



Australian Government

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.

An Australian Apprenticeship— A Great Career Option

September 2011



An Australian
Apprenticeship can take
you pretty much wherever
you want to go career wise.

It's a first-rate career
option that provides a
professionally, financially
and personally rewarding
career pathway.



An Australian
Apprenticeship
will give you the
experience you
need to get the job
you want and help
you to reach your
full potential as a
skilled worker.

Australian Apprenticeships can take you from
school to work or from one career to another.

They can lead you onto further or higher
studies or into your own business or to being
a manager in a large company.

13 38 73

www.australianapprenticeships.gov.au

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About Australian Apprenticeships



What are Australian Apprenticeships?

Australian Apprenticeships (often referred to as apprenticeships or traineeships) are available to anyone of working age. You don't need a secondary school certificate or other qualification to be able to do an Australian Apprenticeship.

You can do an Australian Apprenticeship if you are a school-leaver, re-entering the workforce or as an adult worker simply wishing to change careers. You can even begin your Australian Apprenticeship while you're still at school finishing Years 11 and 12.

Australian Apprenticeships offer opportunities for you to train, study and earn an income at a variety of qualification levels in most occupations as well as in traditional trades.

As an Australian Apprentice you can combine time at work with training, and can be either full-time, part-time or school-based.

When you finish your Australian Apprenticeship, you'll have a nationally recognised qualification that can take you anywhere in Australia and one that is held in high regard in many overseas countries as well. You'll have many options for your future to think about and choose from.

How much will I get paid as an Australian Apprentice?

Australian Apprentices are usually employed under a federal or state award or agreement. You will be paid a trainee or apprentice wage which takes into account the cost of your training and the value of the work you do. You'll be earning while you're learning!

In addition, Australian Apprentices have the same rights to superannuation, workers' compensation and other entitlements or requirements as all other workers in Australia.

How long will it take me to complete an Australian Apprenticeship?

An Australian Apprenticeship can take from one to four years to complete, depending on the type of Australian Apprenticeship and the qualification you do.

You may be granted course credits for any skills you already have and your prior experience in the workplace, potentially reducing your formal training time.

Australian Apprenticeships are 'competency based' which means you can complete your training sooner if you get to the required skill level more quickly than usual.

Can I start an Australian Apprenticeship while I'm still at school?

You may be able to start an Australian Apprenticeship while you're still at school. Australian School-based Apprenticeships are a mix of academic, vocational education and training, and paid employment, where students' school studies, training, and work all fit together. Your career advisers and teachers will be able to provide you with information about Australian School-based Apprenticeship options available at your school.

Five steps to finding an Australian Apprenticeship

Step one

Decide which career path best suits you. Australian Apprenticeships are available in over 500 occupations, so chances are there'll be one that matches your interests.

Step two

If you are still at school discuss Australian Apprenticeships with your career advisers or teachers.

Investigate your training and career options at:

- www.myfuture.edu.au
- www.aajobpathways.com.au
- www.jobguide.deewr.gov.au
- www.aatinfo.com.au
- www.grouptraining.com.au

Step three

Write or brush up your résumé! Don't forget to include:

- your contact details
- your school studies, achievements and work experience and
- your interests, skills and career goals.

Step four

Find an employer willing to take you on as an Australian Apprentice. You can do this by:

- looking in the job vacancy ads in your local paper or on the web
- contacting an Australian Apprenticeships Centre in your region to place you in touch with job-matching services
- contacting the Job Services Australia provider in your region
- contacting employers in the industries you'd like to work in. Go and see them and leave a copy of your résumé
- contacting a Group Training Organisation.

Step five

Ask the employer willing to take you on as an Australian Apprentice to call their local Australian Apprenticeships Centre. They will help you and the employer with all the paperwork.

Australian Apprenticeships Centres

Australian Apprenticeships Centres provide information, administrative assistance and support to prospective and current Australian Apprentices and employers. They are able to link into job-matching services to place you in touch with employers. Importantly, they can check the availability of government financial assistance you may be eligible to receive as an Australian Apprentice and help with completing the relevant application forms.

Assistance for Australian Apprentices

The first and second years of an Australian Apprenticeship can be financially difficult for those entering the workforce for the first time. However support is available to help you when you need it most – at this early stage of your career.

Depending on the Australian Apprenticeship you do and your situation, you may be eligible to apply for one or more of the following forms of support. Eligibility criteria applies.

Centrelink Administered Allowances – Australian Apprentices may be eligible to access the following fortnightly payments.

- **Youth Allowance** for Australian Apprentices aged 16–24
- **Austudy** for Australian Apprentices aged 25 and over
- **ABSTUDY** for Australian Apprentices who are Indigenous Australians who have reached minimum school leaving age.

OR

Living Away From Home Allowance – Australian Apprentices of any age may be eligible to receive this allowance during their first three years of training if they have to move away from their parents' or guardians' home in order to take up or retain an Australian Apprenticeship.

The allowance is \$77.17 per week for up to 12 months, \$38.59 per week for a further 12 months and \$25.00 per week for a third 12 months.

Support for Adult Australian Apprentices – is a direct payment to either an employer or the Australian Apprentice, where the Australian Apprentice is:

- aged 25 or over at the time they commence their Australian Apprenticeship; and
- in a Certificate III or IV level qualification leading to a trade occupation experiencing a skills shortage.

Support for Adult Australian Apprentices is paid to the employer or the Australian Apprentice, depending on the actual wage paid to the Australian Apprentice. The weekly rate for full-time Australian Apprentices is \$150 per week (up to a maximum of \$7800 per annum) for the first year of the Australian Apprenticeship and \$100 per week (up to a maximum of \$5200 per annum) for the second year. The weekly rate for part-time Australian Apprentices is \$75 per week for the first 24 months and \$50 per week for the second 24 months. Support for Adult Australian Apprentices is available from 1 January 2010 and replaces the Support for Mid-Career Apprentices payment.





"I know that once I am finally qualified as a plumber I will be set up for life. I will always have work and I will always be well paid for what I do. Making a financial sacrifice now to ensure that I am financially secure later makes sense to me."

Jodi Oestmann
Australian Apprentice – Plumbing

Tools For Your Trade payment – The Tools For Your Trade payment initiative is available to eligible Australian Apprentices undertaking a Certificate III or IV Australian Apprenticeship leading to an occupation listed on the National Skills Needs List, a Certificate II, III or IV Australian Apprenticeship in an agricultural occupation, and, if in rural and regional Australia, a horticultural occupation.

This payment comprises of five tax exempt cash payments paid over the life of the Australian Apprenticeship.

From 1 January 2011, eligible Australian Apprentices who commence or recommence their Australian Apprenticeship on or after 1 January 2009 may be eligible for payments of \$800 at the three month point, \$1000 at the 12 and 24 month points, \$1200 at the 36 month point and \$1500 on successful completion of the Australian Apprenticeship.

Eligible Australian Apprentices who commence or recommence their Australian Apprenticeship on or before 31 December 2008 may be eligible for payments of \$800 at the three, 12 and 24 month points and \$700 at the 36 month point and on successful completion of the Australian Apprenticeship.

Australian Apprentices with disability – Disabled Australian Apprentice Wage Support (DAAWS) – is an Australian Government incentive payable to an employer who employs an Australian Apprentice who satisfies the disability eligibility criteria. DAAWS is also available to an employer who employs an Australian Apprentice who becomes disabled during their Australian Apprenticeship or traineeship.

The DAAWS payment may provide an employer of an Australian Apprentice with disability with a financial incentive of either \$104.30 a week for a full-time apprentice, or a pro rata amount for a part-time apprentice. To be eligible the employer must be paying a wage of at least \$104.30 per week or its part-time equivalent.

Assistance with the costs for tutorial, interpreter and mentor services to support the off-the-job component of the Australian Apprenticeship for Australian Apprentices who attract DAAWS payments is also available through the Australian Apprenticeships Incentives Program.

Employers of Australian Apprentices with disability may also be eligible for assistance through the Employment Assistance Fund which helps people with disability by providing financial support to purchase a range of work related modifications and services. Employers can access the scheme via JobAccess or through Disability Employment Services or Job Services Australia.

Trades experiencing a skills shortage – are identified by the Department of Education, Employment and Workplace Relations as being in short supply. They are listed on the National Skills Needs List which can be found on the Australian Apprenticeships website at australianapprenticeships.gov.au



**"Follow your heart and pursue that job you want,
whatever it takes."**

Matter Machar
Australian Apprentice – Youth Work and Protective Care

For more information about Australian Apprenticeships, financial incentives for employers of Australian Apprentices and general employment information

- Visit australianapprenticeships.gov.au or call the Australian Apprenticeships referral line on **13 38 73**
- Visit an **Australian Apprenticeships Centre** – there are approximately 350 sites across Australia.
Call **13 38 73** to find Australian Apprenticeships Centres in your region or visit australianapprenticeships.gov.au
- Visit jobsearch.gov.au
- Find a **Job Services Australia** provider in your region – call **13 62 68**
- Find a **Group Training Organisation** listed on the national register at www.grouptraining.ntis.gov.au
or visit the Group Training Australia website gtald.com.au
- Call the Fair Work Infoline on **13 13 94** or visit the **Fair Work Ombudsman** website fairwork.gov.au
- Call the **Tax Office** in relation to Superannuation on **13 10 20** or visit ato.gov.au
- Call the **Centrelink Australian Apprenticeships hotline** in relation to **Youth Allowance, Austudy** or **ABSTUDY** on **13 36 33** or visit centrelink.gov.au
- Call the **Employment Assistance Fund** on **1800 464 800** or visit jobaccess.gov.au

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