



# WHAT TO DO WHEN YOUR APPRENTICESHIP OR TRAINEESHIP COMES TO AN END

When you first start out on an apprenticeship or traineeship, you may not be thinking too far ahead about where your career may go. However, as you progress and gain more experience you will probably start to consider your different options, especially once your training and studies approach their end.

Here are some of the different pathways you could consider post-apprenticeship:



## 1. Full-time employment

Most people would enter full-time employment once they have completed an apprenticeship or traineeship. You could remain with your current employer, or find a position with a new employer.

If you are planning on staying with your current company:

- ✓ Chat with your manager about available career progression and job opportunities. This will help you to suss out if there are jobs going or if you need to start looking for a new job.
- ✓ Discussing career progression will also allow you to communicate your long-term plan with your boss, which can help you to determine whether you want to continue working with your current employer.

If you are planning on leaving your current company and moving someplace new:

- ✓ Remain as professional as possible.
- ✓ Talk to your manager and explain your plans to move on.
- ✓ Thank them for the training they have provided.
- ✓ Ask them if they would be willing to provide references for when you are applying for a new job – this will be easier if you're polite and end things on a good note!

What you will need when applying for a new job:

- ✓ Updated resumé and cover letter – The best thing you can do as an apprentice is to update your skill set. This includes all of your training and qualifications, as well as skills you have developed on the job, or any specific experience that you gained. This will make you stand out from other apprentices and make you more employable.
- ✓ References – It is important to have a reference that will vouch for you. A current boss and work colleague could be good examples to use for references. When an employer is looking to hire you for a job, they often do a reference check, which involves calling your references to make sure you are who you say you are.
- ✓ Where to look for jobs – websites such as Seek and Indeed are a great place to start. It is also worth discussing with your former boss and any work colleagues if they know of any opportunities.



## 2. Start your own business

Many apprentices consider starting their own business after having worked for someone else, as they have learnt the skills involved in running their own business. If this is a path you want to consider post-apprenticeship, it would help to find a mentor who can show you the ropes and what is involved.

Before starting your own business, it is also important to keep in mind regulatory, financial and legal obligations. It could also be beneficial to get some advice on sales, marketing and day-to-day operations.



## 3. Further study

When your apprenticeship ends you may not want to go straight into full-time employment, but rather continue your studies. You could do further study in the same field, but choose different subjects to bulk out what you have already learnt, or you could consider studying something entirely new.

Finishing your apprenticeship is just the start of your career and there are loads of options out there. Make sure you do your research to see which option works best for you and find out as much information as possible to make an informed decision.



### Get in touch

Please call **1300 363 831** and ask to speak to one of our Apprentice Advisors or email us at **[intrainingsupport@businessaustralia.com](mailto:intrainingsupport@businessaustralia.com)**