

# Traineeship / Apprenticeship Pathway Program

## Overview

Are you wanting an apprenticeship or traineeship but unsure where to start?

Are you looking for an edge over others looking for the same type of employment?

This pathway program may be the entry point you are looking for.



This program has the potential to link you with apprenticeship / traineeship employment with Central Coast Group Training (CCGT).

CCGT is the largest local employer of apprentices and trainees with 160+ employed each year.

ET Australia and CCGT have partnered to deliver this pathway program which will provide you with foundation knowledge and many transferrable skills that will be valuable in an entry level traineeship or apprenticeship role.

The training, delivered by ET Australia, will provide you with a fantastic opportunity to get a foot in the door and showcase yourself for a traineeship or apprenticeship with CCGT. CCGT will use the program to screen applicants for traineeship / apprenticeship employment. If, during the program, a student displays the qualities and attributes an employer is looking for in their next trainee or apprentice, CCGT will work with the student to place them with that employer. Please note, there are no guarantees of employment, offers of employment will be made by CCGT at their discretion.

This pathway program will assist you in making a well-informed decision if you are offered traineeship or apprenticeship employment.

CCGT place their apprentices and trainees with local employers. CCGT work with many local employers across the Central Coast region, employers who are seeking their next apprentice or trainee. These local employers work across a variety of industries, and each has differing needs as to what they require in an apprentice or

**Contact ET Australia Training College today to enquire about this course**

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trainee. They could be looking for an apprentice plumber, or they could be looking for an office administration trainee.

This pathway program is fully subsidised by the NSW Government (eligibility criteria applies).

## Entry Requirements

All applicants must attend an information session and an interview for selection into the program.

It is recommended that students have:

- Sound digital skills eg to conduct online research
- Developed communication skills
- Sound literacy and numeracy skills
- A commitment to complete designated students outside of the face-to-face training sessions
- A genuine desire to transition into traineeship or apprenticeship employment with CCGT

Applicants must have a willingness and desire to learn.

Applicants must be prepared to dedicate time outside of the classroom sessions to complete learning and assessment activities. The amount of time required will vary from person to person and will also be dependent upon the unit of study as some units are more comprehensive than others.

Students undertaking the program will need access to a digital device such as a laptop with an internet connection to complete the in-class activities and the at home learning and assessment activities.

Please note, we are encouraging all students who will be present onsite to be fully vaccinated with two doses of a COVID-19 vaccine.

## Eligibility for a Subsidised Training Place

This training is **fully** subsidised by the NSW Government under the Smart & Skilled initiative.

To be eligible for a Smart and Skilled subsidised training place, at the time of enrolment an individual must:

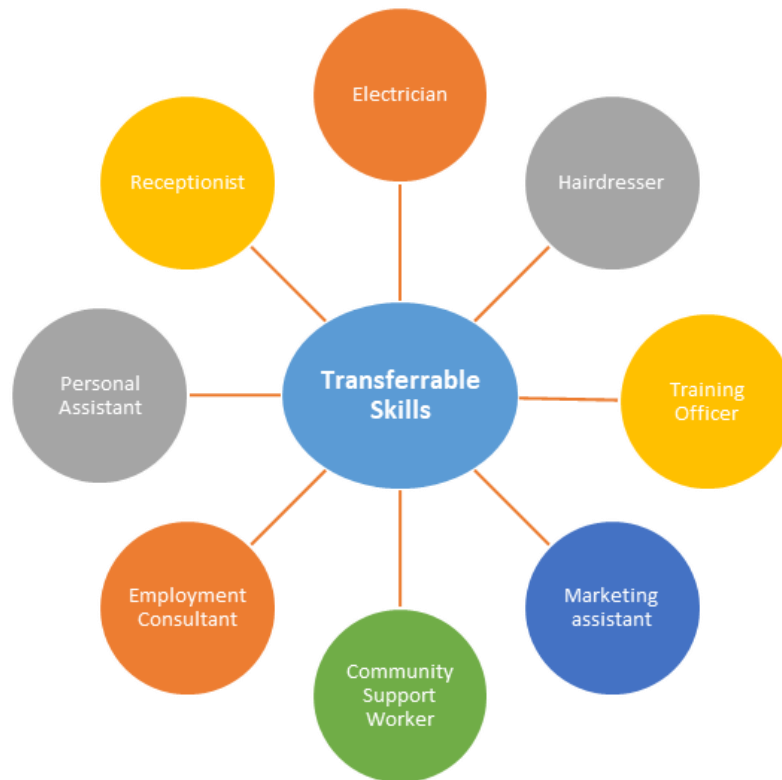
- Be an Australian citizen, a permanent Australian resident, a humanitarian visa holder or a New Zealand citizen, and
- Be aged 15 years or older, and
- Live or work in New South Wales, and
- No longer be at school or equivalent

For further information relating to eligibility please visit the following web page

<https://smartandskilled.nsw.gov.au/are-you-eligible>

## Employment Opportunities

The knowledge and skills gained from this program will transfer into many entry level traineeship or apprenticeship job roles.



All students who undertake this pathway program are provided with additional advice on employment, interview techniques, resume writing and job applications.

CCGT will make offers of traineeship or apprenticeship employment to successful applicants following on from this pathway program.

## Further Study

Students who are successful with traineeship or apprenticeship employment will complete a related vocational qualification as part of their traineeship or apprenticeship employment.

## Structure

Students are required to attend and participate in all scheduled classes unless arranged otherwise with an ET Australia Representative.

**Training Days:** Mondays, Tuesdays, Wednesdays, Thursdays

**Dates:** 7 March – 24 March 2022

**Venue:** Central Coast Group Training, 3 Bounty Close Tuggerah  
Please note, there will be 2 days of training delivered from the Young Parents' Hub, 2A Amy Close, Wyong (dates for this training to be advised)

**Times:** 9.00am to 2.30pm

**Units of Study:** The units selected for inclusion in this program are from BSB30120 Certificate III in Business.

Code	Title
BSBTWK301	Use inclusive work practices
BSBXCM301	Engage in workplace communication
BSBTEC202	Use digital technologies to communicate in a work environment



## How will I be assessed?

A variety of assessment techniques will be used including but not limited to question-and-answer activities, case studies, simulations, role plays, portfolio of documents, and projects.

## What support is on offer?

ET Australia has a dedicated Training Officer for each training program run. The Training Officer works closely with all students throughout the training period. In addition, students have the support of their Trainer/Assessor. ET Australia prides itself on providing a supportive learning environment for all students and if we can't provide the type of support required by a student, we will link them to appropriate external supports.

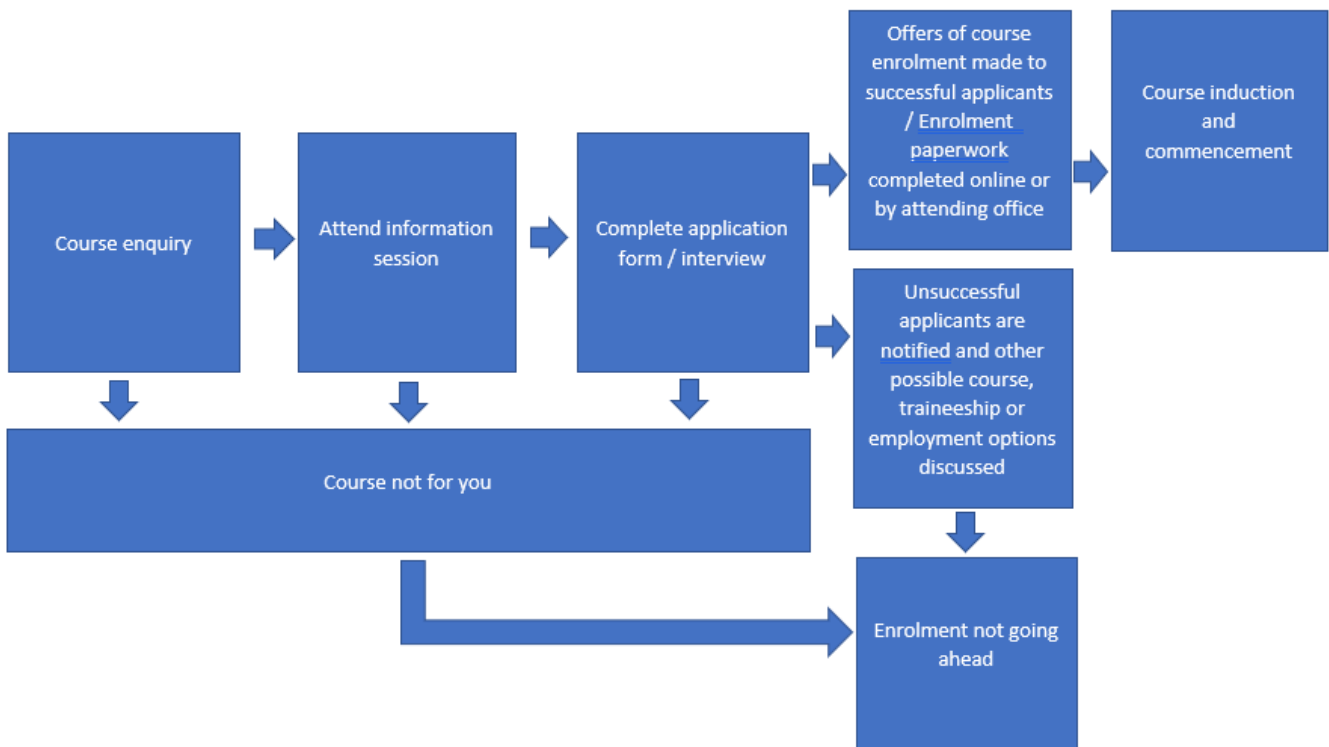
## Where can I obtain additional information?

Pre-enrolment information is available and will assist prospective students to make an informed choice prior to enrolling. The pre-enrolment information can be accessed via our website and should answer any additional questions a prospective student may have. To access this information, click on the following link <https://etaustralia.com/smart-skilled/> and select 'Pre-enrolment Information'.

Alternatively, please call our office on 4323 1233 or email [training@etaustralia.com](mailto:training@etaustralia.com) to get in contact with ET Australia's Product Specialist.

## How can I enrol?

Attendance is required at an interview for selection into the program.



To register your interest please call ET Australia on 4323 1233 or email [training@etaustralia.com](mailto:training@etaustralia.com)

If you are accepted into the program, you will need to obtain a Unique Student Identifier (USI) before you enrol. For more information visit <http://www.usi.gov.au/Pages/default.aspx> or speak with an ET Australia representative.