



APPRENTICE AND TRAINEE SIGN-UP GUIDE

WA

Before July 2022

Powered by:



Chamber of Commerce
and Industry WA



Victorian
Chamber of Commerce
and Industry

**BUSINESS
AUSTRALIA**

YOU'RE ON TRACK TO A NATIONALLY
RECOGNISED QUALIFICATION!



CONTENTS

- 01** Welcome on board
- 02** Who's involved?
- 03** Apprenticeship Support Australia is with you all the way
- 04** What to expect at sign-up
- 05** You are on your way to success
- 06** Help along the way
- 07** Let's connect
- 08** Frequently Asked Questions

Important attachment

Financial entitlements for apprentices and trainees
Check out the back pocket of this booklet

WELCOME ON BOARD

Congratulations on your decision to become an apprentice or trainee! By combining work and study you will quickly gain the skills and experience you need to build a successful career.

An apprenticeship or traineeship opens the doors to some amazing opportunities.

How will you benefit?

- ✓ Achievement of nationally and internationally recognised qualifications
- ✓ Gain industry specific skills and valuable work experience
- ✓ Have better job prospects
- ✓ Opportunity to travel and work anywhere in Australia
- ✓ Allows you to earn while you learn

The team at Apprenticeship Support Australia (ASA) will provide you with ongoing support and advice throughout your apprenticeship or traineeship.

Welcome to the ASA Community. We are here to help you on your journey.

Stay in touch

Need support? Call us on **1300 363 831** or email us at **apprenticeshipsupport@cciwa.com**
Your dedicated ASA Industry Training Consultant is your go-to expert in relation to your apprenticeship program.

WHO'S INVOLVED?

Who signs you up?



Apprenticeship Support Australia (ASA)

ASA is your Apprenticeship Network Provider contracted by the Australian Government. We conduct the training contract sign up, administer the incentives program, offer support services, and have regular contact with the apprentice/trainee and employer as nominated.



State Training Authority (STA)

The DTWD Apprenticeship Office is the regulator of apprenticeships and traineeships in Western Australia. They provide the final step and approve your training arrangement. They make things official!

Who employs you?




Employer

The employer hires apprentices/trainees and provides appropriate support, training and supervision on the job for you to gain the skills and knowledge to complete your apprenticeship or traineeship.



Group Training Organisation (GTO)

In some instances the apprentice/trainee is not employed directly by an employer, but through a GTO. The GTO employs you and places you with a host employer.



The Australian Apprentice/Trainee
That's you!

Who trains you?



Your employer – on-the-job training

Gaining hands-on experience is important. Your employer provides appropriate support, training and supervision on the job so that you can gain the skills and knowledge to complete the requirements of your apprenticeship or traineeship.



Registered Training Organisation (RTO) – off-site training

The RTO works with you to deliver a training plan, deliver training, assess achievement of skills and issue the qualification on successful completion. TAFE is considered a RTO. Remember, you need to be signed up with ASA before enrolling with a RTO.

APPRENTICESHIP SUPPORT AUSTRALIA IS WITH YOU ALL THE WAY



Connecting you with your employer

Employers are the foundation of every registered apprenticeship program. Your employer will work with your dedicated ASA Industry Training Consultant and the Registered Training Organisation (RTO) to ensure you are on track to complete your national qualification.



National qualifications

Once you've completed your apprenticeship or training, you will be the proud owner of a national qualification. This is your guarantee that you are fully qualified, and on track to excelling in your chosen career!



Related study requirements

Combine on-the-job learning with further education and study with an RTO, such as TAFE. Your employer and your ASA Industry Training Consultant will organise this for you.

The payment of your training fees depends on the Industrial Award under which you are paid.



Integrated on- the-job training

Together, your RTO and employer will organise:

- What you will be trained in
- Who you will be training with
- How the training will be done
- Where the training will take place
- And arrange for you to attend any off-the-job training.



VET is for earning

Your employer will pay your wages and superannuation. You will receive the same entitlements as all other employees (such as annual leave, sick leave and public holidays) according to the agreement/award under which you are employed. Check out a snapshot of industry pay scales here: skillsroad.com.au/career-advice/explore-careers

How it all
comes
together

WHAT TO EXPECT AT SIGN-UP



Who is your Industry Training Consultant?

The ASA Industry Training Consultant is your go-to expert in relation to your apprenticeship or traineeship program.

Documents that will be presented for discussion and signature:

- ✓ National Training Contract "SmartForm"
- ✓ Training Plan Proposal (this is sent to your selected RTO); or Full Training Plan (if required)
- ✓ Additional forms that may be applicable to your apprenticeship or traineeship arrangement



Documentation to have ready

- ✓ Your Unique Student Identifier (USI). To create your USI go to: usi.gov.au
- ✓ Your ID (Driver's licence or photo ID)
- ✓ Copies of any previous qualifications completed
- ✓ Visa details and document (if applicable)
- ✓ If possible, your parent or guardian to attend the sign up if you are under 18

Making the decision to become an apprentice or trainee involves careful planning, thorough analysis and weighing up the pros and cons. That is why we give you a minimum of **24 hours to think through your decision**, before signing.

Need help? Call **1300 363 831**



Points for discussion

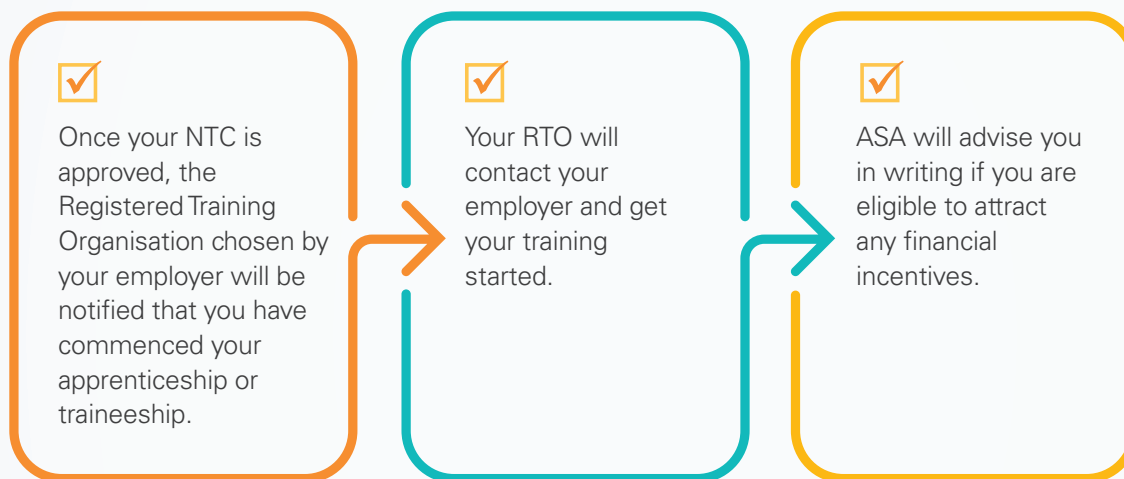
- ✓ Financial incentives and benefits that may be available to you and your employer as well as the claiming procedure
- ✓ Support available from ASA throughout your apprenticeship or traineeship arrangement
- ✓ Future contact points we will have with you and your employer to ensure you are working towards a successful completion and that all details are correct

Your local Industry Training Consultant will arrange a convenient time for you and your employer to complete your Apprenticeship/Traineeship National Training Contract (NTC) and relevant paperwork to submit the training arrangement to the State Training Authority for approval.

YOU ARE ON YOUR WAY TO SUCCESS

The contract has been signed – now what?

Once the National Training Contract (NTC) is completed and signed, the training contract obligations become automatically binding.



With over 500 qualifications across all industries, you can continue your training and further your career options.

1. Upskill into a higher-level qualification
2. Cross-skill into a related qualification or additional trade

HELP ALONG THE WAY

PLUS FREE access to our unique Resource Hub

Undertaking an apprenticeship or traineeship is a great career option. However, we understand at times it can be difficult. While none of us can fully prepare for everything that might happen when we start working full time, the team at Apprenticeship Support Australia have developed some resources to help you adapt. We are committed to providing ongoing tailored support and assistance.

Our apprentice and trainee services include:

- ✓ Continuous support throughout your term of training
- ✓ SmartForm Applications and Claims being emailed to you if applicable
- ✓ Contact from our team via email or post when your payments fall due
- ✓ An essential guide to successfully commencing and completing your new apprenticeship or traineeship
- ✓ Access to our innovative apprentice and trainee coaching and advisory programs

REMINDER – Take time to be proud of yourself. You've made it this far and you're definitely going places. **And remember to respond to the communications we send you.** We want to know how you are tracking!

If in doubt, reach out to us via email on apprenticeshipsupport@cciwa.com



Advisory services

Regular contact and ongoing support from your dedicated Apprentice Advisor. Phone and face-to-face support from trained advisors for personal, training and work-related issues.

FREE Resource Hub

ASA's Resource Hub gives you 24/7 access to resources such as videos and worksheets that help you throughout your training.

Check out the page

apprenticeshipsupport.com.au/Apprentice-Trainee-Resource-Hub



A SNAPSHOT OF OUR AVAILABLE RESOURCES

Just for you!

First day at work checklist

Everything you need to know to make Day 1 a success.

FIRST DAY CHECKLIST
Make the most of your new apprenticeship or traineeship – here's how.

Before day 1

- Check with your employer what they need you to bring on your first day. This may include:
 - ☐ Your ID (for the workplace)
 - ☐ Your bank account details
 - ☐ Your driver's licence or passport
 - ☐ Details of your superannuation fund if you have one. Your employer might have a preferred super option – ask!
 - ☐ Your physical and postal address
 - ☐ Details of an emergency contact

Must-know before you go

How you thought about the following?

- ☐ **Work location** – double check exactly where you should arrive
- ☐ **Work hours** – know when you need to arrive on your first day, and the hours you'll work
- ☐ **Equipment** – make sure you have anything needed to help to when you arrive
- ☐ **Travel arrangements** – how are you going to get to work? Do a dummy run during rush hour before starting on the day to make sure you know how to get to work
- ☐ **Check code** – make sure you know what you're expected and allowed to wear
- ☐ **Check what and how your training will be delivered** by your RTO (Registered Training Organisation) will be at TAFE or another location, and what days/hours are you expected to attend training?

1 **Don't forget** – you may need public transport, don't forget to apply for your Govt "Travel Concession Card" for full fares travel!

Get in touch
If you're ever unsure or need to chat to someone, call one of our team on **042829705** or email help@apprenticeshipsupport.com.au

Managing stress

We all feel overwhelmed sometimes; here's how to deal.

FIVE WAYS TO DEAL WHEN YOU FEEL OVERWHELMED

PROBLEM 1 "You just can't get enough!"
SOLUTION Self-compassion is what you need you say to a friend in a similar situation?

PROBLEM 2 "I don't know what to do!"
SOLUTION Problems focused coping a break about the "messy mess" into small, manageable steps.

PROBLEM 3 "I just don't care anymore."
SOLUTION Get back a sense your mental energy by going for a walk outside, eating healthy, sleeping well and connecting up with a friend.

PROBLEM 4 "This is too hard, I'll never get it right."
SOLUTION Weigh the solution (What makes me think it's too hard? What makes me think it's not that? What are alternative ways I can look at that? Reframe the situation.)

PROBLEM 5 "This is so unfair!"
SOLUTION Instead of focusing on the unfairness of the situation and feeling like you have no control over, focus on what is in your control.

Get in touch
If you're ever unsure or need to chat to someone, call one of our team on **042829705** or email help@apprenticeshipsupport.com.au

Dos and don'ts

What you need to know to make the best of your apprenticeship/traineeship.

DOS AND DON'TS FOR APPRENTICES AND TRAINEES
Your first day as an apprentice or trainee will fly by, so it's important that you make the most of your experience. Here's a list of our top dos and don'ts for a successful apprenticeship or traineeship.

Do's

- ✔ **Ask questions** – It's OK to ask about how to do or where to find something, just ask.
- ✔ **Make friends** – You'll be asked to help to with you on the job – in fact, it's a great sign that you are where you are meant to be.
- ✔ **Ask** – If you're not sure about something, it's OK to ask. If you're getting a little uncomfortable for you, make sure you talk to someone about how you're feeling.
- ✔ **Be safe** – Always be safe for a healthy work life – make sure you are getting enough of each night.
- ✔ **Be enthusiastic** – Show how much you appreciate this apprenticeship by completing each task with enthusiasm. If you're asked to do anything the small things, you'll be treated with the bigger, more exciting things.
- ✔ **Be professional** – From your appearance to the way you speak to your colleagues, show you're the apprentice for a working environment.
- ✔ **Make connections** – You might be working with your next boss or a work buddy. Try to make a connection with your work buddies and your supervisor.
- ✔ **Take your own initiative** – Take the initiative – complete everything that's required of you during your apprenticeship, no matter how small or insignificant it may seem to be.
- ✔ **Make time when you are asked** – A great way to make a lasting impression is to make time when you're asked to do something, whether it's making a round of tea for the office or heading up about the company in your own time.
- ✔ **Be safe** – Take all safety regulations very seriously – it might seem a little obvious, but you have to take them very seriously. You should always be wearing your PPE. Look for an opportunity to show it with your colleagues or manager.
- ✔ **Take TAFE and Training opportunities seriously** – It's not a day out, it's a great opportunity to learn to be a professional.

Don'ts

- ✘ **Don't take the opportunity for granted** – You've been given the opportunity to learn and grow. Appreciate the experience and give it your best shot.
- ✘ **Don't be late** – If you have a problem, talk to someone about it. This does not make you a wimp!
- ✘ **Don't be late** – Punctuality is important for building a reputation as a professional. Do whatever you need to get to work on time.
- ✘ **Don't be negative** – Don't talk to many and spread negativity throughout your apprenticeship. The better you work, the greater the outcome.
- ✘ **Don't be your own boss** – Check your workbooks regularly if you're not, keep your mind out of it. If you're not, keep your mind out of it. If you're not, keep your mind out of it. If you're not, keep your mind out of it.
- ✘ **Don't be in the working week** – Taking days off during the week means you, which makes it hard to concentrate and may make mistakes. You should have your days off during your apprenticeship and your job.

Get in touch
If you're ever unsure or need to chat to someone, call one of our team on **042829705** or email help@apprenticeshipsupport.com.au

Setting goals

Got goals? Make sure you reach them with these practical tips.

HOW TO SET GOALS - AND KEEP THEM
Breaking your goals down into smaller, more achievable ones is essential for maintaining focus and motivation.

Step 1: Determine your main long-term goal

Examples: "I want to be a full-time job immediately after finishing my apprenticeship and traineeship, and want to do it in a minimum of two years."

How big is your goal?

- ✔ How would you approach achieving this challenging long-term goal?
- ✔ How would you know when you're done?
- ✔ How do you measure your progress along the way and monitor whether you're on track to achieve this goal?

Write down your intent.

Get in touch
If you're ever unsure or need to chat to someone, call one of our team on **042829705** or email help@apprenticeshipsupport.com.au



LET'S CONNECT

Talk to us today

Call 1300 363 831

Speak to our team of experts and advisors

Go to apprenticeshipsupport.com.au

Sign into your dedicated apprentice and trainee section to access up-to-date advice

Email us

Get in touch via
apprenticeshipsupport@cciwa.com

Join [Skillsroad.com.au](https://skillsroad.com.au)

Skillsroad is a unique career advice and job search platform that connects young job seekers with employers. They provide support to over 300,000 entry-level job seekers across the country, and have some great tips on adjusting to full-time work.



National

If you require information on:

01. The Trade Support Loan

This site is comprehensive when it comes to your apprenticeship.

Visit australianapprenticeships.gov.au

02. Tips on job and career opportunities

Visit skillsroad.com.au

03. If you need to talk to a recruiter

The Australian Government's national network of recruitment service providers. They can even help you find a job. Visit jobsearch.gov.au

04. Your Unique Student Identifier (USI)

Remember all apprentices and trainees require a USI number to enrol or re-enrol with their training provider. Visit usi.gov.au

05. If you're not sure about your pay rate and conditions

The fairwork.gov.au website is the best place to start.

06. Need help or advice?

Your dedicated mentor is here to help you complete your training. If you're having problems with training, issues at work or matters outside of work call 1300 363 831 for an initial consultation.

07. Lodging a training complaint

Visit education.gov.au/NTCH or call 133 873 (option 4)

WA

01. 24/7 online access to your contract

The Western Australian Apprenticeship Management System (WAAMS) is an online client portal that allows you to manage your training contract details online.

Visit waamsportal.dtwd.wa.gov.au/

02. Looking for advice on a State Award?

Wageline can give you information including rates of pay and conditions of employment.

Call 1300 655 266

03. Licensing, health and safety support

Access information on how to obtain licences and WorkSafe practices.

Visit commerce.wa.gov.au/worksafe

FREQUENTLY ASKED QUESTIONS

There are many unanswered questions surrounding working and studying as an apprentice or trainee. Here's what you need to know.

01. What is the difference between an apprenticeship and a traineeship?

- A traineeship is generally in a non-trade area and the training term is typically 1 to 2 years full time and an apprenticeship is for trade areas with a term of up to 3 or 4 years full time.
- Part-time training arrangements for traineeships and apprenticeships may be approved where a part-time employee is supported by an appropriate industrial award or agreement and the minimum part-time hours of work are met. The training term for a part-time training arrangement is longer.

02. What are my study commitments?

Your Registered Training Organisation (RTO) develops a training plan with you and your employer. TAFE is also an RTO. The training plan outlines the number of units of competency required to complete your apprenticeship or traineeship; how, when and where the training will be done; and how assessment of competencies is to occur.

03. How long will it take me to complete an apprenticeship or traineeship?

Apprenticeships and Traineeships are approved for a nominal term based on advice by industry about how long it may take the apprentice or trainee to gain the required level of skills through work-based training and formal RTO training.

Early completion may occur if the apprentice or trainee has been assessed as competent and issued with a qualification by their RTO. The application for early completion must be supported by both the employer and apprentice/trainee.

04. How much will I earn as an apprentice?

The Australian Fairwork Ombudsman has created a pay calculator. Visit: calculate.fairwork.gov.au/FindYourAward or if you're employed under a state award visit [commerce.wa.gov.au/labour-relations/wa-pay-rates au/FindYourAward](https://commerce.wa.gov.au/labour-relations/wa-pay-rates-au/FindYourAward)

05. How much are my apprenticeship or traineeship fees?

Your RTO will advise if there are additional costs associated with your nominated course. Payment is dependent on the current relevant State Government policy, and the industrial award or agreement you are employed under.

06. What should I do if I experience a workplace issue?

Your employer has the legal responsibility and obligation to ensure your health and safety is a priority whilst working and training during your confirmed hours of work. They are also responsible for ensuring that the principles of equal opportunity and workplace harassment are communicated and practiced.

Just a reminder

You have a responsibility for your own behaviour and to obey your employer's instructions, ensuring your own safety and that of your colleagues. Being self-aware is incredibly valuable in the workplace.

To have a clear understanding of each other's obligations and expectations throughout your apprenticeship or traineeship you and your employer should read the "National Code of Good Practice for Australian Apprenticeships", provided separately.

07. What are my responsibilities?

As an apprentice or trainee you can expect a high level of service with the availability of two key documents: the National Code of Good Practice for Australian Apprenticeships and the Australian Apprenticeship Support Network Code of Conduct. Both of these documents are available at australianapprenticeships.gov.au/about-aasn

TOP TIP – Your Industry Training Consultant and the ASA Contact Hub are your main points of contact to guide you and support you on the journey.

Visit apprenticeshipsupport.com.au/contact-us or call us on **1300 363 831**.

YOUR FINANCIAL ENTITLEMENTS

WA APPRENTICES AND TRAINEES

This list indicates the value of the incentives and benefits you may be eligible for as an apprentice or trainee. It is a guide only. Payment of incentives and benefits will be subject to employers and their apprentices or trainees satisfying the eligibility criteria. Details of each incentive and benefit should be discussed with your Industry Training Consultant.

Incentives Benefits for Commencements/ Recommendation date BEFORE 01/07/2022		✓
<p>Trade Support Loan 1300 363 831 Apprenticeship Support Australia Not applicable for NZ Citizens and Non-permanent Visa Holders</p>	<p>From 1 July 2022 eligible apprentices and trainees have access to loans of up to \$22,890 lifetime limit, over four years to assist with the costs of completing an apprenticeship or traineeship. Paid in monthly instalments in arrears with annual limits of \$9,156 in year one; \$6,867 in year two; \$4,578 in year three; and \$2,289 in year four.</p> <p>On loan approval, 6 months of monthly instalments become payable. You must opt in for another 6 months of payments to continue the loan. You can opt out at any time and to avoid any overpayment you must advise Apprenticeship Support Australia within 14 days if you leave or are suspended from your apprenticeship/traineeship.</p> <p>Repayments of the loan are made through the tax system and start when you are earning a sustainable income. A list of compulsory repayment thresholds and rates is available at studyassist.gov.au/paying-back-your-loan/loan-repayment</p> <p>The compulsory repayment threshold for the 2022-23 income year is \$48,361A 20% discount applies to the loan on successful completion of your apprenticeship or traineeship.</p>	
<p>Additional Identified Skills Shortage Payment (AISS) 1300 363 831 Apprenticeship Support Australia</p>	<p>From 1 July 2019 an AISS payment will be available to eligible apprentices in identified occupations experiencing national skill shortages.</p> <ul style="list-style-type: none"> • \$1,000* at the 12 month point from commencement from the apprenticeship/traineeship • \$1,000* after successfully completing the apprenticeship/traineeship <p>* These payments are subject to tax.</p>	
<p>Living Away From Home Allowance (LAFHA) 1300 363 831 Apprenticeship Support Australia</p>	<p>You may be eligible for LAFHA if you have to move away from your parental/guardian home for the first time to commence or remain in an apprenticeship or traineeship.</p>	
<p>Centrelink - Income Support (in lieu of LAFHA) 13 36 33 humanservices.gov.au</p>	<p>ABSTUDY – help with costs if you are an Aboriginal Australian or Torres Strait Islander undertaking an apprenticeship or traineeship or studying and not getting another payment to study or train.</p> <p>Austudy – provides financial support if you are aged 25 years of age or older and a full-time student, apprentice or trainee; and under the income and assets test limits.</p> <p>Youth Allowance – financial help if you are 16 to 24 years of age and undertaking a full-time apprenticeship or traineeship.</p>	
<p>Relocation Assistance to Take Up a Job (RATTUJ) Information/eligibility: contact your <i>jobactive</i>, DES, CDP provider</p>	<p>Up to \$9,000 assistance, from 1 May 2021, if you relocate to take up a job or an apprenticeship for more than 20hrs/week for more than 6 months.</p> <p>Visit: dese.gov.au/rattuj</p>	
<p>Low Income Health Care Card</p>	<p>Contact the Department of Human Services to check if you are eligible to apply for a Low Income Health Care Card. The card may provide other benefits such as concessions and discounts for training courses (contact your RTO to ask about this).</p>	
<p>Travel and Accommodation Allowance (TAA)</p>	<p>Through TAA, the Department of Training and Workforce Development assists apprentices and trainees with travel and accommodation related to the completion of their off-the-job training component. For more information visit: dtwd.wa.gov.au</p>	

The information contained in this brochure is current as at June 2021. Benefits and services are subject to change at any time without notice. Please check with Apprenticeship Support Australia, apprenticeshipsupport.com.au for full and current details.

Powered by:



**BUSINESS
AUSTRALIA**

NOTES

Here's some space for you to jot down your to dos

A series of horizontal dotted lines for writing notes.





● Christmas Island



A LOCAL TEAM IN YOUR LOCAL COMMUNITY

Apprenticeship Support Australia, powered by the Chamber of Commerce and Industry WA, is contracted by the Australian Government to provide skills development advice and solutions to businesses across Australia.

We are committed to building a better Australia by promoting the participation in, and increasing the completion of, Vocational Education and Training programs, including apprenticeships and traineeships under the Australian Apprenticeship Support Network.

Apprenticeship Support Australia

Garden Office Park
Building A, Level 1
355 Scarborough Beach Road
Osborne Park WA 6017

t 1300 363 831
e apprenticeshipsupport@cciwa.com
w apprenticeshipsupport.com.au

Chambers Apprenticeship Support Australia Limited.
ABN 51 602 702 796

Powered by:

