



# 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

An Australian Government Initiative



# 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

An Australian Government Initiative



## Existing Worker Traineeships in NSW Support to train your staff

Further information on Existing Worker Traineeships is available online

**NSW Business Chamber Skills Development**  
[www.nswbusinesschamber.com.au/skillsdevadvice](http://www.nswbusinesschamber.com.au/skillsdevadvice)

**Australian Government Australian Apprenticeship incentives**  
[www.australianapprenticeships.gov.au/employer/incentives.asp](http://www.australianapprenticeships.gov.au/employer/incentives.asp)

**DET NSW Guide to Apprenticeships and Traineeships in NSW**  
[www.apprenticeship.det.nsw.edu.au/html/employer.htm](http://www.apprenticeship.det.nsw.edu.au/html/employer.htm)

This publication has been produced as a project funded under the Australian Government's Industry Training Strategies Programme, run by the Department of Education, Science and Training.

### For further information, please contact

Australian Business Limited Apprenticeships Centre  
Client Service Centre

- t > 1300 652 236
- f > 1300 650 755
- e > [info@ablac.com.au](mailto:info@ablac.com.au)

Australian Business Limited Apprenticeships Centre is an experienced provider of Australian Apprenticeships services in NSW.

We have been supporting local employers and their apprentices since 1998.

Australian Business Limited  
Apprenticeships Centre  
140 Arthur Street  
North Sydney NSW 2060

Locked Bag 938  
North Sydney NSW 2059

- t > 1300 652 236
- f > 1300 650 755
- e > [info@ablac.com.au](mailto:info@ablac.com.au)



[www.ablac.com.au](http://www.ablac.com.au)

Information for employers

The services detailed within this brochure may be supplied by Australian Business Limited Apprenticeships Centre (ABN 25 070 339 025), one of its related companies, or in association with pre-selected organisations and service providers. The information contained in this brochure is current as at November 2007. Benefits and services are subject to change at any time without notice. Please check with Australian Business Limited Apprenticeships Centre for full and current details.

AC 1443\_4

[www.ablac.com.au](http://www.ablac.com.au)

[www.ablac.com.au](http://www.ablac.com.au)



## What are Australian Apprenticeships?

Australian Apprenticeships is the Australian Government's collective term for apprenticeships and traineeships. Australian Apprenticeships combine paid work and training and are designed specifically for each industry.

## What is an Existing Worker Traineeship?

An existing employee undertakes a nationally recognised vocational training qualification while they continue to work in your business.

In many cases this type of Australian Apprenticeship may be undertaken either full-time or part-time. An Existing Worker Traineeship needs to be at least 2 years long, or the part-time equivalent, to attract incentives.

## What are the benefits for my business?

Investing in developing the skills of your workforce brings you a number of benefits which include:

- > up to \$4,000 in Australian Government incentives to train your existing staff
- > reducing the impact of current and future skills shortages on your business
- > developing a valuable staff member who can immediately apply what they've learned in the workplace
- > encouraging staff retention by offering development opportunities through nationally recognised qualifications.

As an employer you may be eligible for additional incentives.

To be eligible for Existing Worker Traineeship incentives, the employee needs to have worked in your business for more than 3 months full-time or 12 months if part-time or casual.

Staff members that have been employed for less than this period may instead be eligible for incentives as a "new entrant".

## What do I contribute as the employer?

Employers of an Existing Worker Trainee need to:

- > meet the costs of enrolment, training and assessment
- > release trainees to attend training
- > pay trainees at the same rate as before the traineeship commenced according to the relevant industrial instrument
- > meet normal employment costs.

The established rights and working conditions of an existing employee are not affected by entering into an Existing Worker Traineeship.

## What kind of training is available?

Existing Worker Traineeships are available at Certificate III level or higher and can be undertaken in many sectors, including:

- > business (frontline management)
- > process manufacturing
- > community services
- > hospitality
- > telecommunications
- > warehousing
- > road transport
- > retail
- > food processing

A full list of NSW traineeship qualifications can be found at [www.det.nsw.edu.au/trainingmarket/elts/trn\\_search](http://www.det.nsw.edu.au/trainingmarket/elts/trn_search)

An Australian Apprenticeships Centre can help you to identify a suitable traineeship. The Registered Training Organisation (RTO) can tell you more about the content, structure and options for training delivery.

## Can I choose who delivers the training?

User Choice applies to all new entrant State Government funded traineeships in NSW. Employers and trainees may select TAFE NSW or a private Registered Training Organisation (RTO) to deliver the structured training for the qualification.

A list of RTOs authorised to deliver your selected qualification can be found at [www.ntis.gov.au](http://www.ntis.gov.au)

## What choices do I have about the training?

Employers can negotiate with their Registered Training Organisation to achieve the best outcome for the business, including:

- > traineeship qualification undertaken
- > customising content and electives of training
- > on or off the job delivery of training
- > time and venue of training
- > cost of training.

## What if my staff already have some experience?

Trainees who can demonstrate that they already have relevant industry experience in one or more areas may be able to have their knowledge and skills formally recognised.

The Registered Training Organisation can advise on ways to gather evidence to demonstrate these skills and knowledge. This process is called "recognition of prior learning" or "recognition of current competencies".

If the application is successful, it should reduce the amount of structured training the trainee needs to undertake.

Employees with prior qualifications are not excluded from Existing Worker Traineeships, however prior qualifications may have an impact on the level of incentives that are available.

## Who can help me organise an Existing Worker Traineeship?

Australian Business Limited Apprenticeships Centre is a specialist, independent and experienced provider of Australian Apprenticeships services with 16 offices around NSW.

We are here to help you sign up any apprentice or trainee and provide ongoing advice and assistance, leaving you to get on with running your business. Our services are funded under an Australian Government contract and are provided at no cost to you.

Our free services include:

- > a network of locally based consultants that visit your workplace
- > advice on the best Australian Apprenticeships to suit your business
- > advice on incentives that your business may be entitled to
- > assistance with completing all necessary paperwork
- > Apprenticeships Direct, our online tool for managing your apprentices and trainees, available all day, every day
- > notification of incentives you are eligible to claim
- > referral to advice on traineeship and apprenticeship award rates and other IR matters
- > links with Job Network providers and other sources for suitable applicants
- > links with Group Training Organisations (GTO) in your local area or industry
- > ongoing advice and support, including keeping you abreast of Government legislation and changes in the Vocational Education and Training industry.

**Call our friendly Client Services team on 1300 652 236 or visit [www.ablac.com.au](http://www.ablac.com.au) for further information.**

## What are your next steps...?

1. Identify the staff member.
2. Contact Australian Business Limited Apprenticeships Centre for advice and assistance with incentives and administration of the traineeship.
3. Select a Registered Training Organisation to discuss training options and costs. If you do not know how to find and select one, we can help.
4. Identify a suitable traineeship.
5. Enrol your staff member in the qualification.
6. Sign them up in a traineeship with the help of Australian Business Limited Apprenticeships Centre.