

A photograph of two women in professional attire. The woman on the left is a Black woman with short hair, wearing a light blue blazer and a pearl necklace, gesturing with her hand. The woman on the right is a white woman with short hair, wearing a light-colored blazer and a colorful necklace, looking towards the first woman.

## **A Guide to Traineeships**

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

# What you'll find inside:

- What is a Traineeship
  - Benefits of a Traineeship
  - Who is involved
  - Incentives
  - Who is ARC Training
  - What is the Australian Apprenticeship Support Network?
  - Why choose ARC training
  - ARC's workforce program
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## What is a traineeship?

A traineeship combines off-the-job and on-the-job training between a staff member (trainee) an employer and a Registered Training Organisation (RTO).

The trainee completes a Nationally Recognised Qualification during their traineeship. The focus of a traineeship is hands-on practical learning combined with academic theory.

### Duration:

Traineeships can take from 12 to 24 months to complete, depending on the qualification and whether the trainee is employed part time or full time.

## Benefits of a Traineeship

### Employer Benefits

- Shape and train your staff from the start.
- Enhance staff retention rates.
- Access financial incentives.
- Elevate the overall quality of your workforce.

### Trainee Benefits

- Earn a wage while undergoing training.
- Accomplish a Nationally Recognised Qualification.
- Gain financial incentives for priority qualifications.
- Experience a sense of value and investment in your growth.

## 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 training for the Nationally Recognised Qualification.

## Australian Apprenticeship Support Network (AASN)

The AASN 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 AASN.

# Incentives

## PRIORITY WAGE SUBSIDY

For employers and trainees undertaking a Certificate III or higher qualification in a Priority Occupation on the Australian Apprenticeships Priority List.

### Priority Occupations:

- 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
- CHC43415** Certificate IV in Leisure and Health

### Priority Wage Subsidy paid to:

**Employer** Up to \$12,000

**Trainee** Up to \$5,000



## HIRING INCENTIVE

For employers and trainees undertaking a Certificate III or higher qualification in an occupation that is not on the Australian Apprenticeships Priority List.

### Occupations not on the Australian Apprenticeships Priority List:

- SIR30216** Certificate III in Retail
- MSM30116** Certificate III in Process Manufacturing
- TLI30321** Certificate III in Supply Chain Operations
- BSB30120** Certificate III in Business
- BSB40120** Certificate IV in Business
- BSB40520** Certificate IV in Leadership and Management
- BSB50420** Diploma of Leadership and Management

### Hiring Incentive paid to:

**Employer** Up to \$3,500



# 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



# What is the Australian

# Apprenticeship Support Network?

The Australian Apprenticeship Support Network (Apprenticeship Network) is your first point of contact for all queries about traineeships.

There are seven Apprenticeship Network providers covering all of Australia, operating from around 130 full time sites, with approximately 500 mobile field officers. AASN's are contracted by the Department of Education, Skill and Employment and you cannot start an Australian Apprenticeship without an AASN.

## The AASN is responsible for several key functions:

- **Information and Advice:** AASN'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:** AASN's assist with the administrative tasks involved in enrolling trainees. This includes managing contracts, training agreements, and other necessary documentation.
- **Funding and Incentives:** AASN'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:** AASN'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, AASN's may assist in resolving these issues and ensuring a smooth training experience.
- **Compliance and Reporting:** AASN'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.

## We've Formed a Partnership with Verto!

To enhance the support we offer to organisations, our valued partners, we've established a Service Level Agreement in collaboration with VERTO apprenticeship services.

The result is a smooth and cohesive experience for all stakeholders involved in the traineeship journey. This includes the trainees, employers, Verto and us as the Registered Training Organisation (RTO). Clear responsibilities and transparent communication are integral components of this approach, ensuring a user-friendly experience.

Our collaboration is not limited to VERTO. If you already have a preferred Apprenticeship Network or wish to choose from various options, we fully support your decision. On a national scale, we maintain connections with all AASN's, providing comprehensive support across the board.



## 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:** One 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.

# Meet the Team



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National Partnership Manager

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Partnership Manager

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Partnership Manager

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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 AASN!** If you don't already have one, your Partnership Manager will link you in with either VERTO or an AASN of your choice to get the trainee(s) signed up. The AASN 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
<b>CHC33021</b> Certificate III in Individual Support (Ageing)	Fee Exempt \$0.00
<b>CHC33021</b> Certificate III in Individual Support (Disability)	Fee Exempt \$0.00
<b>BSB30120</b> Certificate III in Business (Administration)	Fee Exempt \$0.00
<b>CHC43015</b> Certificate IV in Ageing Support	Fee Exempt \$0.00
<b>CHC43121</b> Certificate IV in Disability Support	Fee Exempt \$0.00
<b>CHC43415</b> Certificate IV in Leisure and Health	Fee Exempt \$0.00
<b>BSB40120</b> Certificate IV in Business	Fee Exempt \$0.00
<b>BSB40520</b> Certificate IV in Leadership and Management	Fee Exempt \$0.00
<b>BSB50420</b> Diploma of Leadership and Management	Fee Exempt \$0.00
<b>SIR30216</b> Certificate III in Retail	Fee Exempt \$0.00
<b>MSM30116</b> Certificate III in Process Manufacturing	Fee Exempt \$0.00
<b>TLI30321</b> Certificate III in Supply Chain Operations	Fee Exempt \$0.00

## ACT: Skilled Capital

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

## QLD: Vet Investment Programs and User choice

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

## SA: Skilling South Australia

Qualification		New Entrant Traineeship Fees Payable
<b>SIR30216</b>	Certificate III in Retail	Qualification Price \$795.50
<b>MSM30116</b>	Certificate III in Process Manufacturing	Qualification Price \$1,017.50
<b>TLI30321</b>	Certificate III in Supply Chain Operations	Qualification Price \$804.75
<b>CHC33021</b>	Certificate III in Individual Support (Ageing)	Qualification Price \$470.00
<b>CHC33021</b>	Certificate III in Individual Support (Disability)	Qualification Price \$445.00
<b>BSB30120</b>	Certificate III in Business (Administration)	Qualification Price \$860.25
<b>BSB30120</b>	Certificate III in Business (Customer Service)	Qualification Price \$925.00
<b>CHC43015</b>	Certificate IV in Ageing Support	Qualification Price \$597.50
<b>CHC43121</b>	Certificate IV in Disability Support	Qualification Price \$367.50
<b>CHC43415</b>	Certificate IV in Leisure and Health	Qualification Price \$512.50
<b>BSB40120</b>	Certificate IV in Business	Qualification Price \$1,100.75
<b>BSB40520</b>	Certificate IV in Leadership and Management	Qualification Price \$1,119.25
<b>BSB50420</b>	Diploma of Leadership and Management	Qualification Price \$1,221.00

Contact us for further details on  
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or speak to one of our  
Partnership Managers.



