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Understanding Apprenticeships and Traineeships

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Before We Start

- The aim of this presentation is to get you thinking about Apprenticeship and Traineeships, it won't be a sales pitch
- If you need anything explained or have questions, contact details are shared at the end of this presentation
- 'Australian Apprenticeships' is the term used to describe all Apprenticeships and Traineeships



What are Australian Apprenticeships?

- An Australian Apprenticeship combines both work and study to obtain a nationally recognised qualification
- There is a requirement to have an employer in order to undertake an Australian Apprenticeship
- An Australian Apprenticeship typically takes between 1-4 years to complete



Why do an Apprenticeship or Traineeship?



- It's a 'hands on' pathway option
- The qualification is nationally recognised
- You get paid while you learn
- There are over 500 qualifications
- Once qualified, possibilities are endless



Mythbusters

Like all things there are some false perceptions about Australian Apprenticeships and workplaces in general. These include:

- It is normal to be bullied in the workplace
- Gender needs to play a part in the job you apply for
- I will need a strong academic background so a few
- I will be working Monday to Friday from 9am-5pm
- I can be on trial for a few weeks until the boss decides




Available Industries

- Building and Construction/ Electrical
- Automotive and Boating
- Sport & Recreation
- Hair and Beauty
- Health Care and Community Services
- Retail, Sales and Customer Service
- Government, Schools, Public Safety and Corrections
- Gardening, Farming, Animals and Environment
- Food, Hospitality, Travel and Tourism
- Manufacturing, Metal and Engineering
- Transport, Logistics and Warehousing
- Business, Clerical, Property and Financial Services
- Information Technology and Telecommunications



Industries in a Little More Detail

Building & Construction

- Plumber
- Electrician
- Carpenter
- Painter
- Joiner
- Plasterer
- Roof Tiler
- Signwriter
- Bricklayer
- Stonemason
- Refrigeration Mechanic

Automotive and Boating

- Light Vehicle Mechanic
- Auto-Electrician
- Boat Builder and Repairer
- Marine Technician
- Diesel Mechanic
- Bicycle Repairer
- Motorcycle Mechanic
- Panel Beater
- Vehicle Painter

Health & Community Services

- Aged Care Worker
- Disability Support Worker
- Child Care Worker
- Drug and Alcohol Worker
- Migrant Support Worker
- Education Aide
- Youth Care Worker
- Mental Health Outreach Worker


Food Related Outcomes

- Cook/Chef
- Kitchen Operations Worker
- Asian Cookery
- Baker
- Pâtissier
- Butcher
- Hospitality Industry Worker
- Food Processing Worker




How Mas Can Help You

- We can sit with you and offer additional one-on-one career advice
- Provide you with access to career testing tools to help identify careers and suitability
- Organise for you to be signed up as an Australian Apprentice or Traineeship



Importance of Being Signed Up

- Without getting signed up you are not an apprentice or trainee!
- You can not get enrolled with a TAFE or Registered Training Organisation without being signed up
- If you aren't signed up, the time you are working is not working towards your apprenticeship
- You will not have any access to assistance from the government or other parties without being signed up




Some Additional Tips For You

Recommendations to ensure you're the best possible candidate

Realities of a Workplace

- A job isn't your right it is a privilege
- In a workplace you are owed nothing
- What you put in is what you get out
- There is always someone watching
- Unlike school there are no excuses




Controlling the Controllable

- Resumes and cover letters
- Email etiquette
- Voicemail and phone etiquette
- Facebook and social media
- First impressions





Resources You Should Be Working On

- Career Action Plan
- Resume and Cover Letter
- Referees and Reference Letters
- Work Experience and a Report
- Certificates, Awards and a Portfolio
- Licenses and Permits
- Tax File Number



Some Word of Advice

- If you have your heart set on something then go for it
- Know the realities of the jobs you are aiming for
- Explore all career options to find what is best for you
- Use your teachers, the internet and Mas as resources
- Live your dreams, not your friends



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Thank You

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