

APPRENTICE & TRAINEE

Congratulations on finding an Australian Apprenticeship position!

Before you get started, you should familiarise yourself with how the Australian Apprenticeship will work. This will help you prepare for your apprenticeship or traineeship.

When you start, your employer will need to organise an Australian Apprenticeship Support Network (AASN) provider to conduct the sign up. The AASN provider will explain the training contract, and will give you information you will need during your apprenticeship or traineeship. Your training contract will have a cooling off period, and a probation period. This means that either you or the employer can cancel it easily within this time if the Australian Apprenticeship isn't working for you.

The training contract, and employment contract if you have one, has important information. Keep a copy of it somewhere you can easily access it.

There is support available throughout the Australian Apprenticeship.

- Earn while you learn
.....
- Support and mentoring
.....
- Earn a nationally recognised qualification



aapathways.com.au/support

Tips for New Apprentices

If you are starting a new job, make sure you are on time every day. Show up to work dressed appropriately, including wearing a uniform or Personal Protection Equipment (PPE) if required.

As an apprentice or trainee, you are there to learn. You should ask questions and work with your supervisor to understand your role. You will start off doing basic work and move to more complex work later in your Australian Apprenticeship.

Remember to keep your workspace clean and tidy. Always return tools or materials if you borrow them, and if you use the last item let your supervisor know that it needs to be restocked.

You will be working with colleagues and a supervisor, and with classmates and trainers while doing the formal training. There may be people of different types of backgrounds and experience. Remember to treat everyone with respect.

Support Organisations

There are plenty of organisations available to support apprentices and trainees in making the Australian Apprenticeship a success. Any problems, no matter how big or small, let your supervisor, mentor or field officer know. The main organisations are:

- AASN provider: support at sign up, and throughout the Australian Apprenticeship
- Group Training Organisation (GTO): if you are employed by a GTO you will be allocated a field officer to support you
- State and Territory Government: have field officers to help resolve difficulties with an Australian Apprenticeship

About the Training

You will start your training with a Registered Training Organisation (RTO) after you have started the employment component of your Australian Apprenticeship. You will have a training plan that will outline what training is expected of you.

You must attend all your training sessions, check that you are following your training plan, and when submit assessments when needed. If you are struggling, always let your trainer know so they can work with you and your employer to get any support you need.

The RTO delivering your training can assist you with learning support, and some RTOs have counselling available.

Wages and Financial Information

Any questions you may have about Australian Apprenticeship wages and awards can be answered by the Fair Work Ombudsman.

Apprentices and trainees may have lower pay rates than other workers, and they can vary between occupations and industries. These rates may depend on your age, education level and previous employment. As an apprentice or trainee you will get employment entitlements such as sick leave, overtime rates, and superannuation as outlined in the award.

Awards can also state who is responsible to pay for your training fees, and whether there are any travel, accommodation, or uniform allowance entitlements.

There are quite a few financial payments that may be available to help support through your apprenticeship. The Apprenticeship Network Provider can advise on such things as Trade Support Loans, Living Away From Home Allowance and whether there are any specific state or territory allowances.

Centrelink can also assist with Youth Allowance, Austudy, Abstudy, Rent Assistance and Low Income Health Care Card.

Pathways Post Apprenticeship

Your apprenticeship or traineeship can be used as a pathway to a higher level qualification, including other vocational education and training qualifications, and university qualifications.

You may decide to expand your knowledge and skills by topping up with ongoing training such as micro-credentials. These short courses will keep you up to date with current trends in your industry.

You could also open your own business and give someone else the same opportunities you had, by hiring an apprentice or trainee.