

## **What is Employment Based Training?**

Training that is done when you are employed is called 'employment based training'. The two forms of employment based training available are traineeships and apprenticeships.

## **What is an Apprenticeship?**

An apprenticeship is a full-time employment-based training program usually of three or four years' duration which leads to a nationally recognised trade qualification. A combination of on-the-job and off-the-job training enables the apprentice to obtain all the necessary skills. A registered Training Organisation (RTO) provides the off-the-job training requirement and will develop an individual training plan for the apprentice.

## **What is a Traineeship?**

A traineeship is a full or part-time employment-based training program which usually leads to a nationally recognised qualification. Some employers are able to offer training on-the-job while others welcome the opportunity for trainees to receive a combination of on-and-off-the-job training, usually with the involvement of a Registered Training Organisation (RTO).

## **What is a Pre-apprenticeship?**

A pre-apprenticeship is a qualification that can lead to a direct apprenticeship offer. These courses are delivered by RTOs in a simulated work environment with a set component required to be done on-the-job.

## **What benefits are there for Employers?**

Traineeships produce a more productive worker who is familiar with your business and trained for your industry. Benefits are;

- Improved industry standards as a result of more relevant training through the Training Package
- A better trained, more versatile and multi-skilled worker
- Industry support
- Control over recruitment process
- Employing the person of your choice
- Financial incentives from the Government: for further information refer to [www.apprenticeships.training.wa.gov.au](http://www.apprenticeships.training.wa.gov.au)

## **What benefits are there for Trainees/Apprentices?**

- Paid to learn on-the-job
- Gain both a qualification and experience which gives the edge over other people entering the workforce
- Obtain the opportunity to be employed in your chosen area of industry
- Learn new skills by working and learning on and off-the-job with your employer and a Registered Training Organisation (RTO)

## **What is a Training Package?**

A Training Package is a set of nationally endorsed competency standards, guidelines and qualifications developed by industry to meet their training needs.

The need for a multi-skilled workforce able to perform a variety of tasks has been reflected in the development of the National Training Package which will allow for transportability of qualifications throughout Australia. These qualifications range from a Certificate I to a Certificate IV.

Training Packages have the following benefits:

- Developed by industry for industry
- They contain nationally recognised qualifications
- Encourage on-the-job training
- Provide many pathways to competency
- Simple and affordable training and provides greater flexibility for industry.

Competency Standards are developed by industry and identify the skills and knowledge workers need in order to be able to perform tasks in the workplace.

## **What is Skills Recognition?**

Skills recognition is the recognition of competencies currently held regardless of how, when or where the learning occurred, including formal or informal training and education, work experience or general life experience.

To achieve recognition you need to provide suitable evidence that you are currently competent as assessed against the industry's competency standards. The evidence may take a variety of forms and could include:

- Certificates
- References from past and current employers and co-workers
- Testimonials from clients
- Work samples
- Written tests
- Practical test carried out in a simulated work environment

## **What wages and financial assistance apply to Apprenticeships and Traineeships?**

Trainees and apprentices are paid according to the Industry Award which regulates the wages and conditions of their employment.

Employers are eligible to receive financial incentive payments from the State and/or Federal Governments to help reduce the cost of training.

For further information, please contact the Wageline website at: [www.wagenet.gov.au](http://www.wagenet.gov.au) or the New Apprenticeships website at: [www.australianapprenticeships.gov.au/employer/incentives.asp](http://www.australianapprenticeships.gov.au/employer/incentives.asp)

Employers are exempt from payroll tax in respect of all trainees.

## **What is Pre-employment?**

As the name suggests, pre-employment training is a training that is undertaken before the person is employed.

There are three types of pre-employment training available:

- Vet in schools
- School Apprenticeship Link
- Pre-employment/pre-apprenticeship

### **Vet in Schools**

These programs are made up of two components – a classroom component and a period of work placement. On successful completion of the training a student receives a Certificate. This Certificate and the practical experience associated with it are well regarded by potential employers.

Another advantage of these programs is that the competencies attained by the student are credited towards the “off-the-job” training component of a full apprenticeship.

Your careers teacher will be able to advise you on the availability and course requirements of VET in Schools training in your area.

### **School Apprenticeship Link**

School Apprenticeship Link (SAL) is an opportunity for young people still attending school and enrolled in the Western Australian Certificate of Education (WACE) to be one step ahead of other young people who want to take up an apprenticeship. SAL provides an opportunity for students to get a real taste of what the workplace is all about.

SAL Phase I in Year 11 is delivered as a Family of Trades within an industry and SAL Phase II in Year 12 the student chooses the trade in which they are interested and commences their trade training.

On successful completion of Phases I and II students will be assisted in finding an employer and gaining an apprenticeship. Any training successfully completed will be credited against trade training once an apprenticeship has been achieved.

### **Pre-Employment/Pre-Apprenticeship**

There are a number of pre-employment/pre-apprenticeship qualifications available. These full-time courses consist of an “off-the-job” component and a period of work placement. The off-the-job component of these qualifications receives credit on a “one for one” basis in a full apprenticeship.

Completion of a pre-employment/pre-apprenticeship qualification is well regarded by employers. To enrol in one of these programs speak to your careers teacher or contact your local Registered Training Organisation.

## **What is a School Based Traineeship?**

A school based traineeship provides an opportunity for full time secondary school students to begin preparing themselves for a career in the workforce. They are a great way to develop your skills and get paid at the same time. With a school based traineeship you can work towards

secondary graduation and an industry recognised qualification. School Based Traineeships can open up new career and employment opportunities and enhance your enterprise skills.

### **What is a School Based Apprenticeship?**

School Based Apprenticeships are available for the first time in Western Australia in 2007. An apprenticeship leads to a trade qualification and combines employment and training at work with complementary off-the-job training.

School Based Apprenticeships allow students to commence an apprenticeship while still at school. Students start their apprenticeship on a part-time basis at school and continue on a full-time or part-time basis after leaving school.

School Based Apprentices enter into a legally binding Apprenticeship Agreement between the employer, student and parent or guardian to complete the apprenticeship.

School Based Apprentices generally attend school three days a week, work one day a week and go to a training organisation such as, TAFEWA for one day a week.