



What you should know about a traineeship

What is a Traineeship?

A traineeship combines working and learning. Trainees carry out their normal duties, but while they work, they also complete an accredited qualification. The trainee gets regular visits by the trainer to ensure they are learning all the skills required in the workplace environment. These skills are called Units of Competency. They have been devised by industry and collected into what is called a Training Package. Identified Units of Competency collected together, make up nationally accredited qualifications.

Certificate II

Certificate II is designed to give a general introduction to the working environment and covers general skills as well as company processes and procedures. This qualification is suited to new employees entering the workforce.

Certificate III

Certificate III targets competencies related to teamwork and management. This qualification is suited to existing employees in more established roles.

Certificate IV

Certificate IV is appropriate for existing employees in a team leader role. This qualification covers intermediate to advanced units and gives the student a full knowledge of competency required.

Training in the Workplace

Once the Training Agreement has been completed, it is lodged with a state government body, which assesses the eligibility of the trainee and assigns them a Registration Number. Training can now begin. The RTOs trainer will visit the trainee and informally conduct a training needs analysis. An individual training plan is then established and a manual and work book provided. At each visit the trainer will assess new skills which have been learned, provide training in areas where it is required, and set some tasks to

be completed before the next visit.

Assessment

Assessment is based on the completion of integrated assessment tasks. The trainer asks the trainee to conduct a particular task and then observes them, looking for evidence. The trainee is demonstrating required competencies, i.e. are they observing Occupational Health & Safety practices, are they completing paper work correctly, are they communicating appropriately with others or are they working as part of a team.

Traineeship Policy

As the employer, the objective is to have qualified and experienced staff, able to deliver the optimum standard of work.

Training is an investment in your people, and provides benefits for all parties.

Why have Traineeship policies?

A Training policy provides significant benefits to your company as well as for each individual staff member. Training allows your business to keep up with your competitors and helps build a completely effective and skilled workforce.

Benefits

- ✓ Staff retention will increase and staff turnover reduce
- ✓ The company receives Commonwealth Government incentive payments
- ✓ Training is provided free by the State Government
- ✓ Training will not disrupt normal operations as it is provided on-the-job
- ✓ A consistent standard of quality and customer service will be established and maintained nation wide
- ✓ A Career path will be created for all staff
- ✓ The company is exempt from Work cover levy and Payroll tax for the life of the traineeship
- ✓ On completion of course the staff member will receive a nationally recognised qualification

Benefits for Trainees:

- ✓ Trainees receive a nationally accredited qualification and can demonstrate transferable skills
- ✓ Trainees are provided with a career path
- ✓ Trainees receive formal training
- ✓ The training does not disrupt their commitments as it is delivered on the job

- ✓ Each training program is individual and acknowledges skills the trainee already exhibits
- ✓ The company pays the enrolment fee as a commitment to supporting the training investment and an acknowledgement that they want to provide this opportunity for their staff.

Who can be a Trainee?

Both existing and new employees may be eligible:

New Employees

New employees must have worked for less than three months full-time or less than twelve months part-time. These trainees may attract Government funding. The funding received may be used for other training needs.

Existing Employees

Existing employees are those who have been employed for more than three months full time or twelve months part time. They do not have their training paid for by the State Government. However, the Commonwealth Government may pay an Incentive payment. The funding received may be used for other training needs.

Eligibility for government funding. employees must:

- Must not hold a Certificate 3 or higher tertiary qualification
- Payment of the Incentives is linked to the trainee's progress. For example, if the trainee does not complete the training the employer would not receive the Completion Payment
- Must work for a minimum of 15 hours per week on average over one month
- Be an Australian citizen or permanent resident

What do I pay the trainee?

New employees can be paid the national training wage. Current wage and working hours are the same as normal for existing staff.

What if the trainee leaves?

If the trainee leaves the incentives will cease at that point. The employee may continue at their new employment providing the new employer agrees to take over the traineeship.

Can I dismiss a staff member on a traineeship?

Providing you have a good reason, you can dismiss a staff member on a traineeship. The same rules apply.

What happens at the end of the traineeship?

On completion of certificate II the trainee may choose to progress to certificate III.

Certificate III can progress to certificate IV (where it is available). When a trainee completes a traineeship a certificate is awarded. If the certificate is not completed, a statement of attainment detailing those units of competency successfully completed, will be awarded.

Why do I pay an enrolment fee?

All Registered Training Organisations are required an enrolment fee which covers administration and resource costs. RTO charge \$300 for new and for existing staff.

The Sign-up process

The following documents will be completed by the National Apprenticeship Center (NAC)

- ✓ Training Agreement
- ✓ Training Program Outline

Once the training agreement has been completed, it is lodged with state Government bodies, which assess the eligibility of the trainee, and assigns a registration number. Unless the trainee has already completed a qualification at an equivalent or higher level, they are eligible for incentives.

Recognition of other Registered Training Organisations

If you have a prior Qualification or a Statement of Attainment issued under the Australian Qualifications Framework from any state or territory by another RTO, The RTO will automatically give exemptions for those units of competency. Credit transfer will be provided.

Training resources

Each trainee is provided with resources which will be supplied the trainer. If you have any of your own training material and would like this incorporated into the traineeship, this can be discussed with your Business Development consultant.

Training in the workplace

At the first session, our trainer will guide the trainee through the training material and traineeship. The content of the material will be explained in detail to gain a clear understanding of the content and other resources. The units of competencies will also be outlined.

The trainer will informally conduct a training needs analysis. From this a training plan will be developed and a training timetable devised to suite

the employer.

RTO trainers have practical experience in the workplace and are aware of time restraints, in businesses operations. However as part of the traineeship the trainee must be released and their trainer will ensure as little disruption as possible.

Structured Training Withdrawal

Trainees are to be released from their routine duties for a minimum of 3 hours per week, this structured withdrawal time is allocated to complete work related projects etc. and practice skills being taught, which will ensure that the student will become competent and retain underpinned knowledge.