

Apprenticeship and Traineeship guide



Apprenticeships, traineeships and pre-apprenticeships

You can earn while you learn.

What is an apprenticeship?

Apprenticeships combine formal training and employment so you can earn while you learn. An apprenticeship teaches you relevant industry skills while you work towards an accredited qualification in your chosen trade.

Apprenticeships combine a training contract with employment. Contract duration can be anywhere between three and four years. Training happens one day a week or on 'block release' which is four or five days in a row every six to eight weeks.

Example of a typical apprenticeship timetable

Apprenticeship day release

M	T	W	T	F
Work	Work	TAFE	Work	Work

Apprenticeship block release

M	T	W	T	F
Work	Work	Work	Work	Work
Work	Work	Work	Work	Work
TAFE	TAFE	TAFE	TAFE	TAFE
Work	Work	Work	Work	Work

Note: Timetables can be different depending on the apprenticeship or traineeship.



What is a school-based apprenticeship or traineeship?

You can start an apprenticeship or traineeship while you're still at school. This is a school-based apprenticeship or traineeship (SBAT).

The best part is you're paid for your time at work, including the time spent in training. When you complete all course requirements, you gain an accredited qualification.

Like apprentices and trainees, you must have a training contract and be paid for your work by an employer. You must be over 15 years of age and enrolled in VCE, VCE-Vocational Major (VM) and Victorian Pathway Certificate (VPC).

Your secondary school must endorse the training plan to ensure the training will contribute to your secondary school studies.

An SBAT can lead to a full-time apprenticeship or traineeship after you complete secondary school studies.

A typical week as an SBAT could be a combination of secondary school, work and TAFE throughout the week. Your exact SBAT timetable will be negotiated with you, your employer, your school and Chisholm. Many SBATs are based on the block release model so you may spend two days at work each week and then negotiate to attend block releases throughout the year. With some trades, you will be required to attend TAFE in a week block. It depends on the industry that you choose.

Example of a typical SBAT timetable

M	T	W	T	F
School	Work	TAFE	Work	School

A number of SBAT programs can provide full or part credit towards VCE, VCE-VM and VPC. Check with your school to see how an SBAT fits with your school studies.

What is a pre-apprenticeship?

Pre-apprenticeships are Certificate II level courses. They can introduce you to a trade before you start an apprenticeship or long-term study. Pre-apprenticeships can also be a great way to learn new skills for your personal use.

You don't need work experience or employment to start a pre-apprenticeship. You'll gain relevant industry skills that may help you gain an apprenticeship.

Courses can take up to 6 months (full time) or 12 months (part time) to complete and may reduce your time as an apprentice if you continue in the same field.

We currently offer more than 20 pre-apprenticeship courses.

What is a traineeship?

Like an apprenticeship, a traineeship combines paid practical work and formal training. Traineeships are generally non-trade related. A traineeship can be either full time or part time and can take between one and two years to complete.



Learn more about apprenticeships and traineeships

Visit chisholm.edu.au/apprenticeships.

Apprenticeships, traineeships and pre-apprenticeships

Apprenticeship and traineeship career areas

We offer pre-apprenticeships, apprenticeships, traineeships and vocational qualifications in:

Aquatics	T
Automotive – light vehicle, heavy commercial vehicle, mobile plant, body repair, refinishing	A, P
Bricklaying	A, P
Building and construction	A, P
Business	T
Cabinet making	A
Carpentry	A, P
Commercial cookery	A
Dental assisting	T
Early childhood education and care	T
Electrical	A, P
Engineering – fabrication, mechanical and CNC programming	A, P
Hairdressing and barbering	A, P
Hospitality	T
Individual support	T
Information technology (IT)	T
Landscape construction	A
Plumbing	A, P
Work, health and safety	T

A = apprenticeship, P = pre-apprenticeship, T = traineeship

For a comprehensive list of courses – pre-apprenticeships, apprenticeships and traineeships – including eligibility, entry requirements and campus locations, visit chisholm.edu.au/apprenticeships.

Courses are correct at time of print and subject to change.

How do I get an apprenticeship/traineeship?



Once you've found an apprenticeship or traineeship, your employer must arrange a training contract. This is done with an Apprenticeship Network Provider (ANP). They'll register you as an apprentice/trainee through the Victorian Registration and Qualification Authority. The registration process can take up to three months so it's important to talk to the ANP as soon as

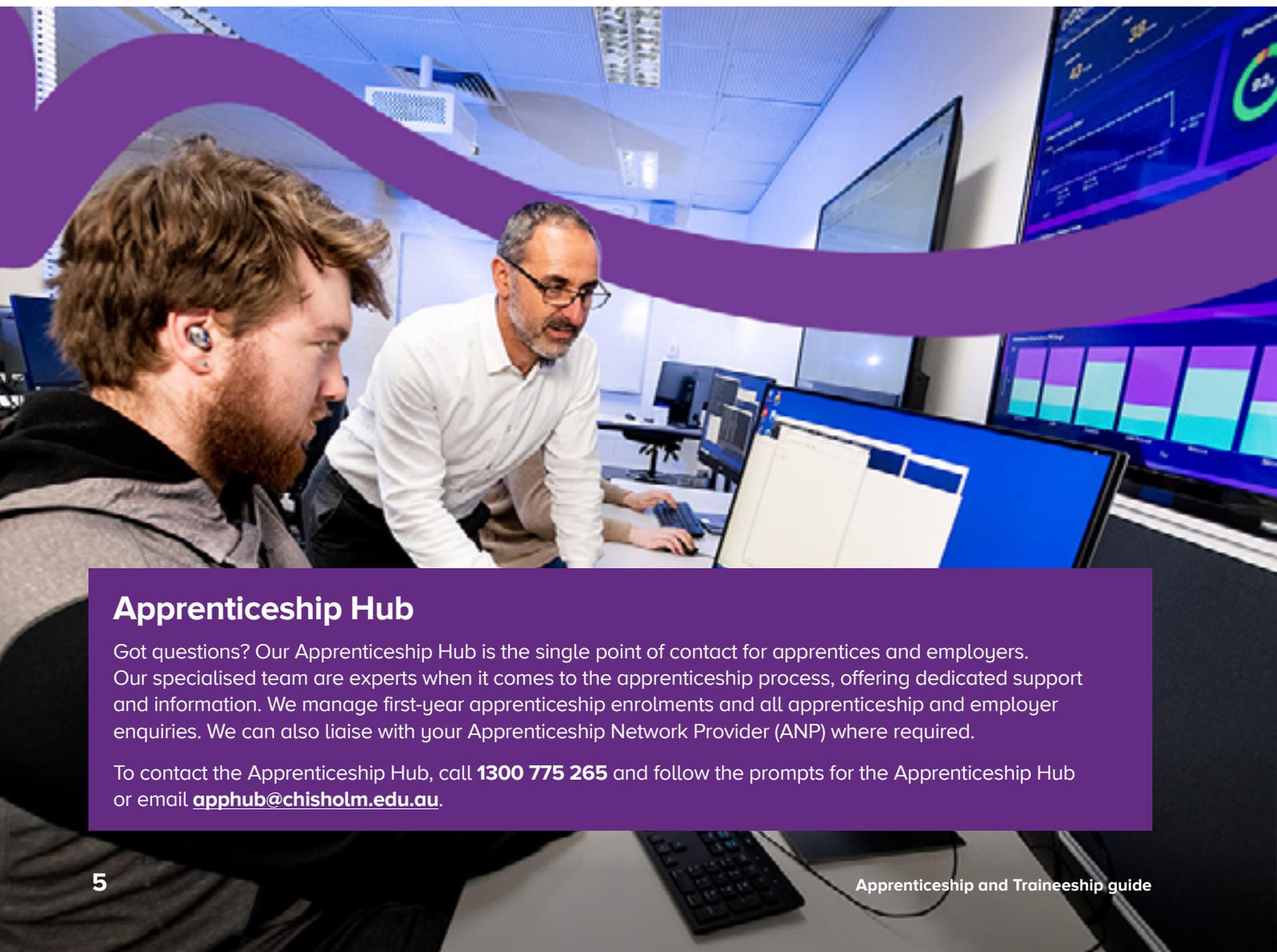
you start your apprenticeship. Once you've registered, your employer is required to enrol you with your chosen registered training organisation within 90 days of the training contract commencement date. For more information contact the Apprenticeship Hub on **1300 775 265** and follow the prompts to the Apprenticeship Hub or email apphub@chisholm.edu.au.

Apprenticeships and traineeships

Why choose us for your apprenticeship or traineeship?

We work closely with industry, community and government to identify knowledge and skills that are needed now and in the future. That way, we make sure our training produces the best industry qualified people and staff.

- > 7500+ apprentices and trainees in 2022
- > 20 years' experience in apprenticeship and traineeship course delivery
- > Specialised student support services
- > Experienced industry-expert educators
- > Modern facilities and technology
- > Strong industry partnerships
- > Relevant training based on industry needs
- > Clear study pathways
- > Government funding for eligible students
- > Award-winning apprentices
- > Dedicated to providing individual support
- > Inclusive learning environment
- > Supportive educators
- > Hands-on, real world, holistic training
- > A dedicated Apprenticeship Hub to provide support
- > Opportunities to participate in industry awards (WorldSkills, industry association awards, Chisholm Education Awards, Victorian Training Awards).



Apprenticeship Hub

Got questions? Our Apprenticeship Hub is the single point of contact for apprentices and employers. Our specialised team are experts when it comes to the apprenticeship process, offering dedicated support and information. We manage first-year apprenticeship enrolments and all apprenticeship and employer enquiries. We can also liaise with your Apprenticeship Network Provider (ANP) where required.

To contact the Apprenticeship Hub, call **1300 775 265** and follow the prompts for the Apprenticeship Hub or email apphub@chisholm.edu.au.

Finding an apprenticeship or traineeship

To find an apprenticeship or traineeship, start by getting your resume ready and then search for an employer. There are many ways to find a job:

- > Search job websites online such as **www.workforceaustralia.gov.au**, **seek.com.au** or LinkedIn.
- > Register yourself with the Chisholm Skills and Jobs Centre **(03) 9212 4909** or email **skillsandjobs@chisholm.edu.au**.
- > Go through print and online newspapers for vacancies
- > Search online job boards on social media such as Facebook and LinkedIn
- > Search the Apprenticeship Employment Network **www.aen.org.au**
- > Talk to Centrelink about using Job Active **www.workforceaustralia.gov.au**
- > Job Active centres may be able to assist you in identifying employers interested in taking on Australian apprenticeship and traineeships.
- > Visit Jobs and Workplace on **www.australia.gov.au**
- > Contact the Australian Apprenticeship Support network Call **13 38 73** or visit **www.australianapprenticeships.gov.au**
- > Word of mouth is the oldest and best form of marketing yourself. Tell everyone you know, including family and friends that you are looking for an apprenticeship and traineeship.
- > Prepare a list of employers such as plumbers, electricians, business administrations, cookery and ask if you can put a 'looking for work' notice on their noticeboard.
- > Phone or email your resume and cover letter to companies that you would like to work for. Include your name, contact details, the type of apprenticeship or traineeship you are seeking, and where applicable, if you have completed a pre-apprenticeship course.
- > Visit work sites and obtain managers contact details, these are often placed in view at building sites.
- > Drop into suppliers and wholesalers and ask if you can put a notice on their noticeboard or ask for business cards from their customers. E.g. Middy's electrical or L&H Wholesalers for electrical; timberyards for carpentry apprenticeships; or for those seeking plumbing apprenticeships – plumbing suppliers or places like Reece Plumbing Group.
- > Find trades, small business, or jobs focused Facebook groups or community groups to put up notices of your interest in obtaining an apprenticeship or traineeship.

Useful Links

- > chisholm.edu.au/apprenticeships
- > australianapprenticeships.gov.au
- > aen.org.au
- > [LinkedIn.com](https://www.linkedin.com)
- > seek.com.au
- > aatinfo.com.au
- > labourmarketinsights.gov.au
- > apprenticeships.vic.gov.au

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Correct at time of print. Subject to change. Visit [chisholm.edu.au](https://www.chisholm.edu.au) for the latest course and enrolment information.

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