



What is an apprenticeship or traineeship?

Apprenticeships and traineeships combine structured training with practical experience working for an employer. As an apprentice or trainee, you are paid for your work. At the completion of your training you receive a nationally accredited qualification plus you have gained substantial experience in the field in which you have trained.

Apprenticeships and traineeships can be full-time, part-time or school-based. A school-based apprenticeship or traineeship (SAT) allows you to start your training while you are still at school. It will also contribute credit towards your Queensland Certificate of Education. Use the following websites to learn more about school-based and post school apprenticeships and traineeships:

<https://training.qld.gov.au/apprenticeshipsinfo/school-based>

<https://www.qld.gov.au/education/apprenticeships/school-based/>

<https://www.qld.gov.au/education/apprenticeships/about>

Traineeships vary in length from one to three years, while apprenticeships can take up to four years full-time to complete. Whether you are required to do an apprenticeship or a traineeship depends on the job and industry. For example, construction trades require an apprenticeship, while many hospitality industry and beauty industry jobs require a traineeship.

What types of apprenticeships and traineeships are there?

Apprenticeships and traineeships are available in over 500 jobs within a broad range of industries. You can see the apprenticeships and traineeships available in Queensland on the QTIS website at <http://www.qtis.training.qld.gov.au/Apprenticeship>. For more information, call the Apprenticeships Info line on 1800 210 210.

How do you obtain an apprenticeship or traineeship?

The following information will help start you on the road to obtaining an apprenticeship or traineeship. More detailed information can be obtained from the websites in this handout and from your school VET coordinator and guidance counsellor/officer.

1. Decide what sort of apprenticeship or traineeship you want.

Use the apprenticeship and traineeship lists on the QTIS website to identify up to five jobs that interest you. This is your job ideas list. Research these jobs to help you select the job you most like. Use the following strategies:

- read about the jobs on the QTIS website, the 'Occupations' section on the myfuture website at <http://www.myfuture.edu.au> or the Good Careers Guide website at <https://www.gooduniversitiesguide.com.au/careers-guide>.
- talk to people already in the job
- try the job by doing work experience (your school may help you organise this)



- think about what you have found out and how this fits with what you want to do in the future.

Prioritise your job ideas list. Put the job you are most interested in at the top.

2. Develop your resume

The purpose of a resume is to help you gain an interview with an employer (you need an employer to become an apprentice or trainee).

The following websites can help you develop your resume:

- Careerone Career Advice <http://career-advice.careerone.com.au/>
- Australian Apprenticeships Pathways – Step 1: Preparation <http://www.aapathways.com.au/Self-Help/Getting-Started>
- Youth Central <http://www.youthcentral.vic.gov.au/jobs-careers/applying-for-jobs>.

3. Find an employer

There are several ways to find employers who are looking for apprentices/trainees. These include:

- visit Centrelink to see if you are eligible for help to find an apprenticeship/traineeship
- read newspapers that have job ads (e.g. 'Careerone' in the *Saturday Courier-Mail*)
- search the Internet:
 - Job Active <http://jobsearch.gov.au/>
 - Seek <http://www.seek.com.au/> (use 'apprentice' as the keyword)
 - Careerone <http://www.careerone.com.au/> (use 'apprentice' as the keyword)
 - Apprenticeship Central <http://www.apprenticeshipcentral.com.au>
 - Australian Defence Force <http://www.defencejobs.gov.au/> (do a search for 'apprenticeships')
 - Adzuna <http://www.adzuna.com.au/>
- check out school and community notice boards
- Contact Group training organisations in Queensland <https://www.australianapprenticeships.gov.au/gto-listing>
- contact trade and professional associations <https://training.qld.gov.au/training/osqrecognition/associations>
- approach previous employers e.g. from work experience or part-time work
- talk to your school VET coordinator and guidance counsellor/officer.

Don't be afraid to approach employers who have not advertised a vacancy. Many jobs are obtained through contacts. Explore your social network, including your extended family, friends, neighbours, etc. See 'Job Hunting' at <http://www.aapathways.com.au/Self-Help/Step-by-Step-Guide> for tips on developing and using your job search network.



4. What if I can't find an employer?

To improve your chances of obtaining an apprenticeship or traineeship, you could consider completing a pre-apprenticeship course or another certificate level course related to the area of work in which you are interested. Use the following websites to find out about pre-apprenticeship courses:

- TAFE Queensland Skillstech <https://international.tafeqld.edu.au/study-with-us/locations/skillstech> and search for 'Pre-apprenticeship courses'
- Pre-apprenticeship Course Finder <http://www.aatinfo.com.au/Search/Preapprenticeships/Course-Finder>.

5. What happens when I find an employer?

Your employer will contact an Australian Apprenticeship Support Network provider to organise the signing of an official training contract (you, the employer and your parents, if you are under the age of 18 years, sign the contract). Also, your employer will select a training organisation (e.g. TAFE or another registered training organisation) to develop and deliver your training plan (off the job learning).

All apprenticeships and traineeships have a probation period. During this time, you and your employer decide whether you want to continue your employment. This is a time when you evaluate whether you are sure that this is the employment pathway you want to follow.

Other helpful websites

- Australian Apprenticeships <http://www.australianapprenticeships.gov.au/>
- Australian Apprenticeships Pathways <http://www.aapathways.com.au/Home>
- Australian Apprenticeship Support Network <http://www.australianapprenticeships.gov.au/australian-apprenticeship-support-network>
- Apprenticeships Info <http://apprenticeshipsinfo.qld.gov.au/>
- Indigenous Initiatives <https://www.humanservices.gov.au/organisations/about-us/careers/indigenous-apprenticeships-programme>
- Disability Initiatives <https://www.australianapprenticeships.gov.au/programs/support-australian-apprentices-disability>