



Traineeships – A quick guide for employers

What is a traineeship?

A traineeship combines training with paid work, to facilitate both on and off the job training. Traineeships are based on nationally accredited vocational education and training (VET) qualifications, and are available at Certificate II to Advanced Diploma level making them ideal for entry-level workers. They are open to anyone of working age, with or without previous qualifications, and are available across a broad range of industries.

Visit the Jobs and Skills WA website at jobsandskills.wa.gov.au/traineeships-for-employers for further information.

What is the difference between a traineeship and an apprenticeship?

Generally, an apprenticeship is for trades-based and/or licensed occupations such as bricklaying, engineering, landscaping, automotive mechanics, hairdressing or plumbing; where traineeships cover more general areas of work such as business, information technology, sport and fitness, aged care, retail, and areas of healthcare. Apprenticeships usually take three or four years to complete. Traineeships generally take around 12 months to two years to complete. Both can be done on a full time or part time basis.

What types of traineeships are available?

There's three main types of traineeships, as follows.

- School-based traineeship – During Years 11 and 12.
- New worker traineeship – For new employees, or people employed for no more than three months full time or 12 months casual or part time.
- Existing worker traineeship – For people who have been employed for more than three months full time or 12 months casual or part time.

What is a pre-traineeship?

A pre-traineeship is a course, generally of 12 months duration, which covers some of the units from a full traineeship qualification. It is designed to provide a 'taster' of working in a particular industry area or job role, along with basic skills and knowledge, to assist people in securing a traineeship. A pre-traineeship can be completed without the person needing to be employed.

Benefits for the trainee

A traineeship is an ideal opportunity to become qualified in a particular field as a paid employee in a chosen industry. The trainee gains skills and experience during practical, on and off the job training as they work toward achieving a nationally recognised qualification. A traineeship is a great stepping stone into a fulfilling career, and enables the trainee to earn while they learn.

Benefits for the employer

Traineeships help to ensure that your employees are trained to best practice industry standard, including in important areas such as workplace health and safety. As an employer, you are able to negotiate the training schedule to suit your business needs, and customise the training to suit your business context. You can also select a training provider – a TAFE college or a private training organisation – for the training and assessment components of the traineeship.

Traineeships can also help to build employee loyalty and satisfaction, as trainees are often more motivated and invested in their job and appreciate the career development the traineeship provides. Plus, you may be eligible for financial incentives!

Financial incentives for employers

As the employer of a trainee, you may be eligible for financial incentives and/or wage subsidies. These incentives can reach up to \$20,000 or more, depending on individual and business circumstances.

Because information around employer incentives and wage subsidies change often, we encourage you to visit the Jobs and Skills WA website for the latest details.

jobsandskills.wa.gov.au/employer-incentives >

You can also view traineeship case studies to see how different incentives may apply to your business.

jobsandskills.wa.gov.au/traineeships >

How to find a traineeship – Trainees

Traineeships are advertised in the same way as other jobs.

Jobs and Skills Centres are located across Perth and throughout regional Western Australia. They provide free information, support and assistance to help with your job search and also with options for training. To contact your local JSC you can call 13 64 64 for a chat, or visit the Jobs and Skills WA website to find out more about their services and locations.

jobsandskills.wa.gov.au/jobs-and-skills-centre >

Group training organisations

GTOs employ trainees and hire them to other businesses, referred to as host employers, while they undertake their training. Some specialise in a particular industry, while others may cater for an entire region and cover many industries. This can be an excellent option for businesses who are unable to provide an ongoing position for a trainee, don't have a full range of work types and/or tasks to support the training requirements, or would like someone else to handle the administrative, human resources and contract management aspects of the traineeship. You can find out more about GTOs on the Jobs and Skills WA website.

jobsandskills.wa.gov.au/gtos >

Who's who in the WA traineeship system?

Australian Apprenticeship Support Network (AASN) providers are contracted by the Australian Government to help employers navigate through traineeship arrangements; including establishing the training contract, and ensuring that the trainee and the employer are supported. Your AASN provider can assist with finding a suitable trainee, choosing a training provider, and providing information about accessing financial incentives.

To see a list of AASN providers in WA, [visit the Australian Apprenticeships website](#) and search by location.



The [Department of Training and Workforce Development's Apprenticeship Office](#) administers training contracts for compliance, and regulates the apprenticeship system in Western Australia. It also manages WA State Government financial incentives for employers; such as the *Jobs and Skills WA Employer Incentive* and the *Apprentice and Trainee Reengagement Incentive*.

You can contact Apprenticeship Office on 13 19 54 or via email at apprenticeshipoffice@dtwd.wa.gov.au.

Traineeships – A quick guide for employers

Research

- ▶ Learn more about [Australian traineeships](#)
- ▶ [Find out more about the benefits for your business](#)
- ▶ Learn about the [responsibilities and obligations](#) required of employers
- ▶ Look through [the Class A/B qualifications register](#) to view a full list of all traineeships available in WA (updated monthly)
- ▶ Look through [the Jobs and Skills WA lists of subsidised traineeships](#) in each category
- ▶ Read through information about [wages and conditions of employment](#) that apply for trainees

Recruit/Hire

- ▶ Talk to [your local Jobs and Skills Centre](#) on 13 64 64 to connect with jobseekers looking for a traineeship, or to advertise your traineeship on [the free Jobs and Skills WA jobs board](#)
- ▶ Connect with job ready trainees [through our Job Ready programs](#)
- ▶ [Re-engage an out of contract trainee](#), who wants to continue their traineeship
- ▶ [Contact a group training organisation](#) or a WA AASN provider for recruitment options
- ▶ Advertise directly for a trainee, through usual recruitment channels or service providers

Contract sign up

- ▶ Contact an [Australian Apprenticeship Support Network \(AASN\) provider](#) to organise the training contract sign up. This usually needs to be done within 14 days of the trainee starting
- ▶ Work with your AASN provider to select a training provider – TAFE, or a private registered training organisation – and [develop a training plan](#) that suits your business context, your team, and your trainee
- ▶ Find out about the [financial incentives and support](#) that you may be eligible to receive
- ▶ The training contract is registered with [the Department of Training and Workforce Development Apprenticeship Office](#)

Ongoing support

- ▶ Your trainee will need to be supervised and managed during on the job training
- ▶ You should check in regularly with your trainee and recognise their achievements
- ▶ Keep in contact with your training provider; to ensure the traineeship is progressing as expected, and meeting your business needs
- ▶ If you have any questions or issues during the traineeship, contact your AASN provider
- ▶ If you have concerns about the quality of the training, or in relation to compliance with the training contract, [contact Apprenticeship Office](#)