

## Who does what in apprenticeships and traineeships

### Employer or Host Employer

Employers of apprentices and trainees are required to assist and supervise work-based training, pay wages and provide entitlements, provide a safe working environment and release their apprentice or trainee from work to participate in training with the SRTTO.

### Apprentice or trainee, or school-based apprentice or trainee (SAT)

The employer hires an apprentice or trainee. If the apprentice or trainee is under 18, they may require a parent or guardian to provide signed consent on the training contract. If the apprentice or trainee is school-based, their school must give approval.

The **myApprenticeship** self-service website allows registered apprentices and trainees to update their contact information, access training contract details and view training results on **myApprenticeship**. Visit [www.training.qld.gov.au/myapprenticeship](http://www.training.qld.gov.au/myapprenticeship).

### Australian Apprenticeship Support Network (AASN) Provider

The employer will contact the AASN provider who assists the employer and apprentice or trainee (or SAT) to get started in their apprenticeship or traineeship. The AASN provider will assist the employer and apprentice or trainee to complete and sign a training contract form which is a legally binding contract.

Once the apprenticeship or traineeship has commenced, the AASN provider will become the first point of call for any matters relating to the apprenticeship or traineeship. The AASN provider can also be contacted regarding incentives, support services and workplace visits.

### Supervising Registered Training Organisation (SRTTO)

The SRTTO assists in developing the training plan, delivering the training and providing support throughout the apprenticeship or traineeship to ensure the training stays on track. The SRTTO may also be referred to as the training organisation, RTO or college.

The SRTTO can be contacted regarding the training plan or training record; training delivery and assessment issues; recognition of prior learning; language, literacy and numeracy support; and completion of the apprenticeship or traineeship.

### Department of Employment, Small Business and Training

The department oversees and administers the apprenticeship and traineeship system and helps employers and apprentices, trainees or SATs get the most from their experience. Contact Apprenticeships Info for advice, support and referrals to regional offices.

The **Queensland Skills Gateway** provides access to information on vocational education and training including government funding and eligibility. For more information, please visit [www.training.qld.gov.au/skillsgateway](http://www.training.qld.gov.au/skillsgateway).

*Information correct at time of publication, March 2018.*



## A-Z of apprenticeship and traineeship industry areas

APP006



## A list of all apprenticeship and traineeship types

## What are apprenticeships and traineeships?

Apprenticeships and traineeships combine training with working in a real job, for a real boss, with a real wage.

Apprentices and trainees complete a qualification while learning skills at work and under the guidance of a training organisation. Apprenticeships and traineeships can be full-time, part-time, or school-based where some of the training is undertaken while the apprentice or trainee is at high school.

Upon completion of an apprenticeship or traineeship you will have learnt new skills and gained experience and confidence working in a real job. This puts you in a great place to keep working, go on to further study or even start your own business.

**This brochure provides a list of industry areas and should be used as a guide only.**

To search for an apprenticeship or traineeship by industry visit [www.qtis.training.qld.gov.au](http://www.qtis.training.qld.gov.au) and enter the name of the industry area in the search box.

For an A-Z list of apprenticeships or traineeships and more details on your chosen occupation, visit:

- [www.qtis.training.qld.gov.au/Apprenticeship](http://www.qtis.training.qld.gov.au/Apprenticeship), or
- [www.qtis.training.qld.gov.au/Traineeship](http://www.qtis.training.qld.gov.au/Traineeship)

## Want to know more?

For more information about apprenticeships and traineeships:

- visit [www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au)
- email [apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au)
- call Apprenticeships Info on **1800 210 210\***.

Those with a hearing or speech impairment can contact us through the National Relay Service:

- TTY users can phone **1800 555 677** then ask for **1800 210 210**
- Speak and Listen (speech to speech relay) users can phone **1800 555 727** then ask for **1800 210 210**
- Internet Relay users can connect to <https://internet-relay.nrscallgov.au/> then request **1800 210 210\***.

Those from a non-English speaking background can contact Apprenticeships Info through the Translating and Interpreting Service (TIS) National on **13 14 50**.

**Please note Apprenticeships Info operating hours are 8:30am to 4:45pm Monday to Friday.**

\*Calls are toll free from landlines. Calls from mobiles or pay phones are extra.

## Industry areas

- Agriculture and primary industries
- Animal health
- Arts and entertainment
- Automotive
- Aviation
- Beauty
- Boating and marine
- Building and construction
- Business
- Civil construction
- Cleaning and asset maintenance
- Community services
- Conservation and land management
- Education
- Electrotechnology and electricity supply
- Engineering
- Food and meat processing
- Forestry
- Furnishing and craftworkers
- Government
- Health
- Horticulture
- Hospitality
- Information technology
- Jewellery and watchmaking
- Justice and legal services
- Library and museum services
- Manufacturing
- Mining
- Printing, graphic arts and signwriting
- Racing
- Real estate and property management
- Retail
- Security and correctional services
- Sport and recreation
- Telecommunications
- Textiles, clothing and footwear
- Tourism and travel
- Transport, distribution and storage
- Utilities - Water industry

