



**STUDY AS AN
APPRENTICE
OR TRAINEE
AT TAFE SA**

WHAT IS AN APPRENTICESHIP AND TRAINEESHIP?

Apprenticeships and traineeships allow you to study, train on the job and earn an income all while working towards becoming a qualified tradesperson.

To start an apprenticeship or traineeship you will need to find an employer who will take you on as an apprentice or trainee.

With TAFE SA's specialist facilities, industry experienced teachers, and hands-on training, you can feel confident that you will graduate with a competitive edge.



TOP REASONS FOR DOING AN APPRENTICESHIP OR TRAINEESHIP

EMPLOYABILITY

An apprenticeship or traineeship gives you the chance to build transferable skills that attract employers, making you more job-ready.

CAREER OPTIONS

There are hundreds of professions ranging from traditional trades such as plumbing, engineering and media to retail, business and financial services.

EARN WHILE YOU LEARN

As an apprentice or trainee you are paid a wage whilst achieving a nationally recognised qualification.

VALUABLE ON-THE-JOB EXPERIENCE

An apprenticeship or traineeship gives you guaranteed real workplace experience in your chosen field of study.

ACHIEVE A QUALIFICATION

On successful completion of an apprenticeship or traineeship you will earn a nationally recognised qualification.



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Learning online whilst working full-time challenged my time management skills for the better. I now see these benefits in the way I work and the quality of work I produce. My studies have placed me in a great position that will allow me to create a successful and rewarding career.

**ASHLEIGH
BUSINESS TRAINEE**

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I grew up in the Clare Valley and finished school not knowing whether to go to university and study mechanical engineering or do something completely different. I decided to take a gap year to figure out what I wanted to do and during this time a local refrigeration and air-conditioning business offered for me to do some work experience. And just like that I was hooked, it was a perfect combination of hands on work and applied physics.



**NATHAN
AIR-CONDITIONING AND REFRIGERATION APPRENTICE**

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BEFORE YOU START YOUR STUDY AT TAFE SA

- Explore industries and courses to find an option to match your interests at **tafesa.edu.au/AT** and **skills.sa.gov.au**
- If you are currently at school, speak to your VET co-ordinator or careers counsellor, a School Based Apprenticeship or Traineeship might be for you.
- Once you know the industry you would like to pursue, you will need to find an employer.
 - You can start by looking through job ads or contracting an employer you think you might like to work for.
 - Or get in touch with a Group Training Organisation (GTO) in South Australia who can help you find a host employer
apprenticeships.gov.au/who-to-contact

START YOUR JOURNEY TO YOUR CAREER

The training is initiated by your employer or GTO through the Australia Apprenticeship Support Services provider (AASS).

This process involves a contract that is mutually agreed upon by the employer and the apprentice or trainee. It includes:

- Duration of the apprenticeship/traineeship
- Training and employment arrangements
- TAFE SA details, as the preferred nominated training provider.

TAFE SA TRAINING PLAN DEVELOPMENT AND FEES

- TAFE SA will help you and your employer develop your training plan.
- TAFE SA will enquire with your employer about covering your tuition fees. If your employer is not covering these costs, you will receive an invoice from us upon enrolment.

ROLES OF EMPLOYERS, AUSTRALIA APPRENTICESHIP SUPPORT SERVICES (AASS) AND TAFE SA

EMPLOYERS

Provide on-the-job training, support, and supervision to apprentices/trainees, sign training contracts, and may assist with training fees.

AUSTRALIA APPRENTICESHIP SUPPORT SERVICES (AASS)

Provides information, guidance, and support to employers and apprentices/trainees.

AASS facilitates registration and management of training contracts, administers financial incentives, and coordinates stakeholders for effective apprenticeship support.

TAFE SA

Offers vocational training programs, supports apprentices/trainees throughout their training, administers training plans, and ensures quality training delivery. Provides access to specialised facilities, resources, and experienced trainers that facilitate learning.

KEY CONTACTS

AUSTRALIA APPRENTICESHIP SUPPORT SERVICES (AASS)

AASS offers tailored guidance and supportive services throughout the entire journey of your apprenticeship.

apprenticeships.gov.au

GROUP TRAINING ORGANISATIONS

Some organisations hire apprentices and trainees and place them with host employers. These organisations are called Group Training Organisations (GTOs). They operate across Australia with some specialising in particular industries, while others cover many.

australianapprenticeships.gov.au/group-training

APPRENTICESHIP/TRAINEESHIP INFORMATION KEY SITES

> tafesa.edu.au/AT

> apprenticeships.gov.au

> skills.gov.au

TRAINING

Contact TAFE SA for any pre-apprenticeship and short course training advice.

TAFESA.EDU.AU/AT
1800 882 661

If you are a person who is Deaf, hard of hearing or have a speech impairment, contact us through the National Relay Service relayservice.gov.au

tafeSA



**Government of
South Australia**