

Questions and Answers: Recruitment Phase

Regional Youth Traineeship Program

Q. Are there restrictions on how councils recruit trainees?

A. You may recruit via any means you wish that align with your councils' policy. This Program does not obligate you to use the federally funded JobActive (previously Job Service Provider) network. You will however need to engage an Apprenticeship Support Network (ASN) provider. E.g. Some councils are speaking with year 11/ 12 students and/or School Coordinators about the Program.

Q. What and who are the Apprenticeship Support Networks (ASNs)?

A. They are your first point of contact regarding your Traineeship and Apprenticeship Services (TAS) registration, assistance with finding the right trainee for your workplace, the traineeship sign up process and advising you on other employer incentives. Contact one of the three Australian Apprenticeship Support Network (ASN) providers below:

- **MEGT**

Contact Brett Lewis, Field Operations Manager.
(M) 0413 055 902 (E) brett_lewis@megt.com.au.

- **MAS National**

Contact Renee Smart, State Manager.
(M) 0408 600 248 (E) renee.smart@masnational.com.au.

- **Apprenticeship Support Australia (Business SA)**

Contact Sharyn Davies, General Manager.
(M) 0403 451 868 (E) sharynd@business-sa.com.

Q. What service does an Apprenticeship Support Network (ASN) provider offer?

A. The three federally funded Apprenticeship Support Networks (ASNs): MEGT; MAS National and Apprenticeship Support Australia (Business SA) are fully funded to assist you:

- match the right candidate to your traineeship needs (includes pre-assessment and job profiling)
- ensure that your council is registered with the Traineeship and Apprenticeship Services (TAS) and assist you with the paperwork required
- manage the contract of training sign-up process
- receive the \$4000 employer incentive by issuing payments: \$1,500 6 months after signing of the contract of training; \$2,500 upon completion of training
- source other employer incentives (dependent on trainee and qualification selected)
- by providing on-going mentoring and support of the trainee and addressing any concerns that may arise regarding the trainee

Q. Are there other funding incentives for councils?

A. Yes, dependent on the trainee and qualification selected. The Apprenticeship Support Networks (ASNs) can assist you once you have decided on the trainee and qualification. As a general guide, below is a list of some you may consider:

- Upon signing a contract of training there is the Australian Apprenticeship Support Network Employer Incentive:
 - \$1500 Commencement Incentive payable at 6 months from Commencement.
 - \$2500 Completion Incentive payable at successful completion of the Traineeship.
- Construction Industry Training Board (CITB) Apprentice Funding for Cert III Civil Construction and Cert III Civil Construction Plant Operations (36 month traineeship). (You will need to register with CITB before signing the contract of training. Discuss with the program coordinator or your ASN contact to assist with the paperwork.)
 - Maximum \$2100 per year, \$6300 over the 3 years.
- Aboriginal Apprenticeship Program for indigenous trainees. Contact Trevor Lovegrove. M. 0428 112 904 E. trevor.lovegrove@sa.gov.au
 - Up to \$3000 for 12 month Traineeships
 - Up to \$4000 for 24 month Traineeships
 - Up to \$6000 for 36 month Traineeships.

Q. Is there eligibility criteria when choosing a trainee?

A. Yes. If the candidate does not meet the program's eligibility criteria they cannot be employed under the program. Eligibility Criteria for the trainee:

- are either unemployed or previously not employed on a permanent full-time basis for longer than six months. (Full time employment is defined as employment for 37.5 hours or more per week.)
- are between 17 and 24 years of age. The selection criteria will consider an applicant's previous work history, with a preference in weighting to those who have not previously been employed.

Also, priority will be given to applicants who:

- are registered job seekers or school leavers; or
- are of Aboriginal and/or Torres Strait Island descent; or
- have a declared disability; or
- are under the guardianship of the relevant Minister.
- are regional South Australian residents
- are Australian Citizens or have an appropriate work visa
- do not hold a qualification higher than a Certificate III
- are not currently a South Australian local government sector employee.
- Willing to disclose previous convictions and undergo a national police check

Q. What is the difference between an apprentice and a trainee?

A. In vocational education and training (VET) the term Apprenticeship is often used interchangeably to include both Apprenticeships (Trade roles) and Traineeships (Vocation roles). In terms of duration, funding availability and supervision requirements there is a difference. This Program provides a wage subsidy for the employment of a regional youth to undertake a **traineeship only**.

Q. What are the conditions of the offered traineeship?

A. The traineeship to be entered into must be **full time** and at a **Certificate III** level that is listed on the Traineeship and Apprenticeship Pathways Schedule (TAPS). This schedule is updated six monthly and is subject to change. (Refer *ECM 634689 Cert III Traineeship Qualifications* on the [RYTP webpage](#) for those currently available for the LG sector. If you are interested in a qualification not listed, please contact the program coordinator or your ASN contact to ensure that it is eligible.) You can choose a Certificate III level traineeship that has duration between 12 months to 36 months for this Program.

Q. What is the *nominal* duration of a traineeship?

A. Vocational Education and Training (VET) requires demonstration of competency both on-the-job and off-the-job in order to complete a VET qualification, it is not about time served. The duration quoted for a traineeship is a *nominal* period that industry has decided is sufficient for the trainee to become competent both on-the-job and off-the-job. Competency could be achieved earlier or later than the *nominal* duration of the traineeship depending on the workplace experience provided and the trainee.

E.g. A Certificate III Business Administration traineeship has a *nominal* duration of **18 months**. TAFE may deliver the Cert III in Business Administration training within 12 months. This provides 6 months for the trainee to demonstrate competency if they have not achieved this at the end of the 12 months or the contract of training is signed off early and the traineeship is completed. NB. All parties involved in the contract of training must agree that the trainee has achieved competency in order for the trainee to be signed off earlier. (An early contract of training completion application must be made to TAS.) Once the traineeship is completed, trainee employment and wage conditions no longer apply.

Q. Can a school student be a trainee in this Program?

A. Yes. Both school leavers and school-based trainees (who have completed no higher than a Cert II level) can be employed fulltime as trainee in this Program and still enable the council to receive the \$4000 Australian Apprenticeship Support Network Incentive. The school-based contract of training will need to be amended to a fulltime traineeship if the school-based trainee has not completed their training.

Q. How is the training itself undertaken?

- A. Training delivery can be provided by a registered training organisation (RTO) e.g. TAFESA, or a group training organisation (GTO) that has the qualification on their scope of delivery.

The training provider will work with you and the trainee to design an individual training plan. **For this program, it is preferable that the Training Plan is negotiated and submitted (at least in draft form) on the day the contract of training is signed with the Apprenticeship Support Network (ASN) provider.**

The ASNs listed above may be GTO's themselves or linked to a GTO, however there is no obligation to use the training organisation they are linked to. Council should choose a training provider that provides quality and flexible training delivery that meets the needs of the workplace and the trainee. (Regional training delivery should be encouraged.) Each training provider will confirm whether training delivery will be external, block release, weekly or in the workplace and provide you with a training delivery schedule.

You should be able to request:

- a. A Training Plan that meets the needs of the workplace. (Request elective units that align to the work to be undertaken by the trainee and that meet workplace needs.)
- b. Some direct face-to-face delivery either in your workplace or locally.
- c. A language, literacy and numeracy (LLN) assessment upfront.
- d. Regular and on-going monitoring and support to ensure successful completion by your trainee.
- e. A communication plan that includes you and the trainee's supervisor regarding registration, invoicing, training schedule, assessment due dates and regular feedback about progress of the trainee.

WorkReady is a South Australian government subsidised training program. Be sure to ask if the cost of training delivery is at the *WorkReady* subsidised training rate. (If you are told that the training places for the subsidy have been exhausted, please contact the RYTP Coordinator.)

Trainees can receive a very small contribution towards travel and accommodation costs involved in attending training at the nearest RTO in excess of a 150 km (round trip). Refer [here](#) for further information.

Q. Where can more information be found regarding council roles and training?

- A. As well as the [career videos](#) on the LGA website (<https://www.lga.sa.gov.au/careersincouncil>), the local government careers website <http://local.governmentcareers.com.au> might be of assistance. (It links LG job roles to VET qualifications)