



# Traineeships

*Specialist Industry Training*

## General Information

A traineeship is a formal agreement that involves accredited training being delivered to a permanent employee both on and off the job to form a Nationally Recognised Qualification. The employer may be entitled to significant Government incentive payments - **up to \$4000** to compensate for any costs incurred through fees and down time whilst the employee attends training sessions. Traineeships can be fulltime, part time or school based (the length of the traineeship is increased for part time and school based traineeships).

## Who's Who

<p><b>RTO</b> - Registered Training Organisation</p> <p>The organisation that will deliver and assess the accredited training course</p>
<p><b>AAC</b></p> <p>Australian Apprenticeship Centre - (formerly New Apprenticeships Centres) are contracted by the Australian Government to organise the signing of the Training Agreement and administer the distribution of incentive payments.</p>
<p><b>Group Training Organisations</b></p> <p>Third party 'employers' of trainees, they act as the formal employer and are therefore responsible for all the paperwork, insurance and salary of the trainee, they will contract the trainee out to you the 'host employer' for a pre set monthly fee. Especially good for small to medium organisations who may not be able to justify hiring a full time trainee.</p>
<p><b>DETA</b> - Department of Education Training and the Arts</p> <p>The State Government department responsible for administering all traineeships in Queensland. They regulate all RTO's by conducting audits to assess quality of service</p>
<p><b>DEEWR</b> - Department of Education, Employment and Workplace Relations</p> <p>The Federal Government department that provides funding for incentive payments, this funding is distributed to eligible employers via Australian Apprenticeship Centres.</p>



## How do I employ a trainee?

If you have an existing worker who you wish to transfer into a traineeship or if you wish to hire a new employee as a trainee then you need to contact an Australian Apprenticeship Centre (AAC). You can search for a local AAC via the following website link: <http://www.australianapprenticeships.gov.au/search/aacsearch.asp>.

Once you have found a suitable AAC a representative will contact you to discuss such factors as qualifications, registration processes and incentive payments. They will also visit your workplace to complete all the necessary paperwork. At this meeting you will be informed of the incentive payments that you may be eligible for. These payments can total up to \$4000, and are paid on commencement and again on completion.

## Which RTO?

You are free to choose whichever RTO you want to provide the training for your new trainee. Your decision should take into consideration factors such as:

- The location of the training (will it be onsite at your workplace or off site at the college).
- Regularity of training delivery (weekly, fortnightly or intensive block release).
- Any fees that will be applicable and the payment plan structure.
- Trainer experience (both academic and industry based).

KWSC Training offers a very flexible approach to training. We have a dedicated training facility within Kedron-Wavell Services Club which is fitted with a fully equipped bar, espresso coffee machine and gaming equipment to provide in-depth practical training experience. Our trainers are also prepared to travel to your workplace to conduct training (a minimum of 5 participants is required). **Please note:** KWSC Training does charge fees, please call us for more information on specific fee structures.

We have a team of dedicated and experienced trainers who have had extensive hospitality experience in various venues around South East Queensland.

The qualifications that we offer are:

- Certificate II, III & IV in Hospitality
- Certificate IV in Frontline Management

If you are interested in utilising KWSC Training as your chosen RTO please contact us:

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