

# Traineeships

with Combined Team Services

RTO Provider No: 50995



QUALIFICATIONS | WORKPLACE BASED | FULLY SUPPORTED

# Traineeships

Traineeships (and apprenticeships) combine paid employment with formal training leading to skills and qualifications that are recognised across Australia and by other industry employers.

Traineeships (like apprenticeships) can be undertaken by both full time or part time employees. Anyone at any age, and any stage of their employment can sign into a traineeship training contract with their employer. Wages, working conditions and entitlements are provided to the trainee just the same as other employees.

The training contract is an agreement that the trainee and employer sign detailing the training that will be provided by the workplace, in addition to confirming which Registered Training Organisation (RTO) will be facilitating the qualification aspects.

Traineeships cover a wide range of occupations and training usually lasts between one and two years. The job role must relate to the traineeship being sought. For example, a Work Health and Safety traineeship application for an employee whose role doesn't align with key health and safety responsibilities will likely not be approved.

Some higher level qualifications are also available as traineeships, such as Diploma level certificates.

Employers, trainees and RTO's all have a combined obligation to support the establishment, monitoring and achievement of the training arrangement. There should be regular, transparent and open dialogue between the three parties to support ongoing progress towards completion.



# Who's involved?

Other than the trainee (or apprentice) and their employer, there are a number of stakeholders that maintain an interest in training contracts. Each has a specific role in supporting this type of arrangement to a successful end. This being a competent employee, trained through Australia's national training system who gains a qualification as a result of the combined efforts of all parties involved.

The [Australian Apprenticeship Support Network \(AASN\)](#) is a free service provider that conducts the initial training contract signing, provides employers with information on funding and incentive eligibility, and links them to a Registered Training Organisation who can deliver the formal qualification training.

The [Apprenticeship Office](#) is the government organisation that maintains official traineeship and apprenticeship records. They also provide advice on the obligations and rights of the employer and trainee.

The [Registered Training Organisation \(RTO\)](#) provides the training and assessment services of the qualification for the trainee. A good RTO (like Combined Team Services) will facilitate contact with the employer and trainee on a regular basis to keep the training on target, and deal with any issues as they arise.





# "New Worker" traineeships funded by Jobs & Skills WA

Business (Level 3) BSB30115 - Certificate III in Business

Business (Level 4) BSB40215 - Certificate IV in Business

Occupational Health and Safety Officer (Level 4) - BSB41415 Certificate IV in Work Health and Safety

Manager (Level 5) - Diploma of Leadership and Management (BSB51915)

Resource Processing (Level 2) - Certificate II in Resource Processing (RII20515)

Resource Processing (Level 3) - Certificate III in Resource Processing (RII30415)

*New Worker = employed 3 months or under (full time equivalent)*

*Existing worker = employed more than 3 months (full time equivalent)*

Manager (Level 4) - Certificate IV in Leadership and Management (BSB42015) - not funded by Jobs & Skills WA but employer incentives and payroll tax exemptions may still apply

## Fees

If you enrol in a course, unit or qualification that is funded or partially funded through Jobs & Skills WA you will be charged as per the WA VET Fees and Charges Policy applicable at the time of the relevant unit, to which the fee or charge applies, commences.

Note: The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees. It's important to contact CTS for a quote applicable to the circumstances.

## Payroll tax exemption

There have been recent changes to the payroll tax exemption scheme. From the 1st December 2017 payroll tax exemption for traineeships will be limited to new employees earning less than \$100,00 per year.

## Employer financial incentives

Subject to eligibility criteria, commencement and completion incentives may be available to employers for employees on registered training contracts. Guidelines are available from the Australian Apprenticeship website.



Government of Western Australia  
Department of Training  
and Workforce Development



[www.ctsconsult.com.au](http://www.ctsconsult.com.au)

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