

Queensland Training Information Service (QTIS)

Help Guide

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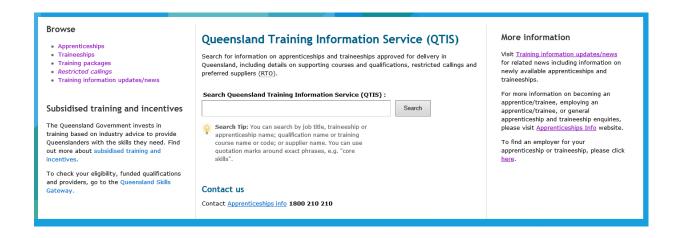
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What is QTIS?

QTIS is the <u>Queensland Training Information Service</u> and is a web-based application that provides comprehensive information on all apprenticeships and traineeships that are approved in Queensland. It also includes preferred supplier (registered training organisation) details.

The QTIS main page (www.qtis.training.qld.gov.au) looks like this:

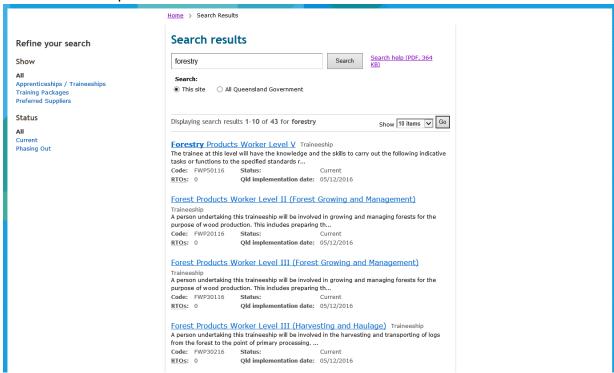


How do I perform a search on QTIS?

- 1. From the QTIS main page, click inside the search box.
- 2. To perform a search, type the search criteria into the search box. There is no need to specify apprenticeship or traineeship or RTO at this point.
- 3. Click the Search button.

<u>Search tip:</u> You can search by job title, traineeship or apprenticeship name; qualification name or training course name or code; or supplier name. You can use quotation marks around exact phrases, e.g. "core skills".

Below is an example of how the search results screen looks.



In most cases, the search should provide the desired result. If not, you may choose to change the search criteria to be more specific and repeat the search, or you can filter the search results. To narrow down the search results, or to specify the type of information you are after, choose from the following filters (located on the left side of screen):

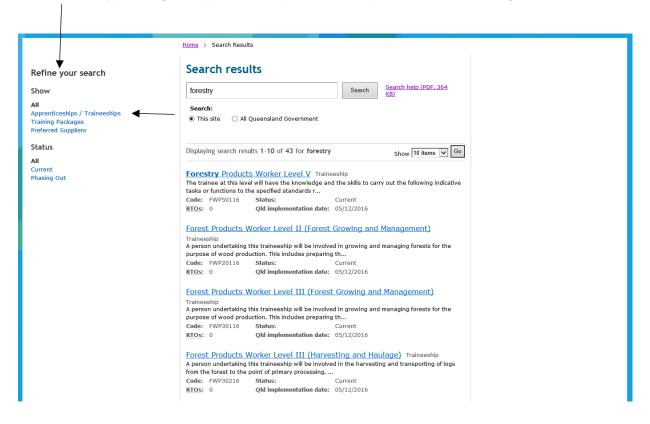
- to see apprenticeship/traineeship records only, select the Apprenticeships / Traineeships filter.
- to see training package records only, select the Training Packages filter.
- to see preferred supplier records only, select the **Preferred Suppliers** filter.

How do I view an apprenticeship or traineeship on QTIS?

Search for apprenticeship/traineeship by entering the search criteria. Your result should appear at or near the top of the search results. If not, either refine your search criteria and search again, or select the *Apprenticeships / Traineeships* filter (located on the left side of screen).

To specify the status of an apprenticeship or traineeship, choose from the following filters (located on the left side of screen):

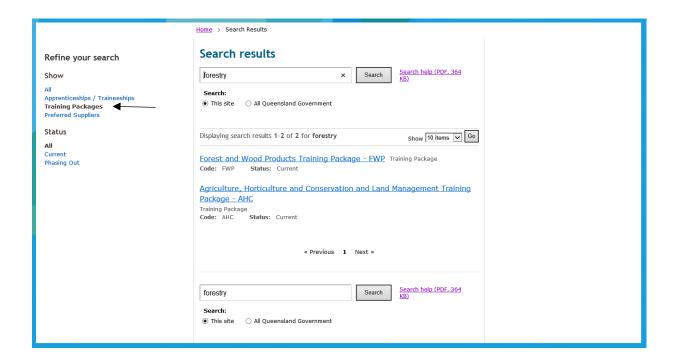
- to see only current apprenticeships/traineeships, select the Current filter
- to see only phasing out apprenticeships/traineeships, select the **Phasing Out** filter



How do I view a training package on QTIS?

Search for a training package by entering the search criteria. Your results should appear at or near the top of the search results. If not, either refine your search criteria and search again, or select the *Training Packages* filter (located on the left side of screen).

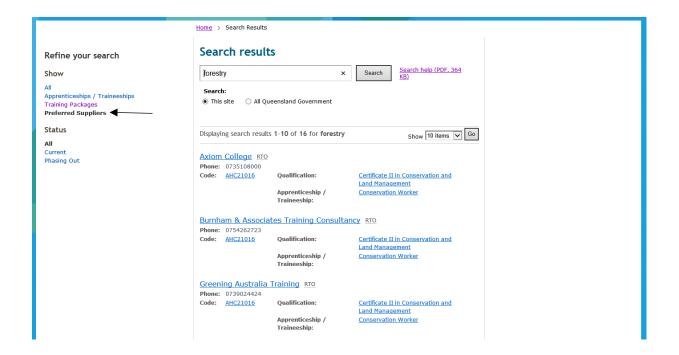
Within each training package record are links to the apprenticeships/traineeships within that package.



How do I view a preferred supplier (registered training organisation) on QTIS?

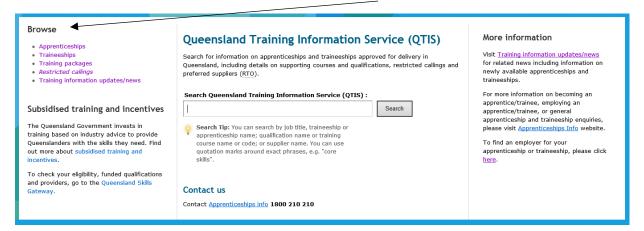
Search for a preferred supplier by entering the search criteria. Your results should appear at or near the top of the search results. If not, either refine your search criteria and search again, or select the *Preferred Suppliers* filter (located on the left side of screen).

Within each preferred supplier record are links to the apprenticeships/traineeships delivered by that preferred supplier.



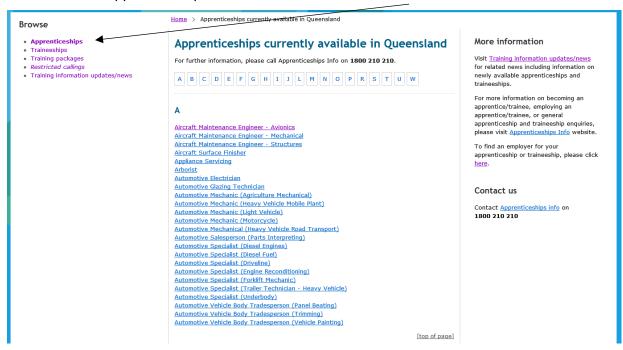
What are the links under the 'Browse' heading on the QTIS main page?

From the QTIS main page, select an option from the 'Browse' links



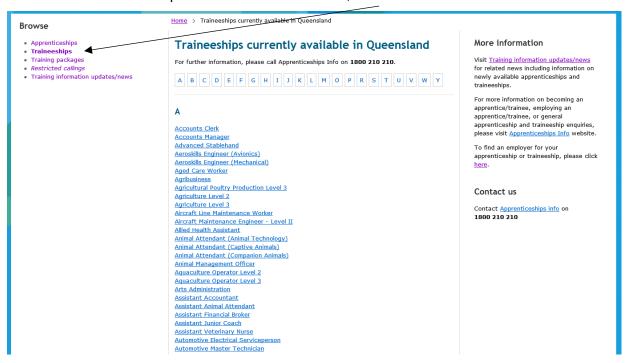
APPRENTICESHIPS

To see a list of apprenticeships available in Queensland, click here.



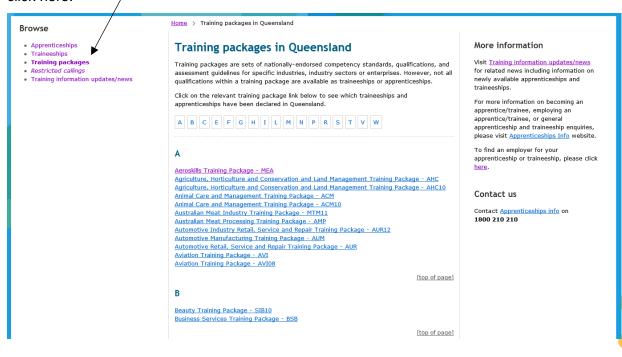
TRAINEESHIPS

To see a list of traineeships available in Queensland, click here.



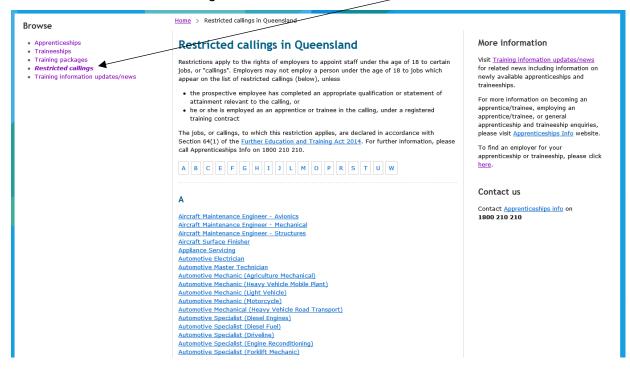
TRAINING PACKAGES

To see a list of training packages containing qualifications that are available in Queensland, click here.



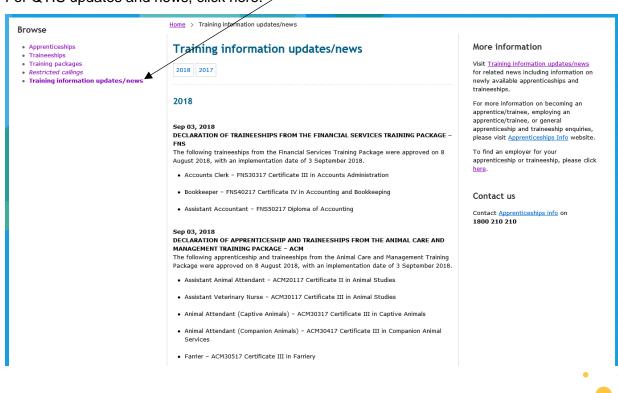
RESTRICTED CALLINGS

To see a list of restricted callings in Queensland, click here.



TRAINING INFORMATION UPDATES/NEWS

For QTIS updates and news, click here.



What is the difference between an apprentice and a trainee?

An apprentice is trained in a skilled trade and upon successful completion will become a qualified tradesperson. Trades such as electrical, plumbing, cabinet-making and automotive are just a few that are a part of the apprenticeship scheme. Training takes place both at the workplace and with a training organisation.

A trainee is someone who is being trained in a vocational area. These vocational areas include tourism, office administration and information technology.

Traineeships vary in length from 12 months to three years. Apprenticeships are generally four years in length. The term of a part-time apprenticeship or traineeship is generally double that of the full-time term.

However, as the training is competency-based, completion is dependent upon when the apprentice or trainees has successfully gained all knowledge, skills and competencies required.

What is the difference between full-time, part-time and school-based training arrangements?

Full-time apprentices and trainees work and train full-time, usually an average of 38 hours a week.

Part-time apprentices and trainees work and train no less than 15 hours each week, averaged over a four week cycle.

School-based apprentices and trainees undertake an apprenticeship or traineeship as part of their high school studies.

What is the difference between the training status of 'current' and 'phasing out' on QTIS?

'Current' means that the apprenticeship or traineeship is currently available for registration in Queensland. 'Phasing out' means that the apprenticeship or traineeship may have been superseded and is no longer available for new registrations.

How do I become an apprentice or trainee?

There are a number of things you will need to do before getting started in an apprenticeship or traineeship. You will need to find an employer, choose a training provider and complete the necessary paperwork. For more information on how to get started visit, https://desbt.gld.gov.au/training/apprentices.

Why is a qualification not displaying on QTIS but is appearing on the national website for qualifications and training packages (training.gov.au)?

QTIS only displays information for those apprenticeships and traineeships that have been approved for delivery in Queensland. If an apprenticeship or traineeship does not appear on QTIS, it means that it has not been approved as an apprenticeship or traineeship in Queensland.

Where can I get information on apprenticeship or traineeship wages?

Industrial relations details

Since 1 January 2010, all private sector employers and employees in Queensland, including apprentices and trainees, have their wages and conditions of employment covered by the Fair Work Act 2009 and modern awards. This legislation is administered by the Commonwealth Government Fair Work Ombudsman's office. https://www.fairwork.gov.au/pay/minimum-wages/apprentice-and-trainee-pay-rates.

Apprentices and trainees are considered employees and may receive entitlements the same as other employees such as: annual leave, sick leave, public holidays, superannuation, workers compensation and allowances. Apprentices and trainees must also receive a pay slip to cover full details of the pay for each pay period. Pay slips have to be given to an employee (including apprentices and trainees) within 1 working day of pay day and be either in electronic form or paper hard copy.

Parties should make enquiries with the Fair Work Ombudsman on Ph: 13 13 94 or at http://www.fairwork.gov.au to determine the correct industrial instrument and entitlements.

When employment is ceasing the employer or the employee (apprentice/trainee) must provide the appropriate notice periods as per the relevant award or registered workplace agreement. A notice period is the length of time that an employer or employee (apprentice/trainee) has to give to end employment. Additional information about notice periods can be found at: http://www.fairwork.gov.au/ending-employment/notice-and-final-pay.

Unfair dismissal is when an employee (apprentice/trainee) is dismissed from their job in a harsh, unjust or unreasonable manner. Additional information about unfair dismissal can be found at: http://www.fairwork.gov.au/ending-employment/unfair-dismissal.

Public sector and local government workers in Queensland remain under the state industrial relations system. Additional information about wages and conditions of employment for employees (apprentices/trainees employed by state or local government) can be found at: https://www.forgov.qld.gov.au/working-in-the-public-service/directives-awards-and-legislation/pay-awards-and-agreements.

What is a 'restricted calling'?

Restrictions apply to the rights of employers to appoint staff under the age of 18 to certain jobs, or "callings". Employers may not employ a person under the age of 18 to jobs which appear on the list of restricted callings unless:

- the prospective employee has completed an appropriate qualification or statement of attainment relevant to the calling, or
- he or she is employed as an apprentice or trainee in the calling, under a registered training contract.

The jobs, or callings, to which this restriction applies, are declared in accordance with Section 64(1) of the <u>Further Education and Training Act 2014</u> https://www.legislation.qld.gov.au/view/html/inforce/current/act-2014-025. A list of apprenticeships and traineeships declared as restricted callings can be found on the Queensland Training Information Service (QTIS) website (see Restricted Callings link on the left side of the QTIS main page).

What is User Choice?

The User Choice program provides a public funding contribution towards the cost of training and assessment services for eligible Queensland apprentices and trainees.

The program recognises that employment-based training aligned to skills shortages is a critical priority for the Queensland Government. It aims to provide funding aligned to the skills needs of industry and respond to changing government priorities.

For more information, please visit: https://desbt.qld.gov.au/training/providers/funded/userchoice

Where is there information for apprentices, trainees and employers?

For more apprenticeship and traineeship information, please visit: https://desbt.qld.gov.au/training/apprentices

For employers, please visit: https://desbt.qld.gov.au/training/employers

For Training Providers, please visit: https://desbt.gld.gov.au/training/providers

Who can I contact if I have any questions about apprenticeships or traineeships in Queensland?

The **Apprenticeships Info** telephone and email service is available to all Queenslanders for advice, support and referrals relating to apprenticeships, traineeships and training options.

Telephone: 1800 210 210 (Monday to Friday from 8:30am – 4:45pm)

Email: apprenticeshipsinfo@desbt.qld.gov.au

Website: desbt.qld.gov.au/training

If your enquiry is in relation to the training system, please email training@desbt.qld.gov.au.

