Guide to Australian Apprenticeships and Traineeships

Your career starts here: www.ballarat.edu.au
Apprenticeships and traineeships are a great way to combine paid work and training to receive a national qualification.

There are hundreds of apprenticeship and traineeship pathways in most industries.

To do an apprenticeship or traineeship you must have a job with an employer. Apprentices and trainees learn valuable industry skills and gain workplace experience. The training can take place either in the workplace, or at the University of Ballarat. Over the time you are undertaking your apprenticeship or traineeship, you will experience a combination of training methods to achieve your qualification.

You will be required to sign a contact of training which is registered with the government.

The main difference between apprenticeships and traineeships is the level of commitment that both the apprentice and trainee make.

When you approach an employer for a job:

- Ask whether training is available.
- Ask if that training can be done as an apprenticeship or traineeship.

Apprenticeships
- An employer agrees to employ you for the term of the apprenticeship.
- You agree to follow instruction and attend required off-the-job and/or workplace-based training.
- In the instance when the employer has an apprentice and sells the business, the apprentice’s training contract is continued with the new business owners.
- Once your probationary period of the training contract has passed, all parties must agree in order for the contract to be cancelled.
- Apprenticeships usually take 3–4 years of full-time employment and training.

Traineeships
- An employer agrees to employ you for the term of the traineeship.
- You agree to follow instruction and attend structured training.
- If an employer sells the business, the new owner is not obligated to keep you as a trainee.
- Mutual agreement is not required if you or your employer wish to end the traineeship.
- Traineeships usually take 12–18 months of full-time employment and training.
Training for some apprenticeships and traineeships require you attend trade school, and others can be done entirely at your workplace. You can start an apprenticeship or traineeship full-time or part-time.

What are Pre-Apprenticeships?
Pre-Apprenticeship programs are designed to prepare you to enter an apprenticeship by teaching you the basic skills required in that industry. Pre-Apprenticeships generally take 16 weeks of full-time study to complete, and in some cases the training you do in a pre-apprenticeship can count towards your apprenticeship.

Unlike apprenticeships, you do not have to be employed to start the program. Completion of a pre-apprenticeship program will increase your prospects of finding an apprenticeship or traineeship in your chosen industry.

What is the difference between doing a VCE VET (VETiS) program and an apprenticeship or traineeship?
Both offer you the opportunity to achieve a national qualification. However the main differences are the certificate level and the type training agreement you have with your employer.

Look for quality training programs that have a nationally recognised qualification.

What is a School-Based Apprenticeship?
Some students, with support from their school can start a School-Based Apprenticeship.

You can gain credits towards your VCE or VCAL and it involves at least one day per week timetabled to be spent on the job or in training during the normal school week.

Pathway and vocational career opportunities may include jobs in the following industries

- Agriculture
- Automotive
- Baking
- Building & Construction
- Conservation and Land Management
- Electro-technology
- Engineering
- Food Processing
- Furniture
- Hair and Beauty
- Horticulture
- Hospitality
- Manufacturing
- Meat
- Plumbing

We offer a wide range of pre-apprenticeship and preparatory programs as outlined in the following pages.

For all enquiries call our infoline in 1800 811 711.
Building & Construction

Are you interested in Building & Construction?
• Building
• Furnishing
• Cabinet assembly
• Wood assembly
• Wood machining
• Cabinet making
• Joinery
• Chair and couch making
• General construction
• Bricklaying/blocklaying
• Painting and decorating
• Building construction administration
• Carpentry
• Electrical
• Plumbing

Look for an apprenticeship or traineeship in one of the following areas:
• Plumbing
• Carpentry
• Building
• Bricklaying
• Painting and decorating
• Joinery
• Cabinet making
• Furnishing
• Electrical
• Technical/Telecommunications Cabling

What do I need to do?
• Continue secondary school. Employers look for apprentices and trainees who have good numerical and English skills.
• Think about increasing your chances of employment by completing a pre-apprenticeship program at the University of Ballarat
• Check our website for the latest program information
  Certificate II in Building and Construction (Bricklaying)
  Certificate II in Building and Construction (Carpentry)
  Certificate II in Building and Construction (Painting and Decorating)
  Certificate II in Construction Pathways (Joinery)
  Certificate II in Electro-technology Studies
  Certificate II in Plumbing (Pre-Vocational)
• Find an employer willing to employ you as an apprentice or trainee.
Automotive & Engineering

Do you like designing and making things with metal?
Do you want to repair or modify your own car?
Would you like to construct something?
Are you interested in advanced manufacturing technology?

Are you interested in Engineering & Automotive industries?
- Fabrication/welding
- Sheet metal
- Fitting and machining
- Plant maintenance
- Automotive
- Mechanical engineering
- Civil engineering
- Production engineering
- Technician

Look for an apprenticeship or traineeship in one of the following areas:
- Motor mechanic
- Mechanical engineering
- Fabrication/welding
- Engineering
- Machining/maintenance
- CAD Drafting

What do I need to do?
- Continue secondary school. Employers look for apprentices and trainees who have good numerical and English skills.
- Think about increasing your chances of employment by completing a pre-apprenticeship program at the University of Ballarat
- Check our website for the latest program information – Certificate II in Automotive Technology Studies
- Certificate II in Engineering Studies
- Find an employer willing to employ you as an apprentice or trainee.

Hair & Beauty

Would you like to be a hairdresser?
Are you creative?

Are you interested in Hairdressing and Beauty industry?
Look for an apprenticeship or traineeship in one of the following areas:
- Hairdressing
- Beauty therapy
- Cosmetic retail sales
- Nail technology
- Salon management
- Resort work
- Working in a day spa
- Being a hair and make-up artist in the TV, film and theatre industry

What do I need to do?
- Continue secondary school. Employers look for apprentices and trainees who have good numerical and English skills.
- Check our website for the latest program information – Certificates II & III in Hairdressing
- Certificate II in Nail Technology
- Certificate II in Retail Make-Up and Skin Care
- Certificate III in Beauty
- Diploma of Beauty Therapy
- Find an employer willing to employ you as an apprentice or trainee.
Hospitality and Tourism

Are you keen to get a job that will allow you to work and travel in Australia, or overseas?

The hospitality and tourism industry offers fantastic employment opportunities all over the world.

- Commercial cookery, catering operations, large-scale food processing outlets, hospitals and specialist cookery eg. Asian
- Kitchen work and short order cooking
- Food and beverage work – including fine dining, barista (coffee service), and sommelier (wine waiter)
- Front office work
- Housekeeping
- Working as a concierge or porter
- Customer service, sales and marketing
- Working in restaurants, cafes, bars, function centres, pubs, clubs or hotels?

Hospitality & Tourism

- Accommodation – hotels, motels, B&Bs, boutique hotels, caravan parks
- Function/convention centres or large scale catering operations

Tourism

- Tour guides at tourist attractions, theme parks and specialist attractions (such as wineries)
- Meetings and events assistants
- Tourist attractions and theme parks assistants
- Tourism sales, marketing assistants and office operations
- Visitor information services
- Tour operators – airlines, cruise boats, bus companies
- Museums, entertainment and sporting attractions
- Local government eg. Land management, environment, outdoor recreation areas

What do I need to do?

Look for an apprenticeship or traineeship in one of the following areas:

- Accommodation – hotels, motels, B&Bs, boutique hotels, caravan parks
- Function/convention centres or large scale catering operations

What do I need to do?

- Continue secondary school. Employers look for apprentices and trainees who have good numerical and English skills.
- Check our website for the latest program information – Certificate I & II in Information Technology
- Find an employer willing to employ you as an apprentice or trainee.

Are you interested in Business?

Look for an apprenticeship or traineeship in one of the following areas:

- Administration
- Information technology
- Supervision
- Retail

What do I need to do?

- Continue secondary school. Employers look for apprentices and trainees who have good numerical and English skills.
- Check our website for the latest program information – Certificate I & II in Information Technology
- Find an employer willing to employ you as an apprentice or trainee.

Business

Would you like to work in an office?
Would you like to be a reception person in an office?
Do you see yourself in a retail outlet?
Would you like to work on the IT help/support desk?

Are you interested in Business?

Look for an apprenticeship or traineeship in one of the following areas:

- Administration
- Information technology
- Supervision
- Retail

What do I need to do?

- Continue secondary school. Employers look for apprentices and trainees who have good numerical and English skills.
- Check our website for the latest program information – Certificate I & II in Information Technology
- Find an employer willing to employ you as an apprentice or trainee.
Food Industry

Would you like to work in the food or service industries?

Are you interested in the Food Industry?
Look for an apprenticeship or traineeship in one of the following areas:

- Food technology
- Food quality assurance
- Food research development
- Food production management
- Baking
- Commercial cookery
- Pastry cooking
- Meat industry
- Food processing
- Baking
- Pastry cooking
- Bread making
- Meat processing
- Smallgoods manufacturing
- Meat retailing
- Abattoir work
- Laboratory
- Meat safety

What do I need to do?

- Continue secondary school. Employers look for apprentices and trainees who have good numerical and English skills.
- Check our website for the latest program information – Certificate II in Food Processing
Certificate II in Meat Processing
Certificate II in Laboratory Skills
- Find an employer willing to employ you as an apprentice or trainee.

Agriculture

Would you like to work in the great outdoors?
Would you like to work with high-tech machinery and equipment?
Are you interested in Agriculture?

Are you interested in Agriculture?
Look for an apprenticeship or traineeship in one of the following areas:

Agriculture
- Crop production
- Livestock production
- Sustainable agriculture
- Agriculture machinery operation
- Agricultural marketing
- Agriculture service industries
- Beef cattle production
- General agriculture
- Grain production
- Rural operations

Forestry
- Forest harvesting

Horticulture
- Landscape gardening
- Working in botanical gardens, nurseries, council parks and gardens
- Maintaining bowling greens, golf courses, orchards or football/cricket ovals etc.
- Parks and gardens
- Landscaping
- Nursery (wholesale and retail)
- Turf management
- General horticulture

What do I need to do?

- Continue secondary school. Employers look for apprentices and trainees who have good numerical and English skills.
- Check our website for the latest program information – Certificate II in Agriculture
- Find an employer willing to employ you as an apprentice or trainee.
Health and Human Services

Would you like to care for people? Do you like working with others?

Are you interested in:
- Childcare work
- Aged care work
- Working with people who have a disability
- Community welfare work
- Alcohol and other drug work

Look for an apprenticeship or traineeship in one of the following areas:
- Children’s services
- Aged care work
- Disability
- Patient services
- Health – nursing
- Therapeutic Massage

What do I need to do?
- Continue secondary school. Employers look for apprentices and trainees who have good numerical and English skills.
- Find an employer willing to employ you as an apprentice or trainee.
- Check our website for the latest program information – Certificate II in Community Services
  Certificate IV in Allied Health Assistance

Other pathways to UB programs
- CGEA Youth Programs
- VET English Language
- Vocational Preparation Programs
- VCAL Programs (UB Tec)
- Higher Education Foundation and English Language Programs (FAST)

Want to find out more?
To find out more about starting an apprenticeship or traineeship speak to the following people:
- Your careers advisor.
- Family and friends.
- Staff at the University of Ballarat.

Publications
- University of Ballarat Program Guide

1800 811 711
www.ballarat.edu.au/programfinder
info@ballarat.edu.au
Open Days

Sunday 26 August 2012
Sunday 25 August 2013

Ballarat Campuses
www.ballarat.edu.au/openday

1800 811 711
www.ballarat.edu.au
info@ballarat.edu.au

Information in this brochure was current at the time of printing, July 2012. The University reserves the right to alter any program, procedure, regulation or fee.

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