



# 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
- Beef Production
- Cotton Production
- Dairy Production
- Feedlot Operator
- Irrigation
- Pork Production
- Poultry Production
- Production Horticulture
- Rural Merchandising
- Shearing
- Rural Operations

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## ANIMAL HEALTH

### Traineeships

Animal Attendant  
Animal Technology  
Captive Animals  
Companion Animals  
Animal Management Officer  
Assistant Animal Attendant  
Veterinary Nurse

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## ARTS AND ENTERTAINMENT

### Traineeships

Arts Administration  
Broadcast Technician  
Community Cultural Development  
Design Worker  
Florist  
Live Production Theatre and Events Worker  
Media

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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  
Aircraft Surface Finisher

### Traineeships

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

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## BEAUTY

### Apprenticeships

Hairdressing

### 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 Mechanic

### Traineeships

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

Maritime Operator  
-Master Class 4  
-Master Class 5

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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  
Waterproofers

### Traineeships

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

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## 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  
Unionism & Industrial Relations  
Vocational Trainer

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## 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

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## CLEANING AND ASSET MAINTENANCE

### Traineeships

Carpet Cleaning  
Cleaning Management  
Cleaning Operations  
Laundry Operator  
Pest Management  
Portable Fire Equipment Operator  
Waste Management Operations

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## COMMUNITY SERVICES

### Apprenticeships

Children's Services (Para-Professional)

### Traineeships

Aged Care Worker  
Alcohol and Other Drugs Worker  
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  
Indigenous Primary Health Care Worker  
Job Placement Consultant  
Out of School Hours Care Coordinator  
Service Coordinator Disability  
Service Director (Child Care)  
Social Housing Worker  
Youth Worker  
Youth Worker (Youth Justice Services)

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## 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

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## EDUCATION

### Traineeships

Education Support Worker

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## 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 and Payroll Clerk  
Accounts Clerk  
Accounts Manager Assistant  
Accountant Bookkeeper  
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)  
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  
 Dietary Assistant  
 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  
 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

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

### Traineeships

Horticulture  
 -General  
 -Arboriculture

- Floriculture
- Landscaping
- Parks and Gardens
- Retail Nursery
- Turf Management
- Wholesale Nursery
- Farmhand

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## HOSPITALITY

### Apprenticeships

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

### Traineeships

Hospitality Manager  
 Hospitality Operations  
 Kitchen Operations  
 Event 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 Services Youth Worker

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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  
 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

### Apprenticeships

Jockey

### Traineeships

Advanced Stablehand  
Stablehand  
Trackrider

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## REAL ESTATE AND PROPERTY MANAGEMENT

### Traineeships

Property Services (Agent)  
Property Services (Real Estate)  
Spatial Information Services

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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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## RELIGION

### Traineeships

Ministry Worker

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## SECURITY AND CORRECTIONAL SERVICES

### Traineeships

Correctional Services Officer  
Security Operations  
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 Queensland 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).





“

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 Australia, 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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Right from day one they made the sign up process very easy for us. I am delighted to work with The Apprenticeship Community and wouldn't consider going anywhere else!

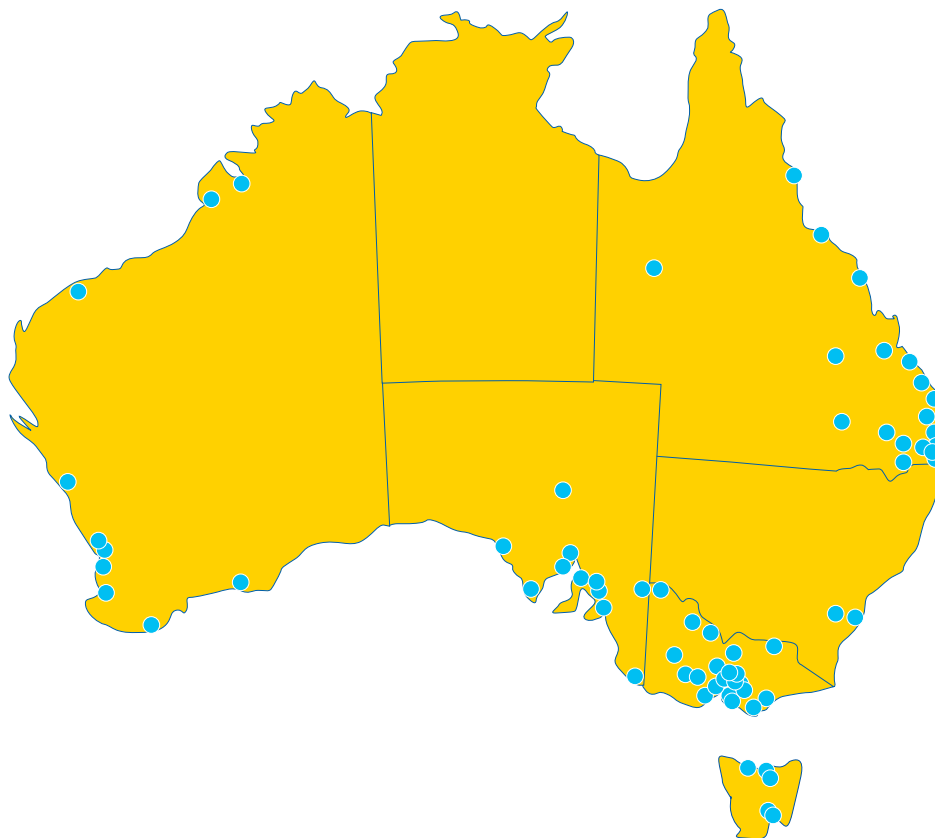


**JEREMY SCANLAN**

Golding Homes

# Find The Apprenticeship Community at an office near you:

- Our National Coverage



**Join the  
community:**

☎ 13 28 79

💻 [theapprenticeshipcommunity.com.au](http://theapprenticeshipcommunity.com.au)



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