

Traineeship Fact Sheet for Councils

Regional Youth Traineeship Program

What is a traineeship?

A traineeship is a contract between a registered employer (or Group Training Organisation (GTO) and a trainee. The employer (or GTO) undertakes to train and employ the trainee in a vocation under the conditions specified by the state regulator, the Training and Skills Commission (TASC).

Nationally, traineeships and apprenticeships are referred to as Australian Apprenticeships. (You may find the term traineeship used interchangeably with apprenticeships, but be aware that the employment conditions, role and duration are not the same.)

There are benefits to taking on a trainee including:

- addressing aging workforces and emerging skills gaps to meet future workplace needs;
- enabling workforce succession planning;
- developing workplace skills and career pathways for regional youth in a supported environment;
- embedding workplace culture from the ground up;
- developing the leadership skills of your supervisors; and
- increasing the skilled workforce of South Australia.

Employers can find more information on employing apprentices and trainees at [Australian Apprenticeships website](#)

How a traineeship works

You and your trainee will have a formal training and employment arrangement called a contract of training (CoT) or training contract.

A traineeship is the time spent learning a job (or vocation) under direct supervision in an employment arrangement.

Throughout the traineeship your trainee will work towards a nationally recognised Certificate III qualification.

You will provide on-job training and experience to your trainee which complements what they are learning with their training provider (referred to as the off-the-job component of the traineeship).

Most full-time traineeships for the local government sector have a nominal duration of 12-36 months. Depending on your trainee, the workplace opportunities available and the training provider, the duration to complete the qualification under a traineeship can be shorter or longer than the nominal duration. (This can affect the budgeted traineeship salary.) Once the trainee has completed the certificate III qualification, TAS will notify you that the contract of

training will be required to be signed off, at which point the traineeship is terminated and traineeship wages no longer apply.

A probationary period of two or three months at the beginning of a traineeship (depending on the traineeship) enables either party to withdraw from the contract of training. After the probationary period has ended, the contract of training can only be signed-off if all parties to the contract of training agree.

Seven steps to signing on an apprentice or trainee

- **Step 1** – become registered with the State Government's Traineeship and Apprenticeship Services (TAS) to be able to employ and train trainees.
- **Step 2** – find a candidate to sign up as a trainee.
- **Step 3** - choose an Apprenticeship Support Network (ASN) to assist you and your trainee to complete and lodge a contract of training (CoT) or training contract with TAS for approval,
- **Step 4** – you and your trainee negotiate the training arrangements and complete a training plan with your chosen training provider. (ASNs can assist you.) This is lodged with TAS for approval.
- **Step 5** – TAS will assess the CoT application and Training Plan and advise you in writing of the decision.
- **Step 6** – You and/or the nominated supervisor provide on-job training to your trainee and pay them wages including the time they are attending formal training.
- **Step 7** – When you, your trainee and your training provider all agree the trainee has displayed competence in the workplace, the CoT can be signed off and the traineeship is complete.

Three groups you need to know about.

1. Traineeship and Apprenticeship Services (TAS)

TAS, part of the South Australian Department of State Development:

- registers employers to employ and train trainees;
- assesses and approves contracts of training and training plans;
- approves variations and completions to contracts of training and training plans;
- issues letters and certificates indicating successful completion of a traineeship; and
- provides information, advice and assistance to trainees and employers.

For anything relating to traineeships and apprenticeships, please contact [Traineeship and Apprenticeship Services](#).

Please ensure you download the [Guidelines for persons who supervise apprentices or trainees](#)

2. Apprenticeship Support Network Providers (ASNs)

Apprenticeship Support Networks are non-government organisations contracted by the Australian Government to help employers and trainees to enter into a contract of training (CoT).

They are responsible for:

- helping parties to prepare CoTs;
- helping with the selection of an appropriate qualification;
- helping with the selection of a registered training organisation (RTO);
- ensuring the CoT is lodged with TAS;
- administering incentive payments to eligible employers; and
- administering income support and other payments to eligible trainees.

For further information regarding Apprenticeship Support Networks or incentive payments, call 13 38 73 or visit the [Australian Apprenticeships website](#).

3. Training Providers

Your trainee will get a mix of **on-the-job training** (done in your workplace under supervision) and **off-the-job** or formal training that is provided by a training provider.

It is up to you and your trainee, with assistance of an ASN, to work out the training required for the trainee that also meets the needs of your workplace, according to the traineeship occupation.

Some training providers offer training courses that come with State Government funding. This means the training delivery could be partly or completely subsidised. Be sure to ask if the State Government's **WorkReady Subsidy** applies to the qualification you have selected for the traineeship.

TAFESA also provide free training for specific regional postcodes through their **Small Regional Community (SRC) Funding** that may assist with upskilling your current workforce alongside the trainee. Be sure to enquire about this if you select TAFE SA as your training provider

You may also use a training provider that is outside the Government's WorkReady Subsidy program. In this instance, you will have to meet all training delivery costs.

You may have a preference or recommendation for a training provider but you should both agree on the choice. It is important to consider the following:

- the learning needs of the trainee;
- whether the Lecturer will deliver in your workplace using your equipment/ policies/ procedures and how often;
- the regularity and amount of on-going support provided by the training provider to the trainee throughout the delivery of the qualification (do they have a dedicated support person for your trainee?) and;
- whether their communication plan includes liaising with you and the trainee's supervisor throughout.

Training plans and off-job training

The training provider can advise what off-job training components will be required for the trainee to complete their qualification. You and the trainee agree what off-job training will be carried out, with which training provider and when.

The training provider then draws up a **training plan** which you and the trainee must agree to.

The **training plan** outlines:

- the qualification being obtained;
- core and elective units you and the trainee have selected;
- the training provider's location of training delivery; and
- the mode of training delivery e.g. classroom learning once per week, block release over two weeks every term or online.

The training plan forms part of the contract of training which is drawn up by your ASN and submitted to TAS for approval.

Contract of Training (CoT)

A contract of training is a legally binding document that is agreed between a trainee and their employer.

It is drawn up by an Apprenticeship Support Network and outlines the following:

- trainee details;
- employer details;
- parent or guardian details (if applicable);
- the vocation;
- the qualification that will be delivered;
- the nominal term of the contract;
- the probationary period;
- the industrial arrangement underpinning the employment conditions;
- the contract is full-time;
- the number of hours of work and training per week;
- the selected registered training organisation; and
- the obligations of both the employer and the trainee.

There are three Apprenticeship Support Network (ASN) providers in SA. MEGT, Apprenticeship Support Australia (Business SA) and MAS National, go to [Find my ASN](#) or call 13 38 73.

Changing your training contract

Most changes you or trainee want to make to your training contract have to be approved by Traineeship and Apprenticeship Services (TAS). TAS will generally approve the changes if you and your trainee both agree.

If you wish to make **any changes to your contract**:

- your trainee must agree to the change you want to make (likewise, if your trainee wants to change anything, they must get your agreement); and
- and you **MUST** apply to Traineeship and Apprenticeship Services.

For information and forms relating to changes, see [changing your apprenticeship or traineeship](#).

If you can't agree on a change there are processes in place to help both you and your trainee. See [resolving issues](#).

Probationary periods

Probationary periods are built into training contracts as a way of allowing apprentices, trainees and their employers to withdraw from the apprenticeship or traineeship should any party decide it is not for them.

The probationary periods are generally as follows:

Term of Training Contract	Probationary period
12-24 months	2 months
More than 24 months	3 months

Note: probationary periods cannot be extended.

How do you withdraw during the probationary period?

Any party that wishes to withdraw must notify the other in writing within the probationary period.

Employers must then notify TAS of the termination in writing within seven days.

For a withdrawal form, see [changing your apprenticeship or traineeship](#).

How many trainees can you take on at any one time?

You must have at least one supervisor per five trainees, no matter what year or stage of the traineeship.

The maximum number of trainees that one supervisor may oversee is **five**.

Direct supervision of a trainee is expected in the first one to two years of a traineeship (depending of the qualification taken and the risk level), however if the risk to trainee, community and equipment is low a more general supervision in the vicinity of the trainee would be appropriate.

Note: trainees cannot be responsible for supervising other trainees.

Read the supervising your apprentice or trainee booklet, and view the video to get useful hints and tips for providing first class supervision.

- [Supervising your apprentice or trainee booklet \(PDF\) \(Word\)](#)

Aboriginal Apprenticeship Program

Retention Incentives will be made to Employers who employ an Aboriginal trainee. The incentive payments to a council that complete a contract of training with an Aboriginal trainee for 2 years is **\$4000** (\$3,000 for completion of a one year Aboriginal traineeship).

Regional Aboriginal Engagement Coordinators offer mentoring and support and the signup is done at the time of signing the contract of training. Payments are automatic as each phase of the traineeship is completed.

Please contact **Trevor Lovegrove**, Department of State Development – Aboriginal Employment Programs Unit for further details. (E) trevor.lovegrove@sa.gov.au (M) 0428 112 904. FREECALL1800 627 849.

Useful Resources

South Australia's Traineeship and Apprenticeship System. [Information booklet](#)

Employer Registration Process Fact Sheet. Traineeship and Apprenticeship Services has created the following [guide to step you through the registration process](#)

New Employer Registration Form. Complete and submit this [form to apply to register your business to employ and train trainees in South Australia](#)

Employer Registration Renewal*. Complete and submit this [form to apply to renew your registration](#) (every 5 years) to employ and train apprentices and/or trainees in South Australia.

*To renew your registration you will need to nominate which trades or vocations you would like to apply for. If you are not sure which trades and vocations you are currently registered for, visit the [Training and Skills Register](#)