

About Traineeships

Key Points About Traineeships

► For New and Existing Workers

Traineeships are employment arrangements where the Commonwealth and State Governments support and encourage the training of new and existing employees.

► The College's Role

Our role is to listen to you and provide courses that are relevant to your workplace and staff



development needs. We provide the assistance and structured course materials to ensure that the employee completes the training component of the Traineeship. We have a long and successful history of working with employers to implement

Traineeship programs successfully!

► Funded by the Government*

By enrolling eligible employees into Traineeships, employers are entitled to receive up to \$4000 in Commonwealth Employer Incentive payments.

► For Employees of Any Age

Traineeships are suitable for all employees no matter what their age is. Our course materials are based on work place skills, so no matter how old your employees are, they will still benefit from the course.



► Up-skilling

Australia

Government incentives offer a cost effective way for employers to up-skill staff and give them the opportunity to achieve Nationally Recognised Qualifications at the same time. This government strategy helps our national goal to up-skill the workplace.

What Employer Incentive Payments Are Available?

► What Incentives are Available*?

In total, employers may be entitled to up to \$4000 for each eligible employee.

The payments are spread across the training period as follows:

Incentives Payable to Employers*	
\$ 1 500.00	upon commencement and registration of the traineeship (this takes approx 3 months)
\$ 2 500.00	upon completion of the traineeship period and training course
\$ 4 000.00	In total (including GST)

For full details of incentives follow the links on our website www.austcollege.com.au

► Are My Employees Eligible*?

The eligibility of employees to participate in Traineeships and the employers' entitlement to Incentives is generally determined by the following criteria:

- the employee must be an Australian Citizen or Permanent Resident; and
- the employee cannot already hold a formal qualification.

► Arranging an Assessment of Your Entitlement to Incentives

The College will arrange an Australian Apprenticeships Centre to assess your exact entitlement to incentives and the amount of incentives and when they are payable.



Australian College
of Commerce & Management

Registered Training Organisation National ID 1441 Phone: 1800 686 883 www.austcollege.com.au

*Eligibility of employers for traineeship incentives, and the amount of incentives available, will be assessed and determined by an Australian Apprenticeships Centre. Eligibility and incentives will vary depending on the characteristics of your employee, the training course chosen and successful completion of the course by your employee.

More Information About Traineeships

Who Pays the College Tuition Fees to Deliver the Training?

For Eligible New Employees

▶ The NSW and ACT state governments meet the cost of the Colleges tuition fees for eligible new employees, leaving only the compulsory Enrolment Fee to be met by the employee or employer.

▶ So for any of your new employees (an employee who has been employed by the employer for less than 3 months) that are eligible to participate in a traineeship program there are no tuition fees paid for by you.



▶ The College's Enrolment Fee is a compulsory non-refundable fee that both

ACT & NSW state governments require to be charged immediately upon enrolment. The Fee for 2012 is currently \$300 for ACT & \$436 for NSW, paid at the commencement of training. Most employers pay this to the College on behalf of their employees. This is a small price to pay for the course given the incentives of up to \$4000 that you may receive.*

For Eligible Existing Employees

▶ The ACT & NSW state governments do not pay the Colleges tuition fees for Existing Worker Traineeships. An existing worker is an employee who has been employed for more than 3 months.



▶ However the College sets its fee levels and timing based around the Commonwealth Incentives you receive, to minimise the cost to you of the training. The College tuition fees invoiced to you will be no more than the Incentives you receive, except that the employee or employer must pay the Enrolment Fee (ACT - \$300 or NSW - \$436) at the time of enrolment, before receipt of Incentives. You can then choose how you use the remaining incentives you receive.

▶▶ See our website www.austcollege.com.au for details of College Tuition Fees and follow the links for details on government financial incentives that apply for Traineeships.

How Is the Course Completed?

▶ The College will issue your employee with a set of high quality course materials. These are made up of *Self Directed Learning Modules*, covering topics that reflect what goes on in the work environment.

▶ Each module is designed so that it can be completed during the 'not so busy' moments in the day, or during times that you may like to specifically set aside for this purpose. Although the course is to be completed during work time, there is no need to release your new employee for any off site training, so you have the flexibility to ensure time spent on coursework fits in with your business needs.

What's The Next Step?

▶ Simply contact the College to get the ball rolling! Remember – you will know your entitlements to Incentives before any enrolments are done!

▶ We will arrange for an Australian Apprenticeships Centre representative to officially assess and determine eligibility and entitlements before proceeding any further.



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