



# A-Z Guide Of Apprenticeships & Traineeships



A U S T R A L I A N  
A P P R E N T I C E S H I P  
S U P P O R T N E T W O R K  
An Australian Government Initiative



## Hundreds of opportunities to learn your way!

With over 600 apprenticeship or traineeship qualifications to choose from, there is a perfect option for businesses to upskill new or existing staff and for individuals to pursue a career path and a recognised qualification.

From the Arts and Automotive industries to Sports and Tourism, there is an apprenticeship or traineeship qualification to suit you - and the team at The Apprenticeship Community can help you get started!

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## AGRICULTURE AND PRIMARY INDUSTRIES

### Apprenticeships

Farrier

### Traineeships

Agriculture  
-Beekeeper  
-General  
-Advanced Wool Handling  
-Dairy Production  
-Pork Production  
-Production Horticulture  
-Rural Merchandising  
-Shearing  
-Rural Operations

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## ANIMAL HEALTH

### Traineeships

Animal Studies  
Animal Technology  
Captive Animals  
Companion Animals  
Veterinary Nurse

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## ARTS AND ENTERTAINMENT

### Traineeships

Arts Administrator  
Broadcasting (Radio)  
Broadcasting (Television)  
Entertainment (Front of House)  
Live Production, Theatre and Events Worker  
Multimedia  
Music Industry (Tech Production)

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## AUTOMOTIVE

### Apprenticeships

Automotive Electrician  
-Automotive Mechanic  
-General  
-Agricultural Mechanical  
-Heavy Vehicle Mobile Equipment  
-Heavy Vehicle Road Transport  
-Light Vehicle  
-Motorcycle  
Automotive Motorsport Mechanic

Automotive Salesperson (Parts Interpreting)  
Automotive Specialist  
-Diesel Fitting  
-Diesel Fuel  
-Driveline  
-Elevating Platform  
-Engine Reconditioning  
-Forklift Mechanic  
-Gas Vehicle  
-Trailer Technician  
Automotive Vehicle Body Tradesperson  
-General  
-Panel Beating  
-Vehicle Painting  
-Vehicle Trimming  
Bicycle Mechanic  
Bus, Truck and Trailer Manufacture (L3)  
Marine Mechanic  
Outdoor Power Equipment Mechanic

### Traineeships

Automotive Electrical Serviceperson  
Automotive Mechanical Serviceperson  
-General  
-Air Conditioning  
-Cylinder Head Reconditioning  
-Tyre Fitting Light  
-Underbody Automotive Retail, Service and Repair  
Automotive Salesperson  
Automotive Serviceperson  
Automotive Vehicle Body Serviceperson  
-General  
-Paint Preparation  
-Panel Preparation  
-Vehicle Glazing  
-Vehicle Presentation  
-Window Tinting  
Automotive Vehicle Serviceperson  
Bicycle Serviceperson  
Bus, Truck and Trailer Manufacture (L2)  
Outdoor Power Equipment Serviceperson  
Recreational Vehicle Manufacturing  
Recreational Vehicle Servicing

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## AVIATION

### Apprenticeships

Aircraft Maintenance Engineer  
-Avionics  
-Mechanical  
-Structures

### Traineeships

Aeroskills Engineer  
-Avionics  
-Mechanical  
Engineering  
Flight Operator/Attendant  
Ground Service Operator  
-Leading Hand/Supervisor  
-Ground Services Operator

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## BEAUTY

### Apprenticeships

Hairdressing  
Barber

### Traineeships

Beauty Services Practitioner  
Beauty Therapist  
Retail Makeup and Skin Care  
Salon Assistant

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## BOATING AND MARINE

### Apprenticeships

Marine Craft Construction  
Marine Fitout  
Marine Mechanic  
Marine Trimming

### Traineeships

Aquaculture Operator  
-Level 2  
-Level 3  
Boating Services - Coxswain  
Commercial Fishing Operations  
Marine Engine Driver  
-Grade 2  
-Grade 3  
Marine Serviceperson

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## BUILDING AND CONSTRUCTION

### Apprenticeships

Bricklayer  
 Cabinet Maker  
 Carpenter  
 Gas Fitter  
 Joiner  
 Painter and Decorator  
 Plant Operator  
 Plasterer (Wall and Ceiling Lining)  
 Plumber  
 Plumber (Mechanical Services)  
 Roof Plumber  
 Roof Tiler  
 Shopfitter  
 Signwriter  
 Solid Plasterer  
 Stair Builder  
 Stonemason  
 Surveying Assistant  
 Tiler  
 Waterproofer

### Traineeships

Concreter  
 Construction Material Testing  
 Dogger  
 Essential Services for Aboriginal and Torres Strait Islanders  
 Rigger  
 Scaffolder Steelfixer

## BUSINESS AND FINANCIAL SERVICES

### Traineeships

Business Administration  
 -General  
 -Education  
 -Legal  
 -Medical Business Sales  
 Customer Contact  
 Frontline Management  
 Human Resources  
 Legal Services Management  
 Marketing  
 Occupational Health and Safety  
 Project Management  
 Purchasing  
 Recordkeeping  
 Small Business Management

## CIVIL CONSTRUCTION

### Traineeships

Civil Construction  
 -Design Supervisor  
 -Operations Supervisor

Civil Construction Supervisor  
 Civil Construction Worker (Labourer)  
 Skilled Construction Worker  
 -Bituminous Surfacing  
 -Bridge Construction and Maintenance  
 -Foundation Works  
 -Pipe Laying  
 -Road Construction and Maintenance  
 -Road Marking  
 -Timber Bridge Construction and Maintenance  
 -Trenchless Technology

## CLEANING AND ASSET MAINTENANCE

### Traineeships

Cleaning Management  
 Cleaning Operations  
 Dry Cleaning Operations  
 Fire Alarm Servicing  
 Laundry Operator  
 Pest Management  
 Portable Fire Equipment Operator  
 Waste Driving Operations  
 Waste Management Operations

## COMMUNITY SERVICES

### Traineeships

Aboriginal Child Care Worker  
 Aboriginal Environmental Health Worker  
 Aged Care Worker  
 Child Care Educator (Level 5)  
 Child Care Worker  
 Child, Youth and Family Intervention Worker  
 -Child Protection  
 -Family Support  
 -Residential Care  
 Community Development Worker  
 Community Services Worker  
 Community Services Worker (Community Care)  
 Disability Support Worker  
 Disability Worker  
 Employment Consultant  
 Employment Services Worker  
 Indigenous Primary Health Care Worker

School Age Educator  
 Service Coordinator Disability  
 Service Director (Child Care)  
 Social Housing Worker  
 Youth Worker  
 Youth Worker (Youth Justice Services)

## CONSERVATION AND LAND MANAGEMENT

### Traineeships

Conservation Worker  
 -General  
 -Conservation Earthworks  
 -Indigenous Land Management  
 -Lands, Parks and Wildlife  
 -Natural Area Restoration Weed Management  
 Water Industry Operator  
 Water Industry Supervisor/Planner

## EDUCATION

### Traineeships

Aboriginal Education Support Worker  
 Education Support Worker

## ELECTROTECHNOLOGY AND ELECTRICITY SUPPLY

### Apprenticeships

Appliance Servicing  
 Business Equipment Servicing  
 Cable Joint Tradesperson  
 Data and Voice Communications  
 Electrical Fitter  
 Electrical Machine Repair  
 Electrician  
 Electrician and Instrument and Control (Dual Apprenticeship)  
 Electronics and Communications  
 Fire Protect Tradesperson  
 Fire Systems Technician  
 Fire Systems Designer  
 Instrumentation and Control  
 Power Traction Linesperson  
 Powerline (Electrical Supply - Distribution)  
 Tradesperson Powerline (Electrical Supply - Transmission)  
 Tradesperson Refrigeration

and Air Conditioning Mechanic  
Switchgear and Control Gear

### **Traineeships**

Computer Systems Engineering  
Data and Voice Communications  
Electrical Engineering  
Electronics and Communications

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## **ENGINEERING**

### **Apprenticeships**

Engineering Electrical/  
Electronic Trade  
-Electrical Fitter  
-Electrical Mechanic Marine  
Electrical Mechanics  
Engineering Fabrication Trade  
-General  
-Boilermaking/Welding  
-Casting and Moulding  
-Light Fabrication  
-Sheetmetal  
-Patternmaking  
-Surface Finishing Engineering  
Mechanical Trade  
-General  
-Machining  
-Maintenance - Diesel Fitting  
-Maintenance - Fitting and/or  
Turning  
-Refrigeration and Air  
Conditioning  
-Toolmaking  
Higher Engineering Trade  
Locksmithing  
Marine Craft Construction

### **Traineeships**

Blast Coater Cleaner/Industrial  
Spray Painter/Finisher  
Competitive Manufacturing  
Engineering Production  
-General  
-Systems  
Systems (Marine Craft Surface  
Finishing Technology)

Engineering Technician  
Engineering Technician  
(Advanced Trade)

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## **FINANCIAL SERVICES**

### **Traineeships**

Accounts Administration  
Accounts and Payroll Clerk

Accounts Clerk  
Accounts Manager Assistant  
Accountant Bookkeeper  
Banking Services  
Claims Officer  
Collections Clerk/Process  
Server  
Credit Officer  
Credit Manager  
Finance/Mortgage Broking  
Worker  
Financial Planner  
Financial Services Worker  
Insurance Officer  
General Insurance  
Broking Support  
Loss Adjusting  
Mobile Banking Consultant  
Superannuation Worker

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## **FOOD AND MEAT PROCESSING**

### **Apprenticeships**

Meat Retailing

### **Traineeships**

Food processing  
-General  
-Sales  
-Technician Meat Processing  
-Abattoirs  
-Advanced Technician  
-Boning  
-Food Services  
-General  
-Leadership  
-Meat Safety  
-Quality Assurance  
-Rendering  
-Slaughtering  
-Smallgoods (Manufacturing)  
- Wine Processing  
Meat Retailing  
Technician Meat Salesperson/  
Packer  
Seafood Processing Operator  
Seafood Sales and Distribution  
Operator

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## **FORESTRY**

### **Apprenticeships**

Forest Products Worker  
-Saw Doctoring

-Wood Machining

### **Traineeships**

Forest Products Worker  
-General  
-Forest Growing and  
Management  
-Forest Operations  
-Harvesting and Haulage  
-Sawmilling and Processing  
-Timber Manufactured Products  
-Timber Merchandising  
-Timber Processing  
-Wood Panel Products  
-Timber Fabrication Estimator/  
Jig Setter

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## **FURNISHING AND CRAFTWORKERS**

### **Apprenticeships**

Floor Technology  
Furniture Finishing  
Furniture Making  
Glass and Glazing  
Mattress and Base Making  
Picture Framing  
Soft Furnishing Upholstery  
Wood Machining

### **Traineeships**

Furniture Making (L2)  
Soft Furnishing (L2)  
Upholstery (L2)

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## **GOVERNMENT**

### **Traineeships**

Local Government  
-Administration  
-Health and Environment  
Operational Works  
-Planning  
-Regulatory Services Public  
Sector  
-Financial Services  
Fraud Control  
-General  
-Government  
-Investigation  
-Procurement  
-Project Management  
-School Support Services  
-Service Delivery  
-Statutory Compliance

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## HEALTH

### Traineeships

Allied Health Assistant  
Dental Assistant  
Dental Technician  
Indigenous Primary Health Care Worker  
Health Administration  
Health Supervisor  
Health Support Services Team Leader  
Laboratory  
-Assistant  
-Technician  
-Technologist  
-Trainee  
Medical Practice Assistant  
Mental Health Support Worker  
Occupational Health & Safety Officer  
Operating Theatre Assistant  
Optical Dispenser  
Pathology Assistant  
Patient Services Assistant - Health Services  
Patient Support Assistant  
Pharmacy Assistant  
Pharmaceutical Manufacturing  
Phlebotomist  
Practice Manager  
Sterilising Services Assistant

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## HORTICULTURE

### Apprenticeships

Floriculture Tradesperson  
Greenkeeping  
Landscape Tradesperson  
Nursery Tradesperson (Retail)  
Nursery Tradesperson (Wholesale)  
Parks & Gardens Tradesperson  
Sawdoctor

### Traineeships

Horticulture  
-General  
-Arboriculture  
-Floriculture  
-Landscaping  
-Parks and Gardens  
-Retail Nursery  
-Turf Management

-Wholesale Nursery  
-Farmhand

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## HOSPITALITY

### Apprenticeships

Asian Cookery  
Bread Baking  
Bread Baking/Pastry Cooking  
Catering Operations  
Commercial Cookery  
Pastry Cooking

### Traineeships

Asian Cooking (Level 2)  
Events Technician  
General Front of House Operations  
Hospitality Manager  
Hospitality Operations  
- Food & Beverage  
- Gaming Operations  
- Kitchen Operations  
- Event Operations  
Hospitality Supervision  
Kitchen Operations  
- Catering Operations  
- Kitchen Operations

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## INFORMATION TECHNOLOGY

### Traineeships

Information Technology  
-Digital Media  
-General  
-Media  
-Networking  
-Programming  
-Support  
-Systems Analysis  
-Testing  
-Websites Telecommunications  
-Broadcast Technician  
-Trades Assistant  
-Trades Worker  
-Television Reception Technician

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## JEWELLERY AND WATCHMAKING

### Apprenticeships

Jewellery  
Watchmaking

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## JUSTICE & LEGAL SERVICES

### Traineeships

Legal Administration  
Legal Services Assistant

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## LIBRARY

### Traineeships

Arts Administration  
Library and Information Services Assistant  
Library Technician  
Museum and Gallery Operator Trustee and Estate Administrator

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## MANUFACTURING

### Apprenticeships

Blow Moulding Operator  
Blown Film Operator  
Composites Technician  
Conveyor Belt Technician  
Extrusion Technician  
Injection Moulding Operator  
Plastics Fabricator  
Polyurethane Product Manufacturer  
Production Technician (Operations)  
Rotational Moulding Operator

### Traineeships

Chemical Industry Technician  
Chemical Plant Operator  
Manufactured Mineral Products Operator  
Manufacturing Technology Cadetship  
Pharmaceutical Manufacturing  
Plastics Operator  
Polymer Processing Technician  
Process Manufacturing Production  
-Assistant  
-Support Operator

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## MINING

### Traineeships

Drilling  
-Oil/Gas Off Shore  
-Oil/Gas On Shore

-Operations Gas Industry  
-Field Worker  
-Operations Frontline Manager  
Mine Emergency and Rescue  
Mining  
-Exploration  
-Field/Exploration Operations  
Resource Processing  
Senior Driller  
Small Mining Operations  
Supervisors - Extractive Industry  
Surface Extraction Operations  
Underground Coal  
-Mining  
-Operations  
-Metalliferous Mining Utilities  
Industry Operator Well  
Servicing Operator

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## PRINTING AND GRAPHIC ARTS

### Apprenticeships

Binding and Finishing  
Graphic Pre-Press  
Print Machining  
Screen Printing

### Traineeships

Desktop Publishing Support  
General Print Shop Assistant

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## RACING

### Traineeships

Advanced Stablehand  
Harness Driver  
Jockey  
Stablehand  
Trackrider

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## REAL ESTATE AND PROPERTY MANAGEMENT

### Traineeships

Property Services (Agent)  
Property Services (Real Estate)  
Strata/Facilities Manager

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## RETAIL

### Traineeships

Community Pharmacy Retail

Assistant  
Retail Manager  
Senior Retail Assistant/  
Supervisor  
Wholesale Assistant  
  
Wholesale Sales Representative  
Customer Service Officer

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## SECURITY AND CORRECTIONAL SERVICES

### Traineeships

Correctional Services Officer  
Security Operations  
Security Equipment Installer  
Senior Correctional Services  
Officer  
Technical Security

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## SPORTS AND RECREATION

### Traineeships

Aquatic Industry Worker  
Assistant Junior Coach  
Assistant Sports Official  
Athlete Support Officer  
Career Orientated Participant  
Community Recreational Officer  
Exercise Instructor  
Exercise Trainer  
Outdoor Recreation Assistant  
Outdoor Recreation Guide  
(Controlled Environment)  
Outdoor Recreation Manager  
Sport and Recreation  
-Assistant  
-Coordinator Sports Coach

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## TEXTILE, CLOTHING AND FOOTWEAR

### Apprenticeships

Bespoke Boot and Shoe Making  
Boot and Shoe Repairer  
Canvas Goods Making  
Clothing Production  
Cotton Ginning  
Leather Tradesperson  
Sail Making  
Textile Production

### Traineeships

Clothing Production  
Computerised Embroidery  
Cotton Ginning  
Footwear Repairer  
Textile Production

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## TOURISM AND TRAVEL

### Traineeships

Holiday Park Operations  
Tourism  
-Manager  
-Operations  
Travel Agent  
Retail Travel Sales  
Events Operations

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## TRANSPORT, DISTRIBUTION AND STORAGE

### Traineeships

Driver  
Fleet Controller  
International Freight Forwarding  
Operator  
Logistics Manager  
Logistics Operations  
Mechanical Rail Signalling  
Rail  
-Customer Service Worker  
-Infrastructure Worker  
-Operations Worker Stevedore  
Warehouse and Storage Worker

# Frequently Asked Questions

## Q: CAN YOU EXPLAIN THE DIFFERENCE BETWEEN AN APPRENTICESHIP AND A TRAINEESHIP?

**A:** An apprenticeship usually relates to a trade, eg electrician, hairdresser, chef, plumber or carpenter etc. A traineeship generally relates to industries that don't need a trade certificate, for eg business, retail, hospitality and more.

## Q: HOW LONG WILL IT TAKE?

**A:** Full time apprenticeships will take between 36 to 60 months, depending on the apprentice and how quickly they complete the competencies. An apprentice will undertake qualifications from Cert Level III to Advanced Diploma. Full time traineeships will take between 12 and 24 months, undertaking qualifications from Cert Level II to Advanced Diploma. Recognition of prior learning, on the job learning and formal or informal experience can all contribute towards competency and completion of the certification.

## Q: WHAT IS THE ELIGIBILITY CRITERIA FOR AN APPRENTICESHIP OR TRAINEESHIP?

**A:** Apprenticeships or traineeships are available to anyone of working age who are Australian Citizens or permanent residents, NZ passports holders or holder of a visa which allows them to work in Australia. You don't need a secondary school certificate or other qualification to be able to do an Australian apprenticeship.

You can do an Australian apprenticeship or traineeship if you're a school leaver, re-entering the workforce or as an adult worker simply wishing to change careers or gain new skills. You can even begin your Australian apprenticeship while you're still at school finishing Years 11 and 12. You will need to be

an Australian citizen or hold a New Zealand passport or a visa that allows you to engage in work in Australia.

## Q: WHAT ARE THE COSTS INVOLVED AND WHO COVERS THESE?

**A:** The cost of training is varied amongst qualifications and may be subsidised by the Western Australian Government or businesses may be required to pay for the training on a fee-for-service basis. You can talk to an Apprenticeship Community consultant about the costs and any financial incentives available to assist businesses with the costs or the student with tuition fees.

## Q: WHAT TRAINING PROVIDER DO I CHOOSE?

**A:** There are many training providers to choose from including public providers (TAFE) or private Registered Training Organisations (RTOs). Some qualifications offered by RTOs are government funded or subsidised whilst other qualifications are offered on a fee-for service basis. Choosing a RTO is an important step and The Apprenticeship Community can assist you with a list of RTOs that offer the qualifications you require.

Training providers develop, deliver and assess the training plan and will issue the qualification once completed.

## Q: WILL I REQUIRE A UNIQUE STUDENT IDENTIFIER (USI) AND WHAT IS THAT?

**A:** Anyone undertaking an apprenticeship or traineeship will need to have a USI. This enables them to receive their Certificate of Attainment or trade qualification. For more information, or to apply for a USI, visit [www.usi.gov.au](http://www.usi.gov.au).





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One day in the future I would like to work as one of the head painters but in the meantime I am enjoying learning as much as I can from the tradesmen around me!



**LUCY WILLIAMS**

Apprentice Auto Spraypainter

# About The Apprenticeship Community

The Apprenticeship Community is a collective of apprenticeship services providers across WA & QLD, offering a range of apprenticeship support, employment programs, school based programs, mature aged worker programs and disability employment.

## WHEN YOU LAUNCH YOUR CAREER THROUGH AN APPRENTICESHIP OR TRAINEESHIP YOU:

- Decide with your employer on the best possible training provider for you
- Work and learn on the job in an industry of your choice
- Make valuable industry and employer contacts
- Get to earn while you learn
- Can finish your training early with recognised prior learning and work experience
- Graduate with a nationally-recognised qualification

## WHEN YOU SIGN UP AN APPRENTICE OR TRAINEE IN YOUR WORKPLACE, WE:

- Source and explain all the information you need
- Complete the Training Contract with you and your new apprentice or trainee
- Induct your apprentice or trainee and explain the rights and responsibilities of both parties under the Training Contract
- Provide information about potential financial incentives available to you or your apprentice or trainee
- Keep in regular contact with you and your apprentice or trainee to ensure reasonable progress is being made
- Offer mentoring assistance to you and your apprentice or trainee to support their success

# 60,000

We have helped over 60,000 job seekers per year find their ideal job

# 40,000

Assisted over 40,000 businesses with Australian Apprenticeship Support Services



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As the largest GTO in the Great Southern Region, we need a reliable and prompt AASN service to ensure our apprentices and trainees are commenced in an informative and timely manner. The Apprenticeship Community deliver this, and more, and we recommend them to our clients.

**MARK BARRETT**

**Operations Manager**

**ATC Work Smart**

# Find The Apprenticeship Community at an office near you:

## WESTERN AUSTRALIA

**METRO AND REGIONAL: 08 6165 3362**

PERTH - RIVERVALE  
PERTH - BALCATT  
ALBANY  
BUNBURY  
GERALDTON  
KARRATHA  
KALGOORLIE

**FAR NORTH: 08 9193 5207**

BROOME  
DERBY  
FITZROY CROSSING  
HALLS CREEK  
KUNUNURRA

## QUEENSLAND

**METRO & REGIONAL: 13 28 79**

BUNDABERG  
CAIRNS  
GLADSTONE  
GYMPIE  
HERVEY BAY  
IPSWICH  
LOGAN  
MACKAY  
NOOSAVILLE  
NORTH LAKES  
ROCKHAMPTON  
SOUTHPORT  
TOOWOOMBA  
TOWNSVILLE  
WARWICK  
(AND SERVICING ALL OTHER QLD  
REGIONS BY APPOINTMENT)

**FAR NORTH QUEENSLAND &**

**TORRES STRAIT: (07) 4058 3365**

THURSDAY ISLAND  
BAMAGA (ALSO SERVICING OUTER ISLANDS)  
WEIPA  
CAPE YORK REGION

## Join the community:

 **1300 363 050**

 **theapprenticeshipcommunity.com.au**



**A U S T R A L I A N  
APPRENTICESHIP  
SUPPORT NETWORK**  
An Australian Government Initiative