

A Guide to Traineeships

Your one stop guide to everything you need to know as an employer about traineeships.

What is a traineeship?

A traineeship is a structured training program that combines on-the-job training with formal study leading to a nationally recognised qualification.

Traineeships are available in a wide range of industries and provide individuals with the opportunity to gain practical skills and knowledge while earning a wage.

Benefits of a Traineeship

Employer Benefits

- Shape and train your staff from the start.
- Opportunity to attract and develop talent who are eager to learn and grow within your organisation.
- Customised training that meets the business needs of the organisation.
- Increased productivity. As the trainees gain new skills and knowledge through on the job training and formal study they can contribute more effectively to the business with increased confidence.
- Cost effective recruitment.
- Enhance staff retention rates by providing them with opportunities for career development and progression within the organisation.
- Enhanced reputation. By hiring a trainee an employer demonstrates their commitment to investing in the development of their workforce, thus enhancing their reputation as an employer of choice
- Access financial incentives.
- Elevate the overall quality of your workforce.

Trainee Benefits

- Earn a wage while undergoing training.
- Practical work experience, providing them with work, study and earning.
- Accomplish a Nationally Recognized Qualification.
- Support and guidance from their employer, supervisor and training provider helping them to succeed and reach their full potential.
- Gain financial incentives for priority qualifications.
- Experience a sense of value and investment in your growth.

Duration:

Traineeships can be undertaken on either a part time or fulltime basis, depending on the needs of the business and the availability of the individual and employee.

Part time traineeships typically involve working fewer hours per week, no less than 15 hours per week.

Full time traineeships involve working fulltime hours.

Who's involved?

EMPLOYER

The legal entity (organisation) who employs the trainee and provides the workplace.

TRAINEE

The staff member undertaking the traineeship.

(RTO)

Registered Training Organisation

Delivers the Nationally Recognised Qualification.

Apprentice Connect Australia Provider (ACAP)

The ACAP is responsible for providing information, advice, administration, monitoring and support for employers and trainees who participate in a traineeship program. You cannot start a Traineeship without an AASS.

Incentives

PRIORITY HIRING INCENTIVE:

Priority Hiring Incentive paid to Employer:

Full Time \$2,000 at 6 months and \$3,000 at 12 months

Part Time \$3,500 within the first year and \$1,500 in the second year.

AA TRAINING SUPPORT PAYMENT:

AA Training Support Payment paid to Trainee:

Full Time \$1,750 at 6 months AND 12 months, \$750 at 18 AND 24 months

Part Time \$875 at 6 AND 12 months, \$375 at 18 AND 24 months

Priority Qualifications

CHC33021 Certificate III in Individual Support (Ageing)

CHC33021 Certificate III in Individual Support (Disability)

CHC43015 Certificate IV in Ageing Support

CHC43121 Certificate IV in Disability Support

CHC 43415 Certificate IV in Leisure and Health



Who is ARC Training?

Train Australia is a Registered Training Organisation (RTO# 91007) which started trading as ARC Training in July 2004. Our mission is to inspire individuals to discover a new skillset or career path and ignite a passion for learning through an alternative option to TAFE or university.

We specialise in delivering Nationally Recognised Training via digital or face to face classrooms. We offer qualifications at a Certificate II level through to a Diploma. Our programs incorporate current workplace practices to ensure our students are gaining the most up to date skills and knowledge with the highest industry standards and best practices in mind.

OUR VISION

“ To provide support services and practical education that improves people’s lives. ”

At ARC Training, we are student and customer centric, ensuring the best outcomes for both the employer and employee. Our trainers have all worked in the respective industries in which they now deliver training and can call on their own real-life experience when helping students understand what they are learning and how it is applied in their workplace.

OUR MISSION



Why choose ARC training?

At ARC Training, our core values of PASSION, COURAGE, and EXCELLENCE drive everything we do. Through partnerships with organisations, we are dedicated to facilitating the learning and development of their staff. Our exceptional services ensure that organisations receive comprehensive support, resulting in a seamless process for implementing traineeships.

Here's what sets us apart:

- You'll have a designated Partnership Manager who will be your primary point of contact, responsible for overseeing your trainees' learning journey.
- Our Program Coordinators consistently engage with trainees to monitor attendance and progress. If any concerns arise, they collaborate with the trainees to create a support plan for their success.
- We provide employers with monthly reports outlining trainees' attendance and progress.
- Monthly meetings with employers allow us to gather feedback, ensuring that our training delivery aligns with their business needs. We prioritise continuous improvement and tailor our training and support based on the feedback received.
- Access to fully funded and subsidised qualifications.
- We keep you informed about the latest funding and incentives available to support your business.

At ARC Training, we have gone to great lengths to provide comprehensive support for individuals throughout their study journey and to make the process as straightforward as possible for you as the employer.

ARC's workforce program

Introducing our thoughtfully crafted workforce program. This program seamlessly blends the convenience of digital learning, interactive virtual classrooms guided by trainers, and on-site workplace observations. Drawing upon our extensive experience in Vocational Education and Training (VET), as well as insights garnered from industry leaders, we've created a program that has emerged as the favored delivery approach for employers.

Key Program Components:

Mandatory Sessions: To ensure effective learning, we've structured mandatory sessions into 2-hour blocks, with trainees expected to participate in a maximum of 1 session per week. Promoting flexibility, we provide an array of time and day options to cater to diverse schedules.

Theory: Trainees gain access to our Learning Management System (LMS), a hub for all learning materials, resources, as well as a platform for submitting assessments, tasks, and short-answer questions.

Practical: Our practical component is facilitated through third-party observations, overseen by a designated Team Leader.

Ongoing Enrolments: Once again promoting flexibility, we offer rolling intakes, initiating new courses every few weeks to accommodate varying entry points of trainees.

Quality and Flexibility Fuel Us.

If our workforce program doesn't match what your organisation needs, we're ready to customise and shape it to fit your specific requirements.

What is the Apprentice

Connect Australia Provider?

The Apprentice Connect Australia Provider (ACAP) is your first point of contact for all queries about traineeships.

The ACAP is responsible for several key functions:

- **Information and Advice:** ACAP's offer information and advice to employers and employees, they can provide details about the available programs, eligibility criteria, training pathways, and funding options.
- **Administration and Documentation:** ACAP's assist with the administrative tasks involved in enrolling trainees. This includes managing contracts, training agreements, and other necessary documentation.
- **Funding and Incentives:** ACAP's provide information about available government funding and incentives for employers and trainees. They help employers understand the financial support they can receive to offset training and wage costs.
- **Monitoring and Support:** ACAP's play a role in monitoring the progress of trainees. They may provide guidance and support to ensure that both the employer and the trainee are meeting their obligations and achieving their goals.
- **Dispute Resolution:** In cases where conflicts or disputes arise between employers, trainees, and training providers, ACAP's may assist in resolving these issues and ensuring a smooth training experience.
- **Compliance and Reporting:** ACAP's ensure that all parties involved in traineeships comply with relevant regulations and requirements. They may also be responsible for reporting data and information to government agencies as necessary.



Meet the Team



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Next Steps!

Interested in putting staff through traineeships? What are the next steps?

Reach out! Contact ARC to get linked in with your nominated Partnership Manager. Together, you will discuss the process, the course, how many trainees, locations, delivery mode, and tailor options.

Connect with an ACAP! If you don't already have one, your Partnership Manager will link you in with an ACAP of your choice to get the trainee(s) signed up. The ACAP generates a training plan proposal (TPP) and sends to all parties to sign.

Enrol! Your Partnership Manager will coordinate the enrolment of your trainee(s) into their qualification.

Traineeship underway! The trainee is employed, undertaking paid employment with on the job training whilst completing their qualification. ARC training will provide regular updates on trainees attendance and progression and provide support to the trainee through the duration of their traineeship. At 6 months and 12 months, employer can claim available incentives.

Qualification costs

NSW: Smart and Skilled

Qualification	New Entrant Traineeship Fees Payable
CHC33021 Certificate III in Individual Support (Ageing)	Fee Exempt \$0.00
CHC33021 Certificate III in Individual Support (Disability)	Fee Exempt \$0.00
BSB30120 Certificate III in Business (Administration)	Fee Exempt \$0.00
CHC43015 Certificate IV in Ageing Support	Fee Exempt \$0.00
CHC43121 Certificate IV in Disability Support	Fee Exempt \$0.00
CHC43415 Certificate IV in Leisure and Health	Fee Exempt \$0.00
BSB40120 Certificate IV in Business	Fee Exempt \$0.00
BSB40520 Certificate IV in Leadership and Management	Fee Exempt \$0.00
BSB50420 Diploma of Leadership and Management	Fee Exempt \$0.00

ACT: Skilled Capital

Qualification	New Entrant Traineeship Fees Payable
CHC33021 Certificate III in Individual Support (Ageing)	Qualification Price \$350.00
CHC33021 Certificate III in Individual Support (Disability)	Qualification Price \$350.00
BSB30120 Certificate III in Business (Administration)	Qualification Price \$350.00
BSB30120 Certificate III in Business (Customer Service)	Qualification Price \$350.00
CHC43015 Certificate IV in Ageing Support	Qualification Price \$350.00
CHC43121 Certificate IV in Disability Support	Qualification Price \$350.00
CHC43415 Certificate IV in Leisure and Health	Qualification Price \$350.00
BSB40120 Certificate IV in Business	Qualification Price \$350.00
BSB40520 Certificate IV in Leadership and Management	Qualification Price \$350.00
BSB50420 Diploma of Leadership and Management	Qualification Price \$350.00

QLD: Vet Investment Programs and User choice

Qualification		New Entrant Traineeship Fees Payable
CHC33021	Certificate III in Individual Support (Ageing)	Qualification Price \$1,504.00 Partial Exemption \$601.60 Fee Free for under 25's \$0.00
CHC33021	Certificate III in Individual Support (Disability)	Qualification Price \$1,424.00 Partial Exemption \$569.60 Fee Free for under 25's \$0.00
BSB30120	Certificate III in Business (Administration)	Qualification Price \$744.00 Partial Exemption \$297.60
BSB30120	Certificate III in Business (Customer Service)	Qualification Price \$800.00 Partial Exemption \$320.00

SA: Skilling South Australia

Qualification		Traineeship Fees Payable
CHC33021	Certificate III in Individual Support (Ageing)	Qualification Price \$470.00
CHC33021	Certificate III in Individual Support (Disability)	Qualification Price \$445.00
BSB30120	Certificate III in Business (Administration)	Qualification Price \$860.25
BSB30120	Certificate III in Business (Customer Service)	Qualification Price \$925.00
CHC43015	Certificate IV in Ageing Support	Qualification Price \$597.50
CHC43121	Certificate IV in Disability Support	Qualification Price \$367.50
CHC43415	Certificate IV in Leisure and Health	Qualification Price \$512.50
BSB40120	Certificate IV in Business	Qualification Price \$1,100.75
BSB40520	Certificate IV in Leadership and Management	Qualification Price \$1,119.25
BSB50420	Diploma of Leadership and Management	Qualification Price \$1,221.00

ARC TRAINING

Contact us for further details on
training@arcgroup.com.au
or speak to one of our
Partnership Managers.