



APPRENTICESHIPS **MATTER**

MATCHING • MANAGEMENT • MENTORING



AUSTRALIAN APPRENTICESHIP PROGRAM

APPRENTICE/TRAINEE GUIDE

FREE CALL **1800 005 355** appsmatter.com.au

APPRENTICESHIPS MATTER YOUR APPRENTICESHIP NETWORK PROVIDER

AUSTRALIAN
APPRENTICESHIP
SUPPORT NETWORK
An Australian Government Initiative

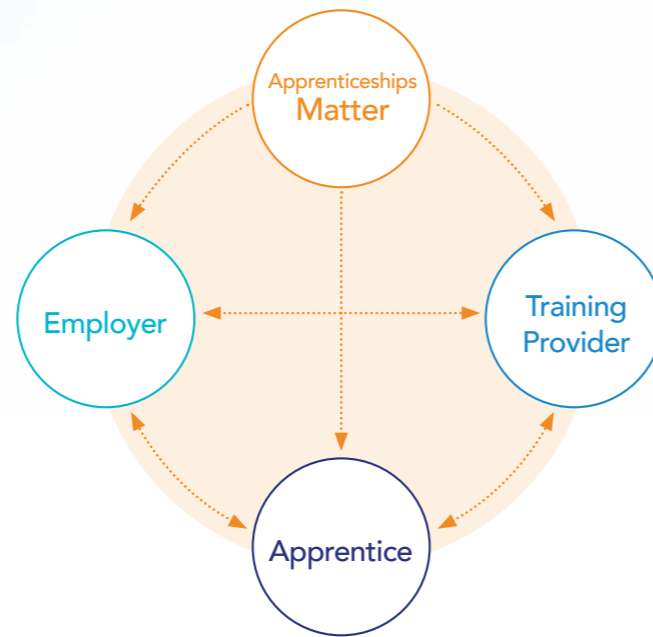


Formerly Apprenticeships Melbourne

What is an apprenticeship or traineeship?

An apprenticeship or traineeship is a training contract between an employer and an employee in which the apprentice or trainee learns the skills needed for a particular occupation or trade.

An apprenticeship or traineeship can be undertaken on a full-time or part-time basis and can be used as a valuable stepping-stone to start a career in an industry you want to work in.



Why start an Apprenticeship or Traineeship?

As an apprentice or trainee, you can:

- Learn valuable skills in the workplace
- Get paid while learning
- Combine formal training from a TAFE or private training provider with workplace-based training to achieve your qualification

WHAT A CAREER PATHWAY CHART IS



Can students start an Australian Apprenticeship while at school?

Students may be able to start an Australian School-Based Apprenticeship while they are still at school. Australian School-Based Apprenticeships enable students to gain a vocational and trade qualification while completing school studies and gives them a head start to work. School Based Apprenticeships and Traineeships are open to students 15 years of age or over.

Call Apprenticeships Matter on **1800 005 355** to find out how!



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Introducing our new Gateway Services

Apprenticeships Matter has a number of VET Advisors to assist you with:

- Identifying the best vocations to match your strengths
- Completing online assessment tools to help you determine your best areas for success
- Accessing career guides to help you make well informed career decisions
- Accessing a School Based Apprenticeship by speaking to your school/teachers on your behalf
- Getting information on how you can access the Trade Support Loan (up to \$20,000)

Speak to one of our VET Advisors today on **1800 005 355**

How do I find an Apprenticeship or Traineeship?

- Register with our free recruitment service SelectanApprentice which will give you access to hundreds of apprenticeship and traineeship vacancies - **visit selectanapprentice.com.au**
- Hand out your Apprenticeship/Trainee Business Card and Resume to your preferred employer. Ring us on **1800 005 355** to order your free business cards now
- Ask around! - Speak to family, friends, neighbours etc

Australian Apprentice incentives

There is now a wide range of financial and other incentives available to Australian Apprentices including (but not limited to):

- Trade Support Loans (up to \$20,000)
- Living Away from Home Allowance

Employers may also receive financial incentives for employing Trainees and Apprentices

Who is Apprenticeships Matter?

Apprenticeships Matter is an Australian Network Provider contracted by the Australian Government to deliver free Apprenticeship Support Services to Employers, Australian Apprentices, Schools, Training Providers and the wider community.

Apprenticeships Matter:

- Provides free career advice and recruitment services to employers and people seeking apprenticeship opportunities
- Provides free information, administration and support services to employers and Australian Apprentices
- Processes payments of Australian Apprentice financial incentives
- Provides ongoing mentoring and support to employers and Australian Apprentices to assist in achieving completion.

FOLLOW US   

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In what industries are Australian Apprenticeships available?

Australian Apprenticeships are a pathway to start a career in most industries across Australia, such as traditional trades area as well as a diverse range of emerging careers. These include:

- › Administration
- › Aged care
- › Agriculture, horticulture and related industries
- › Automotive
- › Building and Construction
- › Civil Construction
- › Electrical
- › Finance services
- › Food
- › Hairdressing
- › Children's Services
- › Community services and health
- › Information technology
- › Local government
- › Manufacturing
- › Metals and Engineering
- › Printing
- › Retail
- › Sport and recreation
- › Tourism
- › Transport and distribution and many, many more

Further useful information

Australian Apprenticeships Information

www.australianapprenticeships.gov.au

Vic Skills Gateway

www.education.vic.gov.au/victorianskillsgateway

Job Search Australia

www.jobsearch.gov.au

Centrelink

www.humanservices.gov.au

Fair Work Australia

www.fwa.gov.au

Apprenticeships Matter office locations

- › Greensborough
- › Glenroy
- › Wantirna
- › Brunswick
- › Moorabbin
- › Geelong
- › Warrnambool
- › Ballarat
- › Horsham
- › Mildura
- › Bendigo
- › Shepparton
- › Wangaratta
- › Warragul
- › Bairnsdale

Part time office locations

- › Echuca
- › Swan Hill



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