. It is also negotiated between you, your employer and the training provider.

## STEP 4:

### GET STARTED

When you first start your apprenticeship, you may feel nervous or worried about doing something new. This is totally normal reaction to learning a new skill.

You will be given lots of support and help to learn the skills both by your training provider and your employer. If you haven't been involved in formal study for a while, it might take a while to adjust. But be patient and understand that everyone is as keen for you to succeed as you are.

## MORE INFORMATION

### Choosing an apprenticeship or traineeship

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#### **Victorian Skills Gateway**

Latest Victorian TAFE and training opportunities.

P: 131 823

[www.skills.gov.au](http://www.skills.gov.au)

#### **The Gordon Skills and Jobs Centre**

A free careers service for the Geelong community.

P: 5225 0700

[www.thegordonskillsandjobscentre.com](http://www.thegordonskillsandjobscentre.com)

#### **Northern Futures**

Tailored education and employment opportunities for the North.

P: 5275 8124

[www.northernfuturesgeelong.com](http://www.northernfuturesgeelong.com)

#### **RISE Geelong**

Connecting job seekers with industry via training, recruitment, mentoring and support.

P: 0407 545 040

[www.risegeelong.com.au](http://www.risegeelong.com.au)

#### **Gforce – Transition To Work**

Support young people aged 15-24 on their journey to employment.

P: 5222 7766

[www.gforce.org.au/transition-to-work](http://www.gforce.org.au/transition-to-work)

#### **Diversitat – Reconnect**

Mentoring to help people from different cultural backgrounds find a new career.

P: 5222 7275

[www.diversitat.org.au/training/reconnect](http://www.diversitat.org.au/training/reconnect)

#### **Seeker Global**

Working to create employment pathways for Aboriginal people.

P: 0418 128 464 or 5275 1429

[www.seekerglobal.com.au](http://www.seekerglobal.com.au)

### Disability employment services

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There are many different disability employment agencies that may be able to help you.

#### **APM**

P: 5275 0879 or 5221 9671

[www.apm.net.au](http://www.apm.net.au)

#### **atWork**

1300 080 856

[www.atworkaustralia.com.au](http://www.atworkaustralia.com.au)

#### **EGF Solutions**

1800 818 320

[www.egf.org.au](http://www.egf.org.au)

#### **MatchWorks**

P: 5275 8212, 5229 2583 or 5229 0222

[www.matchworks.com.au](http://www.matchworks.com.au)

#### **MAX Employment Corio**

P: 5224 7200

[www.maxsolutions.com.au](http://www.maxsolutions.com.au)

#### **OCTEC Employment Service**

P: 5222 2569

[www.octec.org.au](http://www.octec.org.au)

#### **WCN WCIG**

P: 8652 3819, 5249 5855 or 5249 5855

[www.cnjobs.org.au](http://www.cnjobs.org.au)

#### **WISE Employment**

P: 9322 9710 or 9322 9700

[www.wiseemployment.com.au](http://www.wiseemployment.com.au)

### Apprenticeship Network providers

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#### **MEGT Geelong**

P: 5246 1111

[www.megt.com.au](http://www.megt.com.au)

#### **Sarina Russo**

P: 13 15 59

[www.sarinarusso.com.au](http://www.sarinarusso.com.au)

#### **Apprenticeship Support Australia**

P: 1300 363 831

[www.apprenticeshipsupport.com.au](http://www.apprenticeshipsupport.com.au)

#### **MAS National**

John Bevans

P: 0436 946 818

[www.masnational.com.au](http://www.masnational.com.au)

### Registered training organisations

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#### **Diversitat Training**

P: 5246 9600

[www.training.diversitat.org.au](http://www.training.diversitat.org.au)

#### **Encompass College of Education and Training Geelong**

P: 0400 583 536

[www.encompass-cs.org.au/education-training-geelong](http://www.encompass-cs.org.au/education-training-geelong)

#### **genU training**

P: 1300 582 687

[www.genutraining.org.au](http://www.genutraining.org.au)

#### **The Gordon**

P: 1300 862 572

[www.thegordon.edu.au](http://www.thegordon.edu.au)

#### **Geelong Industry Trade Centre**

P: 5224 9794

[www.gittc.com.au](http://www.gittc.com.au)

#### **Oxygen College**

P: 1300 195 303

[www.oxygencollege.com.au](http://www.oxygencollege.com.au)

#### **VFA**

P: 1300 304 329

[www.vfalearning.vic.edu.au](http://www.vfalearning.vic.edu.au)

#### **Westgate Community Initiates Group**

P: 9689 3437

[www.wcig.org.au](http://www.wcig.org.au)

# PART 3: MANAGING YOUR APPRENTICESHIP OR TRAINEESHIP

## YOUR RESPONSIBILITIES

You have certain things you must do as an apprentice or trainee. All of these things will be explained to you before you start work and some you will have agreed to as part of your training contract. They include:

- be open to learning new skills
- hand in your coursework by the due dates
- keep a list of all the work that you've done – this is called a work evidence log
- work your contracted hours (unless you are sick, or on pre-arranged holidays)
- keep confidential information about your employer to yourself
- fill in a timesheet and hand it in to your employer on time
- wear your uniform and safety gear (this will be discussed with you before you start)
- follow all workplace procedures
- attend and complete any work reviews
- report any injuries or medical conditions that might affect your ability to do the job, or impact someone's safety.

## IF SOMETHING GOES WRONG

You will be given lots of support through your apprenticeship or traineeship from your employer and your training provider. It is important to let these people know if something is making it difficult for you to do your job. Once you do, they will help you come up with a plan that will help you get back on track.

If the issue is with your employer or training provider, you can call your Apprenticeship Network provider. You can also access free legal advice through the Barwon Legal Community Service (see 'Legal advice' below).

## MORE INFORMATION

### Legal advice

#### Barwon Legal Community Service

Free legal information and advice.

P: 1300 430 599

[www.barwoncls.org](http://www.barwoncls.org)

### Counselling services

#### Head Space Counselling Service

Mental health services for people under 25 years.

P: 5222 6690

E: [headspacegeelong@bcyf.org.au](mailto:headspacegeelong@bcyf.org.au)

#### Lifeline

24-hour crisis support service

P: 13 11 14

[www.lifeline.org.au](http://www.lifeline.org.au)





## NOTES



A photograph of a man and a woman in a workshop. The man, in the foreground, is wearing a blue work shirt, safety glasses, and large red and black earmuffs. He is leaning over a workbench, focused on a task. The woman, in the background, is also wearing a blue work shirt and safety glasses. She is looking towards the man. The background is slightly blurred, showing industrial equipment and a bright light source.

## NEED MORE HELP?

If you can't find the information  
you're looking for, please contact:

### **Apprenticeship Support Australia**

A service designed to help both  
apprentices and employers.

P: 1300 363 831

[www.apprenticeshipsupport.com.au](http://www.apprenticeshipsupport.com.au)

### **Australian Apprenticeships and Traineeships Information Service**

P: 1800 338 022

[www.aatis.com.au](http://www.aatis.com.au)

### **Australian Apprenticeship Pathways**

P: 1800 338 022

[www.aapathways.com.au](http://www.aapathways.com.au)

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#### **CITY OF GREATER GEELONG**

PO Box 104

Geelong VIC 3220

**P:** 5272 5272

**E:** [contactus@geelongcity.vic.gov.au](mailto:contactus@geelongcity.vic.gov.au)

[www.geelongaustralia.com.au](http://www.geelongaustralia.com.au)

#### **CUSTOMER SERVICE CENTRE**

100 Brougham Street

Geelong VIC 3220

8.00am – 5.00pm

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