



Experience a more practical approach to learning, with the bonus of earning while you are learning!

# *All you need to know about* **APPRENTICESHIPS**

There's never been a better time to be an apprentice in Tasmania.

[www.tastafe.tas.edu.au](http://www.tastafe.tas.edu.au)



# GET A HEAD START ON YOUR CAREER WITH AN AUSTRALIAN APPRENTICESHIP

**Australian Apprenticeships are a great learning pathway that combines paid on-the-job training with formal study through a Registered Training Organisation (RTO).**

You don't have to be a school leaver to undertake an Australian Apprenticeship – you just have to be employed – or about to be employed. In fact, many apprentices and trainees these days have already spent some time in the workforce and are looking to change careers.

As Tasmania's largest RTO, TasTAFE is here to help you get the skills you need while you are working, so that when you finish your apprenticeship or traineeship you'll have a fantastic combination of practical skills, experience and formal education under your belt.

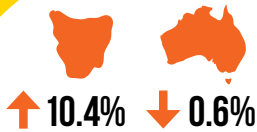
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**Undertaking an Australian Apprenticeship is a great career option and is an excellent alternative to university.**  
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## What's in it for you?

The benefits of undertaking an Australian Apprenticeship include being able to:

- ✓ **earn while you learn** – your employer will pay you under the appropriate industrial arrangement for your industry
- ✓ **get a head start** in your chosen career
- ✓ **undertake structured on-the-job training** at your workplace, off-the-job at TasTAFE, or a combination of both
- ✓ have an agreed **training contract** in place between you, your employer and TasTAFE
- ✓ receive **recognition** for skills you already have
- ✓ **develop new and existing skills** under the guidance of both your employer and TasTAFE's experienced teachers
- ✓ **create a pathway** from school to work
- ✓ graduate with a **nationally recognised** qualification
- ✓ gain **industry-relevant experience** in your chosen field
- ✓ **study full-time or part-time** (or while you are still at school if you are undertaking an Australian School-based Apprenticeship)
- ✓ get the skills you'll need to **start up your own business**.

**Tasmania is currently leading the nation\* with more apprentices and trainees acquiring new skills than ever before.**



Over the year to March 2019, Tasmanian trade apprenticeships have surged by **10.4%**, despite the national rate of trade apprenticeships declining by **0.6%**.



TasTAFE is the largest training provider in Tasmania and is the main trainer of apprentices in Tasmania.

Australian Apprenticeships are available in many industry sectors, including traditional trades such as Construction, Hairdressing and Cookery, as well as some non-traditional areas such as Childcare, Laboratory Techniques and Project Management Practice:

-  Agriculture and Horticulture
-  Automotive
-  Business and Finance
-  Construction and Allied Trades
-  Electrotechnology
-  Food Processing and Wine
-  Forestry
-  Hair and Beauty
-  Health
-  Human Services
-  Information Technology
-  Metals and Engineering
-  Mining
-  Plumbing
-  Tourism and Hospitality

\* National Centre for Vocational Education Research (NCVER) March 2019 Quarter data.

# What is an apprenticeship?

Australian Apprenticeships – also called apprenticeships or traineeships – are structured training arrangements that offer you the opportunity to train, study and earn an income at a variety of qualification levels across a wide range of industries.

During your apprenticeship/traineeship, you will split your time between working with your employer on-the-job and attending TasTAFE to spend time training with TasTAFE's experienced teachers.

Depending on the qualification you are studying, your time at TasTAFE may consist of block training (for example, full-time over a two-week period) or certain days as agreed with your employer over the course of the year.

When you complete your training you will have a nationally recognised qualification, which means that you will be able to get work in your chosen field anywhere in Australia, as well as in many countries around the world.

## How long does an apprenticeship take?

Australian Apprenticeships can be done on either a full-time or part-time basis. The length of training will vary according to the qualification you choose and any prior skills and experience you may have.

Traineeships typically take between twelve months and two years to complete, whilst most trades apprenticeships take three to four years.

As training is competency-based and many trades require licensing, the exact time it will take you to complete your qualification may vary.

You can find more information on the Australian Apprenticeships website:  
[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

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**Combine work and study with an Australian Apprenticeship. Train on the job, study and earn an income all while working towards becoming a qualified tradesperson.**  
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## Who can become an apprentice?

It doesn't matter whether you are a school leaver, re-entering the workforce or an adult wishing to change careers, Australian Apprenticeships are available to anyone of working age and can be full-time, part-time or school-based.

You will need to be employed as an apprentice/trainee before you can start your training.

## Pre-apprenticeship programs

If you are thinking about undertaking an Australian Apprenticeship but want more of an idea about a particular trade area before you commit to undertaking the formal qualification, a pre-apprenticeship program may be a good option for you. It's also a great study choice if you want to increase your chances of securing an apprenticeship.

You do not need to have an employer for this program.

## Group Training

Group Training Organisations (GTOs) employ apprentices/trainees under an employment and training contract and then place them with host employers. The GTO undertakes employer responsibilities such as ensuring the quality and continuity of employment and training, as well as providing the support services necessary for the successful completion of your training.

Partnering with a GTO improves the quality and breadth of training available to apprentices/trainees in small and medium-sized businesses.

For more information, you can search the Group Training National Register:

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



In 2018–19, the Tasmanian Government provided an additional **\$7.5 million** per annum for three years for targeted grants to small businesses to support apprentices and trainees.

## Australian School-based Apprenticeships

If you are in Year 10, 11 or 12, and want to get a head start on your career pathway, you might like to undertake an apprenticeship/traineeship while finishing your Tasmanian Certificate of Education (TCE) at your senior secondary school.

Australian School-based Apprenticeships (ASbAs) offer a mix of academic and vocational education and skills training with paid employment, where you will be able to work towards gaining a nationally recognised qualification – usually at Certificate II or Certificate III level – in the industry sector of your choice.

You'll need to commit to attending school when you are timetabled to do so, and study subjects that are complementary to your ASbA qualification and contribute to your TCE. Every unit of competency achieved over the course of your ASbA contract will contribute points to your TCE.

Your working hours and attendance at TasTAFE for training will be negotiated between you, your employer, your school and TasTAFE.

For more information on School-based and Australian Apprenticeships, visit the Department of Education's website: [www.education.tas.gov.au/parents-carers/programs-and-initiatives/australian-school-based-apprenticeships-asba/](http://www.education.tas.gov.au/parents-carers/programs-and-initiatives/australian-school-based-apprenticeships-asba/) or the Australian Apprenticeships website: [www.australianapprenticeships.gov.au/](http://www.australianapprenticeships.gov.au/)

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**If you are a secondary school student thinking of starting an Australian Apprenticeship while still at school, your Careers Advisor or ASbA facilitator will be your first point of call... make some time to talk to them today!**

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### What's in it for you?

An Australian School-based Apprenticeship will give you:

- ✓ hands-on, practical industry experience
- ✓ a nationally recognised qualification
- ✓ the opportunity to complete your TCE
- ✓ the ability to earn money while you learn
- ✓ a pathway to potentially continue on to a second year apprenticeship on successful completion of your school-based apprenticeship/when you leave school.

## How much will it cost?

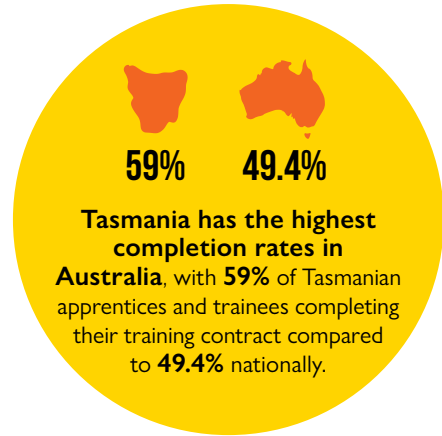
In some cases, your employer will cover the cost of your training and in other cases, you may be required to cover the cost yourself (check out the TasTAFE fee schedule if this is the case). Most modern industrial awards state who is responsible for the cost of training.

It's also important to find out if you are expected to purchase some or all of your tools. Policies differ between workplaces and costs may vary. Talk to your employer for further details and also take a look at the **Trade Support Loans** website – these are loans that assist you with everyday costs while you complete your apprenticeship.

### Travel support

A travel and accommodation allowance is also available to apprentices and trainees who have a training contract registered with Skills Tasmania.

Some qualifications require periods of block training at TasTAFE. For example, you may be employed in Devonport, but might be required to travel to Hobart for a two-week period of block training. In these cases, many apprentices stay at TasTAFE's on-campus accommodation. This means you can get to your training easily, make friends with others in your industry and have access to very reasonably priced accommodation.



### More info:

- Trade Support Loans:  
[www.australianapprenticeships.gov.au/aus-apprenticeships-incentives](http://www.australianapprenticeships.gov.au/aus-apprenticeships-incentives)
- Skills Tasmania accommodation and travelling allowances for apprentices/trainees:  
[www.skills.tas.gov.au/apprenticeshipstraineeships/incentives/allowances](http://www.skills.tas.gov.au/apprenticeshipstraineeships/incentives/allowances)

## How do I find an Australian Apprenticeship?

To become an apprentice/trainee, you will need to find a job with an employer and be employed either full-time or part-time.

Gaining a position can be quite competitive, and you will need to be prepared to go through an application process.

A great way to start is by updating your resume and researching the industry you are interested in. Potential employers will be looking for applicants who are genuinely interested in their sector.

You might also like to check out the National Skills Needs List available from **[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)**. This list identifies trades that are experiencing a national skills shortage.

There are many great places to start your search:

- come along to TasTAFE's Apprenticeship Expos – where you can talk to teaching staff about apprenticeship pathways and studying at TasTAFE, and employers and industry bodies who are looking to recruit apprentices
- visit potential employers – remember to always make an appointment first!
- have a chat with your school Careers Advisor or teacher (if you are still at school)
- check in with your local Job Active provider
- make contact with an Australian Apprenticeship Support Network and enquire about their Gateway Services that match job seekers to employers
- check out the local newspaper classifieds and job search websites
- talk to friends and family.

### More info:

- Job Active Providers:  
**[www.jobsearch.gov.au](http://www.jobsearch.gov.au)**
- Australian Apprenticeship Support Network:  
**[www.australianapprenticeships.gov.au/about-aasn](http://www.australianapprenticeships.gov.au/about-aasn)**





## SH'KYI WADLEY

**Agriculture Apprentice**  
*Employer: Mandy Gunn*

“ I started an Australian School-based Apprenticeship in 2018 while attending Scottsdale High and I'm now undertaking an apprenticeship full-time at TasTAFE, working towards a Certificate III in Agriculture.

Sitting inside at a desk isn't for me, I enjoy being outside around animals.

I'd love to become a jillaroo. Once I complete my apprenticeship I'll be heading to the mainland I'll be heading to the mainland to work on a cattle station. ”

## BEAU MCLEAN

**Cookery Apprentice**  
*Employer: Frogmore Creek Winery*

“ I've been working in tourism and hospitality for seven years and started out as a dish washer, but am now an apprentice chef at Frogmore Creek Winery in Cambridge. The rush of service gets my adrenaline pumping – it's an amazing feeling that I sometimes crave!

The industry is so versatile because I believe working in a kitchen is not just about cooking and improving yourself, it's also about working as a team to create that perfect experience for your guests.

Being an apprentice chef has inspired me to push my boundaries and explore, as every day I'm learning new techniques and growing not only in the kitchen but as an individual.

Earlier this year I was part of Team Tasmania at the 2019 Australian Culinary Challenge at the Fine Foods Competition in Sydney where the team and I won Gold. I've also just been asked by the ACF (Australian Culinary Federation) to be the Young Chef Chairperson for Tasmania! ”



## How will I be assessed?

Each qualification has a different set of requirements, which will be clearly outlined to you before you begin your apprenticeship/traineeship.

Assessments are designed to help you demonstrate your skills and knowledge, and allow TasTAFE to confirm you can perform to the standard required in the workplace and meet all of the requirements of your course.

Assessment of the units in your qualification will generally be completed by TasTAFE teachers or skilled mentors in your workplace, using evidence from activities conducted during theory and practical classes and activities. Generally, a combination of observations, work projects and questioning are used for assessments, but you may also be assessed on work samples, the development of a portfolio of work, third party feedback or recognition of prior learning and skills.

What is common across all courses is that you will be assessed by industry-competent professionals, so that when you graduate, you can be confident that you have the skills you need to work in your chosen industry.

## Can I have existing skills recognised?

It makes sense that you should be recognised for the things you already know how to do.

TasTAFE can assess your skills and knowledge based on your previous education, work history or life experience. This may help you gain your qualification – and finish your apprenticeship/traineeship – a whole lot faster. Talk to your employer and TasTAFE teacher to find out more.

## Will I have a job when I finish?

While completing an Australian Apprenticeship is not a guarantee of a job, successfully completing your training puts you in a great position for your future.

Many employers are keen to retain their best apprentices/trainees. However, if you find yourself job hunting after your qualification is complete, your skills, experience and industry connections will help put you ahead of the pack!

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**Three to four years might seem like a long time, but remember you're working towards become fully qualified and getting hands-on experience and getting paid for it at the same time!**

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## EMMA STARTUP

**Hairdressing Apprentice**

*Employer: The Celtic Barber*

“ I always loved working with hair but fell into an admin role and then had kids.

When my youngest started full-time school I wanted a career change and applied for the fast-track hairdressing course. I then changed to an apprenticeship. I love it. It's exciting because it's creative and always changing.

The TasTAFE teachers have been really supportive and they adapt their teaching to each student's learning style and their ability. They tailor their teaching to how it works best for the student. ”



## MAREK PORTER

**Electrotechnology Apprentice**

*Employer: NECA Education and Careers at host employer RBD Electrical*

“ As I had already completed one trade, I knew of the value of undertaking a trade qualification and I have always loved the mix of theory and on-the-job training. I find I respond well to this style of learning as I find I can easily apply the theory back in the workplace.

The positive feedback I have received from both my TasTAFE teachers and my employers alike, has given me the confidence to return to the workplace and share my new-found knowledge with my colleagues.

I think being an 'older' apprentice, I have a real appreciation for the opportunity to study and a thirst for knowledge, so I've really enjoyed this apprenticeship. I also get a kick out of being able to educate fellow tradesmen and junior apprentices, in a friendly, helpful way. I find it so rewarding seeing them learn and understand something new. ”



## What support is available?

At TasTAFE, we provide free and confidential support services for all students experiencing a wide range of personal and financial issues, regardless of whether you have just begun your training or are nearing completion. Your employer is also likely to have support mechanisms in place for you. Alternatively, you can also contact your Apprenticeship Network Provider or a Workforce Training Consultant directly with any concerns.

If you have concerns that you'd like to discuss with us, please contact us on **1300 655 307** to request an appointment. TasTAFE Student Support staff can catch up with you at a time and place that suits you and will assist you in finding practical solutions to your problems. If you have a disability and require support to assist you with your learning, please contact us on **1300 655 307** and ask to speak with the Disability Liaison Officer in your region.

Apprentices and trainees are welcome to access academic support from TasTAFE. This includes in-class support and the drop-in study support services on campus. If a group of apprentices or trainees require support in a specific area, this can also be arranged.

## More information

For more information about Australian Apprenticeships, check out the following sites:

- [www.skills.tas.gov.au/apprenticeshipstraineeships](http://www.skills.tas.gov.au/apprenticeshipstraineeships)
- [www.jobsearch.gov.au](http://www.jobsearch.gov.au)
- [www.aapathways.com.au](http://www.aapathways.com.au)
- [www.myfuture.edu.au](http://www.myfuture.edu.au)
- [www.gooduniversitiesguide.com.au/careers-guide](http://www.gooduniversitiesguide.com.au/careers-guide)
- [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)
- [www.education.tas.gov.au/parents-carers/programs-and-initiatives/australian-school-based-apprenticeships-asba](http://www.education.tas.gov.au/parents-carers/programs-and-initiatives/australian-school-based-apprenticeships-asba)

My teachers  
and employers  
have been really  
supportive.



## ASH SMITH

**Plumbing Apprentice**  
*Employer: TCM Pty. Ltd.*

“ I would absolutely recommend Plumbing. I like the diversity. You're out every day at different places all the time with different people. There's also a lot of variety within the industry as well.

There are just so many different aspects to it that I didn't know about and there's so much hands-on stuff. Just using your hands and making things – it's really satisfying. It's definitely a long-term career for me.

I haven't had any real challenges as a female apprentice in an industry which is mainly males. My teachers and employers have been really supportive.

My advice to other women thinking of getting a trade is to just give it a go. What have you got to lose? And don't give up if things do get tough. ”

# Becoming an apprentice or trainee

## 1 Choose a career

Decide on the type of work and industry you want to work in. Find out if there is an apprenticeship or traineeship being offered in the industry that you have chosen by browsing the list of approved apprenticeships/traineeships in Tasmania.

## 2 Find an employer

Put together a resume that outlines any work experience, hobbies, your school studies, achievements, your career goals and contact details.

Find an employer who will give you a job so you can earn and learn. You can do this by looking in the job vacancy ads in your local paper or online, contacting an Apprenticeship Network Provider in your region to assist you with job-matching services, directly contacting employers in the industry you'd like to work in, or contacting a Group Training Organisation.

You can also visit [www.jobsearch.gov.au](http://www.jobsearch.gov.au). This website advertises traineeships and apprenticeships in your local area and has details of local Job Services Australia providers who can also help you.

## 3 Get started!

Once you've found an employer and been offered a job, you and your employer will need to contact an Apprenticeship Network Provider and sign a training contract as an agreement to work and train together for a specified duration.

A training contract is a legally binding document that outlines the roles and responsibilities of both you and your employer. If you are under 18, your parent or guardian must also sign the contract.

TasTAFE will then work with you and your employer to help you achieve your qualification. We will help you and your employer develop a training plan, deliver your training, assess your skills and knowledge, and issue you your qualification on successful completion of the course.

You and your employer will also need to discuss any additional costs associated with the delivery and assessment of your qualification.



The Tasmanian Government has committed to increasing the number of apprentices and trainees by **40%** by 2025.



Training around **4,500** apprentices each year, TasTAFE's apprentice numbers are on the increase.



# Take the next step towards gaining an apprenticeship/traineeship...

## Current school students

If you are ready to kick start your career while you are still at school:

- ✓ talk to your friends and family about the types of work you might be interested in
- ✓ check out the following websites – they are a great starting point to find out more about your career options:
  - Australian Apprenticeships Pathways: [www.aapathways.com.au](http://www.aapathways.com.au)
  - myfuture: [www.myfuture.edu.au](http://www.myfuture.edu.au)
  - Job Guide: [www.gooduniversitiesguide.com.au/careers-guide](http://www.gooduniversitiesguide.com.au/careers-guide)
- ✓ make an appointment to talk to your Career Counsellor or VET Coordinator – tell them that you'd like to undertake an Australian School-based Apprenticeship and let them know what industry areas you'd like to work in.

## Contact us

1300 655 307

[www.tastafe.tas.edu.au](http://www.tastafe.tas.edu.au)

[info@tastafe.tas.edu.au](mailto:info@tastafe.tas.edu.au)



## School leavers and mature-aged students

If you're looking to undertake an Australian Apprenticeship and have already left school, you'll need to find an employer who is looking to hire an apprentice. To get started:

- ✓ browse the courses on the TasTAFE website to see what qualifications are offered as apprenticeships, and if they suit your interests and career goals
- ✓ put together a resume outlining your skills, knowledge, hobbies and previous experience
- ✓ check out job vacancy ads in your local paper or online jobs sites and jobs notice boards
- ✓ contact an Apprenticeship Network Provider in your region to assist you with job-matching services
- ✓ directly contact employers in the industry you'd like to work in, or contact a Group Training Organisation
- ✓ visit [www.jobsearch.gov.au](http://www.jobsearch.gov.au)