



Australian Government

# A U S T R A L I A N A P P R E N T I C E S H I P S

Your Life. Your Career. Your Future.

## An Australian Apprenticeship — Endless Career Possibilities

July 2015



“An Australian Apprenticeship is an awesome opportunity to learn and earn. There are so many benefits to this training pathway. It can often open many doorways that you don’t expect.”

**Melinda Lethbridge**  
2014 Australian Apprentice of the Year  
and fitter and turner



“I’m very happy I started with a traineeship as my learning pathway instead of jumping straight into university. It has allowed me to gain industry experience straight away which can be difficult to obtain.”

**Joshua Lodge**  
2014 Australian Apprentice (Trainee) of the Year  
and laboratory technician

“An Australian School-based Apprenticeship is a fantastic opportunity that has endless career possibilities. It is a great way to be a part of the workforce and complete your Year 12 Certificate.”

**Eylish Perry**  
2014 Australian School-based Apprentice  
of the Year and disability support officer



13 38 73

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

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**“Doing a traineeship was one of the best decisions of my life and provided me with the direction and skills needed for me to develop to my full potential.”**

**Bradley Malby**

Finalist, Australian Apprentice (Trainee) of the Year and human resources support officer

## ABOUT AUSTRALIAN APPRENTICESHIPS

### What are Australian Apprenticeships?

Australian Apprenticeships (often referred to as apprenticeships or traineeships) are available to anyone of working age. You don't need a secondary school certificate or other qualification to be able to do an Australian Apprenticeship.

As an Australian Apprentice you can combine time at work with training as part of a full-time, part-time or school-based apprenticeship.

You can do an Australian Apprenticeship if you are a school-leaver, re-entering the workforce or as an adult worker simply wishing to change careers. You can even begin your Australian Apprenticeship while you're still at secondary school.

Australian Apprenticeships offer opportunities for you to train, study and earn an income at a variety of qualification levels in most occupations including traditional trades.

When you finish your Australian Apprenticeship, you'll have a nationally recognised qualification that can take you anywhere in Australia and one that is held in high regard in many overseas countries as well. You'll have many options for your future to think about and choose from.

### How much will I get paid as an Australian Apprentice?

An Australian Apprenticeship is an ideal way to get the high-level skills you need for a successful career while getting paid. Under an Australian Apprenticeship you earn while you learn.

Australian Apprentices are usually employed under a federal or state award or agreement. They are paid a wage which varies depending on a number of factors including which year of their training they are in, the type of Australian Apprenticeship they are doing and the industry or occupation.

Australian Apprentices have the same rights to superannuation, workers' compensation and other entitlements or requirements as all other workers in Australia. Awards and conditions are set independently of the Australian Government by the Fair Work Commission. More information on awards, wages and conditions is available from the Fair Work Ombudsman.

### How long will it take me to complete an Australian Apprenticeship?

An Australian Apprenticeship can take from one to four years to complete, depending on the type of Australian Apprenticeship and the qualification you undertake. Training pathways and durations are set by state or territory governments in consultation with industry.

You may be granted course credits for any skills you already have, as well as prior experience in the workplace, potentially reducing your formal training time. Australian Apprenticeships are 'competency based' which means you can complete your training sooner if you get to the required skill levels more quickly than usual.

### Can I start an Australian Apprenticeship while I'm still at school?

You may be able to start an Australian Apprenticeship while you're still at school. Australian School-based Apprenticeships are a mix of academic learning, vocational education and training and paid employment, where school studies, training and work all fit together. Your career advisers and teachers will be able to provide you with information about Australian School-based Apprenticeship options available at your school.

### Assistance for Australian Apprentices

The first and second years of an Australian Apprenticeship can sometimes be financially difficult for those entering the workforce for the first time. However, support is available to help you when you need it most—at this early stage of your career.

Depending on the Australian Apprenticeship you do and your individual circumstances, you may be eligible to apply for one or more of the following forms of support.

**“Some of the key benefits of completing an Australian Apprenticeship were improved life skills such as confidence and communication. Being paid a wage to learn skills that will serve you for the rest of your life is a great advantage!”**

**Ashley Edwards**

Finalist, 2014 Aboriginal and Torres Strait Islander Student of the Year and plumber



### **Trade Support Loans**

Trade Support Loans provide up to \$20,000 to eligible apprentices in priority areas to assist them with the costs of living and learning while undertaking an apprenticeship. A 20 per cent discount is applied on the amount borrowed when the apprentice successfully completes their apprenticeship. Apprentices are required to start repaying the loans through the tax system only when their repayment income meets the repayment threshold, which is \$54,126 for 2015-16.

Loan payments are made in monthly instalments and are paid directly to the Australian Apprentice.

To be eligible for Trade Support Loan payments, you must reside in Australia and be an Australian citizen, or the holder of a permanent visa and be undertaking a Certificate III or IV level qualification that leads to an occupation on the National Skills Needs List; or a Certificate II, III or IV agricultural qualification; or a Certificate II, III or IV horticulture qualification while working in rural or regional Australia. You must also meet the Trade Support Loans eligibility criteria.

### **Living Away From Home Allowance**

Australian Apprentices of any age may be eligible to receive this allowance during their first three years of training if they have to move away from their parent's or guardian's home in order to take up or retain an Australian Apprenticeship.

### **Centrelink Administered Allowances**

Australian Apprentices may be eligible to access the following fortnightly payments.

- **Youth Allowance** for Australian Apprentices aged 16-24
- **Austudy** for Australian Apprentices aged 25 and over
- **ABSTUDY** for Australian Apprentices who are Indigenous Australians who have reached minimum school leaving age.

## **THE AUSTRALIAN APPRENTICESHIP SUPPORT NETWORK**

The Australian Apprenticeship Support Network (Apprenticeship Network) is there to help you succeed in the proven earning and learning pathway Australian Apprenticeships provide.

The Australian Government is investing up to \$200 million each year in the Apprenticeship Network to provide personalised support to apprentices and their employers throughout the apprenticeship lifecycle, from when you start to when you finish.

Apprenticeship Network providers help employers navigate through apprenticeship arrangements and ensure apprentices get the support they need to complete their training through delivery of:

- Universal services for all clients, providing essential administrative support, payment processing and regular contact; and
- Targeted services, such as mentoring, for employers and individuals assessed as needing additional support to complete the apprenticeship.

Apprenticeship Network providers operate from more than 420 locations nationally and will work with you and your employer to identify the right training for your apprenticeship and make sure you get the skills needed to support your employer.

They will engage with State and Territory Training Authorities to help manage apprenticeship administration, including the Training Contract, training plan approvals and completion arrangements.

The Apprenticeship Network is here to help you make the most of Australian Apprenticeships and the benefits they can provide to you.

# FINDING AN AUSTRALIAN APPRENTICESHIP

## Preparation

Think about which career path best suits you. Australian Apprenticeships are available in over 500 occupations, so chances are there'll be one that matches your interests.

If you are still at school, discuss Australian Apprenticeships with your career advisers or teachers.

Investigate your training and career options at:

- [www.myskills.gov.au](http://www.myskills.gov.au)
- [www.myfuture.edu.au](http://www.myfuture.edu.au)
- [www.aapathways.com.au](http://www.aapathways.com.au)
- [www.jobguide.thegoodguides.com.au](http://www.jobguide.thegoodguides.com.au)
- [www.aatinfo.com.au](http://www.aatinfo.com.au)
- [www.grouptraining.com.au](http://www.grouptraining.com.au)

Write or brush up your résumé. Don't forget to include:

- your contact details;
- your school studies, achievements and work experience; and
- your interests, skills and career goals.

## Action

Visit your Apprenticeship Network provider who can provide advice and assistance to help you find an apprenticeship. You may be able to access targeted support services to select the apprenticeship, occupation or training pathway that is most suited to you. These services could include assessing your suitability for an apprenticeship and connecting you with an employer.

Alternatively, you can find an employer willing to take you on as an Australian Apprentice. You can do this by:

- looking in the job vacancy ads in your local paper or on the web
- contacting a jobactive organisation in your region
- contacting employers in the industries you'd like to work in. Go and see them and leave a copy of your résumé
- contacting a Group Training Organisation.

Once you've found an apprenticeship, ask your employer to call their local Apprenticeship Network provider. The Apprenticeship Network provider will work with you and your employer to identify the right training and support you may need throughout your apprenticeship. They also will help you to sign-up to the training contract and assess your eligibility for Australian Government incentives and a Trade Support Loan.

For more information about Australian Apprenticeships, finding an Apprenticeship Network provider, financial incentives and Trade Support Loans visit [australianapprenticeships.gov.au](http://australianapprenticeships.gov.au) or call the Australian Apprenticeships referral line on **13 38 73**.

### For general employment information:

- Visit [jobsearch.gov.au](http://jobsearch.gov.au)
- To find a jobactive organisation in your region – call **13 62 68**
- To find a **Group Training Organisation** listed on the national register visit [grouptraining.ntis.gov.au](http://grouptraining.ntis.gov.au)
- For wages information call the Fair Work Infoline on **13 13 94** or visit the **Fair Work Ombudsman** website [fairwork.gov.au](http://fairwork.gov.au)
- For Superannuation information call the **Tax Office** on **13 10 20** or visit [ato.gov.au](http://ato.gov.au)
- For information on **Youth Allowance, Austudy** or **ABSTUDY** call the Centrelink Australian Apprenticeships hotline on **13 36 33** or visit [humanservices.gov.au](http://humanservices.gov.au)
- For information on assistance for people with a disability call the **Employment Assistance Fund** on **1800 464 800** or visit [jobaccess.gov.au](http://jobaccess.gov.au)
- To find your local Australian Apprenticeship Support Network provider visit [australianapprenticeships.gov.au](http://australianapprenticeships.gov.au) or phone the Australian Apprenticeships referral line on **13 38 73**.

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