



Quick Start Guide

An employers quick start guide
to understanding traineeships
with Accredited Online Training

Covers:

What is a traineeship? What are the employer's responsibilities? Do students have to attend classes? and much more.



An Australian Government Initiative

**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.

Quick Start Guide

What is a traineeship?

A traineeship is a full-time or part-time employment based training arrangement. During the course of a traineeship, a trainee gains paid work and has the opportunity to learn new skills in a hands-on environment. On successful completion, the trainee earns a nationally recognised qualification. A traineeship is a valuable first step to a rewarding career.

What is the difference between a traineeship and an apprenticeship?

Traineeships are for existing workers as well as new entrants to the workplace. Apprenticeships are for workers beginning a new trade.

There are two types of traineeships:

Existing Worker Traineeship: The employee must be employed within the company for more than 3 months full time or for more than 12 months part time. Employees must work at least 21 hours per week to qualify as an 'Existing Worker'.

New Entrant Traineeship: The employee must be employed within the company for less than 3 months full time or for less than 12 months part time. Employees must work at least 21 hours per week to qualify as a 'New Entrant'.

Who pays for the existing worker training?

The Federal Government funds the existing worker traineeship of \$4000 per eligible trainee which is paid to the employer. This is paid over two installments:

- \$1500 on commencement
- \$2500 on completion

Two payment options are available:

Option 1: Pay upfront in full and receive a discount

- Diploma's - \$3150
- Certificate IV - \$2880

(Invoice to be paid within 7 days of receiving access to your online course)

Option 2: Commencement and Completion Payment

- \$1500 on commencement (Invoice from AOT is payable on receipt of the traineeship commencement payment from the Government)
- \$2500 on completion (Invoice from AOT is payable on receipt of the traineeship completion payment from the Government)

Who Pays for the New Entrant Traineeship?

The Federal Government funds the New Entrant Traineeship of \$4000 per eligible trainee which is paid to the employer. This is paid over two installments:

- \$1500 on commencement
- \$2500 on completion

Three payment options are available:

Option 1: Pay upfront in full and receive a discount

- Certificate II - \$1750
- Certificate III - \$2450
- Certificate IV - \$2880

(Invoice to be paid within 7 days of receiving access to your online course)

Option 2: Commencement and Completion Payment

- a. \$1500 on commencement (Invoice from AOT is payable on receipt of the traineeship commencement payment from the Government)
- b. \$2500 on completion (Invoice from AOT is payable on receipt of the traineeship completion payment from the Government)

Option 3: Administration Fee Payment (For NSW Only)

If the employee is classed as a New Entrant Trainee in NSW, the business will be able to keep all of the funding (up to \$4000), minus AOT's administration fee as follows:

Certificate IV Administration Fee for New Entrant	\$958
Certificate III Administration Fee for New Entrant	\$704
Certificate II Business Fee for New Entrant	\$450

What are a trainee's obligations?

- Cooperate with the employer in order to achieve the desired training outcomes;
- Attend the off-the-job, external or on-the-job training as required and apply themselves to the agreed training plan;
- Complete all of the work set by the Registered Training Organisation; and
- Keep a record of achievements both at work and training.

When can I start my traineeship course?

Trainees can commence their course at anytime of the year. Upon signing the traineeship contract with the Australian Apprenticeship Centre, and completing the enrolment form and training plan from AOT, the trainee will be given access to their online course to begin study.

What are my employer's responsibilities?

- Providing input to training plans
- Providing learners with opportunities for skills development
- Gathering evidence of on-the-job performance for assessment purposes
- Providing opportunities for learners to be withdrawn from routine work for the purpose of developing competence in other ways
- Completing documentation, for example, signing off on competence or verifying logbook entries to satisfaction of the licensing authority (if applicable)
- Ensuring duty of care and providing support

Why become a trainee?

- **Kick Start Your Career**

Career wise there's room to move up and a traineeship helps you gain more employable skills.

- **Earn While You Learn**

A trainee makes real money while they learn.

- **Do Interesting And Varied Work**

There are over 8 different traineeships to choose from with AOT

- **Learn On And Off The Job**

Learn new skills by working and training on the job and off the job with Accredited Online Training.

- **Gain Qualifications**

You can get a nationally recognised industry qualification which will give you an edge in the employment market.

Train your staff using nationally recognised qualifications through government funding at no cost to the employer!

Up skilling your staff creates higher staff morale, lowers staff turnover and increases productivity in the workplace.





Accredited Online Training

Traineeship - Payment Options

Company name: _____

Trainee name: _____

Qualification enrolled: _____

Payment options

1. Pay upfront in full and receive a discount (a, b, c, d)

(Invoice to be paid within 7 days of receiving access to your online course)

- a. Certificate II - \$1750 (New Entrant Traineeship)
- b. Certificate III - \$2450 (New Entrant Traineeship)
- c. Certificate IV - \$2880
- d. Diploma's - \$3150

2. Commencement and Completion Payment

- a. \$1500 on commencement (Invoice from AOT is payable on receipt of the traineeship commencement payment from the Government)
- b. \$2500 on completion (Invoice from AOT is payable on receipt of the traineeship completion payment from the Government)

3. Administration Fee Payment (For New Entrant Traineeship For NSW Only)

If the employee is classed as a New Entrant Trainee in NSW, the business will be able to keep all of the funding (up to \$4000), minus AOT's administration fee as follows:

Certificate IV Administration Fee for New Entrant	\$958
Certificate III Administration Fee for New Entrant	\$704
Certificate II Business Fee for New Entrant	\$450

I hereby confirm that I have been advised of all the payment options and I have selected the above payment option which is most suitable to the company and agree to honour the terms of payment.

Company authorised signatory

Date

If I have questions about my course who can I ask?

AOT have unlimited trainer support so you can contact them via a toll-free number or email throughout the program.

How long does a traineeship take to complete?

The nominal time provided to complete the traineeship will depend on the course you are undertaking. Generally speaking a Certificate IV qualification is 24 months and a Diploma qualification is 36 months.

Can I complete my traineeship early?

If a candidate completes a qualification in less than the contracted term, they may be required to complete an early completion form, provided by The Apprenticeship Centre. There are no restrictions around early completion as outcomes and achievement of job competency is the paramount consideration.

Do students have to attend classes?

The course is delivered online and the traineeship is workplace based, so the training is in the online and work environment. Online resources, activities and reading materials are used to enhance the workplace learning and assist with developing underpinning skills and knowledge.

As the majority of the learning takes place in the workplace, participants must be given 3 hours per week outside normal duties (in work time) to work on training activities. This may depend on your working conditions e.g. part time or full time and it can also vary for Certificate II or III courses.

Do students have to sit exams?

No. The program is competency based. Assessment is based on portfolio evidence, workplace assessments or online assessments.

If an assessment requires me to access workplace information, such as policies and procedures and I can't access these as the workplace doesn't have any in place, what should I do?

AOT provides a simulated workplace and you are able to refer to the Global Star Enterprises policies and procedures and even use them to develop your own and implement back into the workplace.

What is the eligibility criteria to access Government Funded Training?

In order to be eligible you will need to meet the following criteria.

You must

- be employed full time or part time on a permanent basis
- have a supervisor above you in the workplace to monitor your training
- be an Australian citizen/ permanent resident or a NZ citizen with more than 6 months residency in Australia
- not hold a Diploma qualification or higher

To confirm your staffs eligibility please complete the 60 Second Qualifying Tool on www.traineeshipaustralia.com.au

If my staff member leaves the company during the traineeship, what impact will this have on me?

If an employee leaves his/her employment, you will need to cancel the traineeship with the trainee. This means you will not receive the completion payment from the Government and will not have to pay AOT the completion payment. The trainee can recommence their traineeship with their new employer and will have a maximum of 7 yrs to recommence. However it is best to recommence within 12 months because the training package can change and this could affect recommencing.

Will my wage be affected if I enter into a Traineeship?

Existing workers that enter into their traineeships cannot have their wages affected. Its only if a new employee is going to commence employment as a trainee that they can negotiate traineeship wages.

Who do i contact if i have further questions?

Please feel free to contact us for further details.

Phone: 1300 72 66 34

Email: traineeships@aot.edu.au

Web: www.traineeshipaustralia.com.au

Courses available in each state through the Existing Worker Traineeship program:

Queensland (QLD)	New South Wales (NSW)
<p>Diploma Level: Diploma of Management Diploma of Project Management</p> <p>Certificate IV Level: Certificate IV in Business Certificate IV in Business Administration Certificate IV in Frontline Management Certificate IV in Project Management Certificate IV in Small Business Management Certificate IV in Human Resources Cert IV in Training and Assessment (Attracts Qld State Funding of \$575. \$1000 self-fund)</p>	<p>Diploma Level: Diploma of Management Diploma of Business Diploma of Human Resource Management</p> <p>Certificate IV Level: Certificate IV in Business Certificate IV in Business Administration Certificate IV in Frontline Management Certificate IV in Human Resources Certificate IV in Small Business Management</p>
Tasmania (TAS)	South Australia (SA)
<p>Diploma Level: Diploma of Project Management Diploma of Management Diploma of Business Diploma of Business Administration Diploma of Human Resource Management</p> <p>Certificate IV Level: Certificate IV in Business Certificate IV in Business Administration Certificate IV in Frontline Management Certificate IV in Human Resources Certificate IV in Project Management Certificate IV in Small Business Management</p> <p>Certificate III Level: Certificate III Business Administration</p>	<p>Diploma Level: Diploma of Management Diploma of Business Diploma of Business Administration</p> <p>Certificate IV Level: Certificate IV in Business Certificate IV in Business Administration Certificate IV in Frontline Management Cert IV in Training and Assessment</p>

Western Australia (WA)	Northern Territory (NT)
No Existing Worker Traineeships available through AOT with government funding	Certificate IV Level: Certificate IV in Business Administration
Victoria (VIC)	Australian Capital Territory (ACT)
Diploma Level: Diploma of Management Diploma of Business Diploma of Human Resource Certificate IV Level: Certificate IV in Business Administration	Diploma Level: Diploma of Management Certificate IV Level: Certificate IV in Business Certificate IV in Business Administration Certificate IV in Frontline Management Certificate IV in Small Business Management Cert IV in Training and Assessment Certificate III Level: Certificate III Business Administration

Courses available in each state through the New Entrant Traineeship program:

Queensland (QLD)	New South Wales (NSW)
Certificate III Level: Certificate III Business Administration Certificate II Level: Certificate II Business	Certificate IV Level: Certificate IV in Business Certificate IV in Business Administration Certificate IV in Frontline Management Certificate IV in Human Resources Certificate IV in Small Business Management (All Certificate IV's listed above attract NSW State User Choice funding for a New Entrant) Certificate III Level: Certificate III Business Administration (Certificate III attracts NSW State User Choice funding for a New Entrant) Certificate II Level: Certificate II Business

Tasmania (TAS)	South Australia (SA)
Certificate II Level: Certificate II Business	Certificate IV Level: Certificate IV in Project Management
Western Australia (WA)	Northern Territory (NT)
Certificate II Level: Certificate II Business Certificate III Level: Certificate III Business Administration Certificate IV Level: Certificate IV in Business Certificate IV in Business Administration Certificate IV in Human Resources	Certificate II Level: Certificate II Business Certificate IV Level: Certificate IV in Project Management
Victoria (VIC)	Australian Capital Territory (ACT)
Certificate II Level: Certificate II Business Certificate IV Level: Certificate IV in Project Management	Certificate II Level: Certificate II Business