



ET Australia Traineeships

Talk to us today about why hiring a trainee is a smart investment for your business

ET Australia provides flexible traineeships delivered in your workplace

Who is ET Australia?

Founded in 1977, we are a community based not for profit education organisation operating on the Central Coast. ET Australia consists of a Registered Training Organisation (RTO ID 90084) and a Year 7 to 10 Independent Secondary College.

ET Australia's Registered Training Organisation (RTO) is an approved delegate of the Australian Skills Quality Authority <http://www.asqa.gov.au/vet-registration/delegations/delegations.html>

What is a traineeship?

Traineeships combine practical work-based training with formal training to give your new or existing staff a nationally recognised qualification and the experience they need to excel in their careers.

Traineeships can be full time or part time.

A traineeship is established under a formal Training Contract. The Training Contract sets out the rights, responsibilities and obligations of the employer and the trainee for the traineeship term.

Training Contracts are required to establish:

- New Entrant Traineeships – for employees with less than 3 months full time service with the current employer or 12 months part time service.
- Existing Worker Traineeships - for employees with more than 3 months full time service with the current employer or 12 months part time service.

Who can become a trainee?

Traineeships are available to anyone of working age. Trainees may be school leavers, people re-entering the workforce or an adult worker simply wishing to change careers. Trainees do not need to have a Higher School Certificate or another qualification. For more information about traineeship eligibility visit the Training Services NSW website https://www.training.nsw.gov.au/promotions/apprenticeships_traineeships.html

What are the benefits of a traineeship for employers?

Employing a trainee is a smart investment in the future of any business. Investing in training through a trainee can provide a business with real benefits and contribute to their bottom line through customised training of staff aligned directly to business requirements.

Having staff trained your way from the start can increase your business's efficiency and productivity. You can:

- Develop a workforce the business needs by attracting and recruiting staff for your current or future skill requirements
- Mentor and develop loyal and motivated staff
- Train future staff and supervisors, often in a short space of time
- Increase productivity and staff retention

There are a range of incentives available for eligible employers including financial incentives of up to \$4,000 (eligibility criteria applies). An Australian Network Provider can assess your eligibility for incentives.

What are the benefits of a traineeship for a trainee?

- Trainees earn money whilst they are completing a nationally recognised qualification
- Training is done on-the-job allowing for practical application in a real work environment
- Training is competency based meaning that a trainee can finish their training once the employer, trainee and the RTO agree the trainee is competent
- In addition to practical work experience trainees are working towards the achievement of a nationally recognised qualification

Are there costs involved?

Government funding is available for the formal training component of the traineeship. This funding is available under Smart and Skilled.

Under Smart and Skilled training for most new entrant traineeships are subsidised. Training for existing worker trainees is not subsidised*.

Under Smart and Skilled new entrant trainees or their employers pay a fee for the traineeship qualification. The fee is fixed at the time the trainee commences and can be paid off in instalments.

The fee for new entrant trainees is capped at \$1,000. A concession fee or exemption is available for new entrant trainees that meet eligibility criteria.

*Existing worker trainees are not entitled to NSW Government financial assistance, however, employers of existing worker trainees may still be eligible to receive Australian Government incentives.



Employer steps to employing a trainee



How is the traineeship structured?

ET Australia delivers traineeships via flexible on-the-job arrangements meaning the trainee is not required to attend in-class training sessions.

ET Australia's Trainer and Assessor will conduct an induction then periodically visit the workplace throughout the traineeship term. Workplace visits are conducted for monitoring and assessment purposes. These visits are used to monitor the trainee's progress and provide feedback.

A customised training plan will be developed at induction in consultation with the employer and the trainee to ensure the units of study selected are aligned to workplace needs.

ET Australia appoints a dedicated Training Officer who acts as another point of contact and support for the employer and the trainee.

Trainees are provided with comprehensive learner resources, many of the resources are available either on-line or in hard copy.

If delivery on-the-job is not what an employer is after, we would be pleased to discuss your preference for delivery.

Traineeships available through ET Australia



The following traineeships are available through ET Australia:

Qualification Code and Name	Traineeship Term for Full Time Trainees (Part time terms also available)
CHC33015 Certificate III in Individual Support	12 months or until the relevant competencies are achieved
CHC43015 Certificate IV in Ageing Support	By direct entry 24 months or until the relevant competencies are achieved Where the trainee holds CHC33015 Certificate III in Individual Support (Ageing) 18 months or until the relevant competencies are achieved
BSB20115 Certificate II in Business	12 months or until the relevant competencies are achieved
BSB30115 Certificate III in Business	12 months or until the relevant competencies are achieved
BSB30415 Certificate III in Business Administration	12 months or until the relevant competencies are achieved
BSB40515 Certificate IV in Business Administration	By direct entry 24 months or until the relevant competencies are achieved Where the trainee holds: BSB30415 Certificate III in Business Administration OR BSB30915 Certificate III in Business Administration (Education) OR BSB31015 Certificate III in Business Administration (Legal) OR BSB31115 Certificate III in Business Administration (Medical) 18 months or until relevant competencies are achieved
BSB42015 Certificate IV in Leadership and Management	By direct entry 18 months or until the relevant competencies are achieved
CHC30113 Certificate III in Early Childhood Education and Care	12 months or until the relevant competencies are achieved
CHC50113 Diploma of Early Childhood Education and Care	By direct entry 24 months or until the relevant competencies are achieved Where the trainee holds CHC30113 Certificate III in Early Childhood Education and Care 18 months or until the relevant competencies are achieved

Why Talk to ET Australia About Traineeships?

With over 39 years of delivering training to the Central Coast we have the experience to deliver successful work-based traineeships. At no extra cost to you ET Australia provides:

- Recruitment services to find the right trainee for your business (when ET Australia is your chosen RTO)
- Establishment of the traineeship with an Apprenticeship Network Provider
- Development of an individualised training program suiting your business needs
- Appointment of a dedicated Trainer and Training Officer who provide face-to-face contact and support throughout the traineeship
- Quarterly progress reports to keep you informed

Want to know more about ET Australia?



(02) 4323 1233



training@etaustralia.com



www.etaustralia.com