

Apprenticeships & Traineeships

A guide to vocational pathways and careers for elite athletes



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A collaboration between Study Work Grow and AIS.

The programs in this guide may be subject to change at any time. In our experience, programs sometimes change at short notice, and you should always check directly with the provider before applying. We have verified the information in this guide at the time of publication, but in some cases the information may differ from that provided on third party websites or printed material.

Definitions

VET - Vocational Education and Training. Designed to teach knowledge and specific practical skills to help in the workplace.

GTO - Group Training Organisation. Organisations that hire apprentices and trainees, and places them with host employers.

RTO - Registered Training Organisation. These are providers approved by ASQA to deliver nationally recognised training in the VET sector.

ASQA - Australian Skills Quality Authority. The national regulator for Australia's VET sector.

AASN - Australian Apprenticeship Support Network. Providers who give personalised advice and support services (to both job seekers and employers) from pre-commencement to completion. You cannot start an Australian Apprenticeship without an Apprenticeship Network provider.

SBAT - School Based Apprenticeships and Traineeships. Can be started in Year 10, 11 or 12.

VSL - VET Student Loan. Helps students to cover tuition fees for some VET courses.

EAAT - Elite Athletes Apprenticeship and Traineeship arrangement.

ESAT - Elite Sportsperson Apprenticeship & Traineeship.

Construction Induction Training Card (White Card) - A license required to work in the construction industry, issued by RTOs.

WWCC - Working With Children Check. A background check to determine the suitability of anyone working or volunteering with people under the age of 18. Also known as a **Blue Card** in Queensland, **Ochre Card** in the Northern Territory, and **Registration to Work with Vulnerable People (RWVP)** in Tasmania.

100 Points of Identification - A series of documents worth different point values to prove your identity. An Australian Birth Certificate, for example, might be worth 50 points. You need to provide enough documents to make 100 points in total to satisfy the requirement. This must be provided when signing up with an AASN.

Apprenticeships and traineeships

GAIN SKILLS, QUALIFICATIONS AND WORK EXPERIENCE WITHOUT GIVING UP YOUR SPORTING COMMITMENTS

Your dedication to your sport doesn't mean you need to put off your Vocational Education and Training (VET) goals.

If you'd like to learn, earn, train, and work all at the same time, then an Apprenticeship or Traineeship could be the best option for you.

GET A HEAD START IN YOUR INDUSTRY

An Apprenticeship or Traineeship can set you apart and be the start of a great career.

You'll be working for an employer who mentors you in all aspects of learning a trade. At the same time, you'll attend TAFE or another government-approved Registered Training Organisation (RTO) to complete the formal training program.

Upon successful completion, you'll receive a nationally recognised qualification, plus you'll get on-the-job work experience and income, as well as references and industry contacts.

FLEXIBLE ARRANGEMENTS

Programs such as the [Elite Athletes Apprenticeship and Traineeship \(EAAT\)](#) arrangements in WA and the [Elite Sportsperson Apprenticeship & Traineeship \(ESAT\)](#) in QLD could help if you're an elite athlete with lots of sporting commitments but also want to pursue other training.

These programs aim to support you with part time work schedules that can be averaged out over the period of your apprenticeship or traineeship contract, so you can continue on both paths.

The arrangements vary in each location, but your apprenticeship provider will be able to help with details.

Check with apprenticeship and traineeship providers and employers in your state as to what conditions and support there is in place.

AIS ENDORSED TAFE

Contact the [Elite Athlete TAFE Network](#) provider in your state. They provide specialised support to elite athletes and could help you pursue vocational pathways. They offer a personalised and flexible approach to learning skills and gaining qualifications.

State-based flexible arrangements

WESTERN AUSTRALIA

Elite Athletes Apprenticeship and Traineeship (EAAT) arrangements increase flexibility for Elite Athletes. All other conditions and regulations of your contract will apply and your hourly pay will be the same, but your weekly pay will reflect the hours you work.

You could work as few as 7.5 hours a week for your employer, depending on your sports schedule. Bear in mind it will take longer to complete your training contract if you work fewer hours each week.

You must choose one of the approved pathways options, so you may have fewer choices for which career you pursue with an EAAT.

To be eligible for or an EAAT you need to be:

- recognised as an elite athlete and endorsed by the Western Australian Institute of Sport (WAIS), or
- a DLGSC endorsed professional with a recognised sporting body, and
- deemed suitable to undertake the apprenticeship or traineeship, and
- complete an additional application form endorsed by WAIS or DLGSC.

Once you have complete the relevant paperwork, you will need to negotiate the terms of your contract. with your employer, RTO, and sports body.

QUEENSLAND

Queensland are piloting a similar program to WA, designed to help Elite Athletes to gain new skills while still training and competing in their chosen sport.

You will need to choose an apprenticeship or traineeship that can be done part-time, and you'll also need to have "Elite Sportsperson Notification" endorsed by an authorised sporting body.

This will allow you to negotiate a work week of less than 15 hours (when averaged over a 4 week cycle) with your employer, AASN, RTO and relevant sporting body.

You may even be able to amend an existing contract you've already started; in this instance you'll need to complete and Amendment of a registered training contract (ATF-035) form and submit it to the AASN Provider or DYJESBT to obtain approval.

As this is a pilot program, you may need to print out documentation and obtain official forms before talking to your AASN, RTO and beginning negotiations with your employer.

Apprenticeships vs traineeships

Both terms are often used by employers - and both programs will set you up with a formal qualification and a fast track to a career.

But while apprenticeships are formal and protected by law, traineeships tend to be less formal, shorter, and may provide you with fewer skills.

APPRENTICESHIPS ARE LONGER

Apprenticeships generally take 3-4 years to complete, whereas traineeships could be completed in 6 or 12 months (but in some cases can take up to 4 years).

You may also need to consider that if you work less hours per week or have long periods of time away from work, it will take you longer to complete your training.

APPRENTICESHIPS OFFER MORE PROTECTION

You may be more protected as an apprentice than as a trainee. For example, if your employer sells their business, the new owner is legally required to keep any apprentices, but may choose not to continue traineeships.

YOU'LL FIND THEM IN DIFFERENT INDUSTRIES

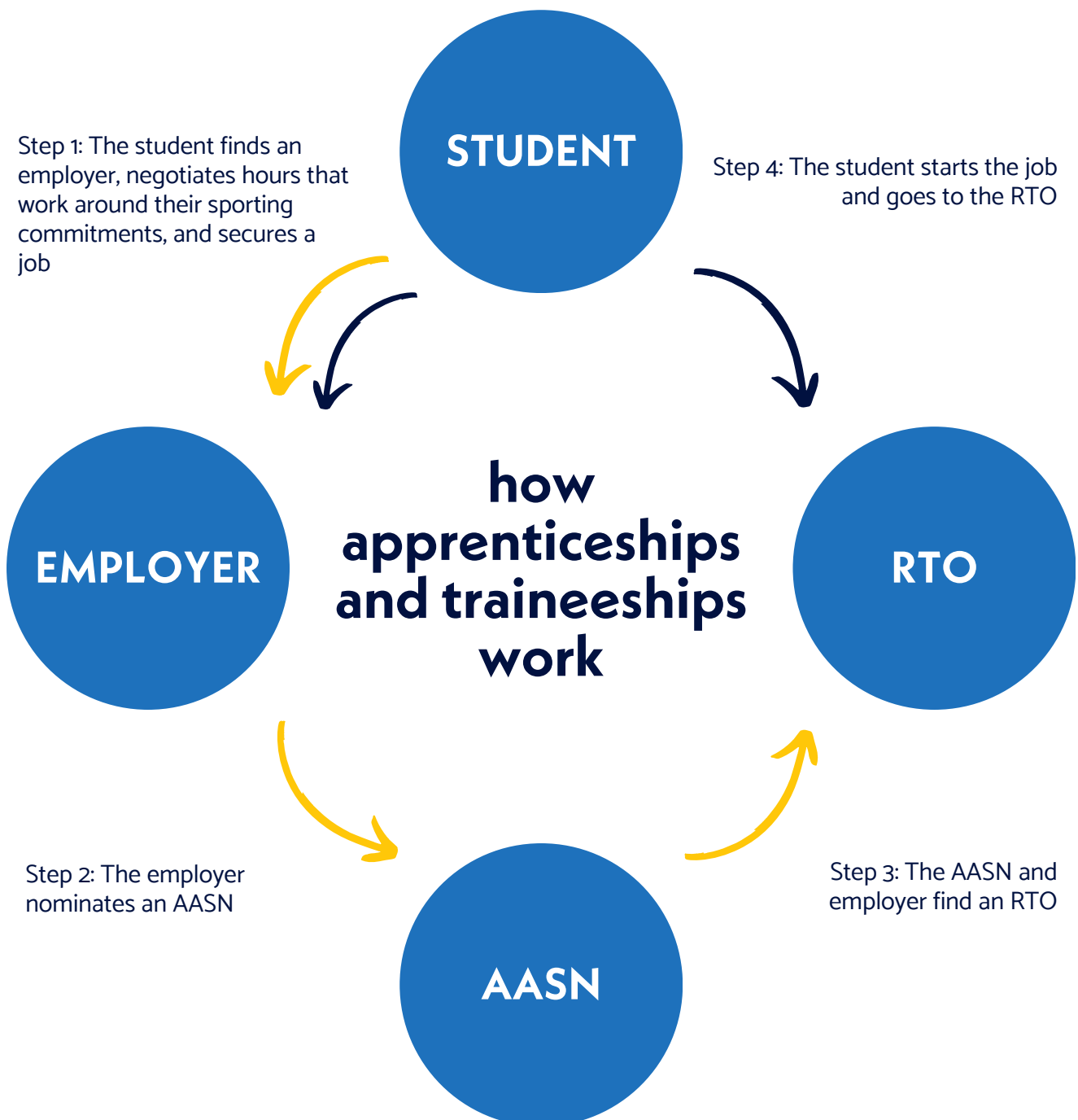
Apprenticeships are usually in skilled trade areas, such as construction, plumbing, electrical, etc., while traineeships tend to be in non-trade careers, such as hospitality, business, administration, IT, retail, or aged care.

In Sports and Recreation, examples of Apprenticeships include Coaching or Pool Lifeguard. Traineeships could include a school-based Health and Physical Education Traineeship. If you'd like to upskill but stay within the sports industry, there are lots of fields to explore in addition to your chosen sporting profession.

THERE'S MORE FUNDING FOR APPRENTICESHIPS

Some apprenticeships may receive more government funding to subsidise them, especially if the related career is an area where there is a current shortage of workers.

How apprenticeships & traineeships work



Traditional vs. school-based VET

In the past, VET was delivered outside of schools, meaning that students would have to leave school before embarking on this pathway. These days, there are more options available and the majority of schools offer School-Based Apprenticeships and Traineeships (SBATs). They're an excellent way to get a head start in your career while you're still at school.

SCHOOL-BASED APPRENTICESHIPS

You can usually start a School-Based Apprenticeship in Year 10, 11, or 12, combining the final 2 or 3 years of school with:

- some school work,
- your formal training (either in the classroom or online), plus
- paid part-time work where you'll get the hands-on part of your training and receive mentoring (hours per week required can vary by state).

You could complete some of your trade training while you're still at school, then once you leave you'll go into the second and subsequent years of training full-time – usually with the same employer.

If you're undertaking a SBAT, any on- and off-the-job training you do will contribute to your high school leaving certificate.

Your wage will vary depending on your year of training, the type of apprenticeship you are doing, and the industry or occupation. It also includes super, workers' compensation, and any other entitlements or requirements set independently by the Fair Work Commission.

SCHOOL-BASED TRAINEESHIPS

School-Based Traineeships can be completed in full during your final years at school.

This means you could leave Year 12 with:

- a high school certificate,
- a VET qualification,
- a Certificate of Proficiency,
- paid experience in a workplace, or
- some training arrangements can even contribute towards your Australian Tertiary Admission Rank (ATAR). So if you think uni might be in your future too, then find out which programs offer this option.

You'll have qualifications, work experience, and references to add to your resume, which could be a huge advantage in helping launch your career.

Getting started with an Elite Athlete SBAT

1

Speak to your School's Careers Advisor, Pathways Officer, Vocational Education Coordinator, Guidance Officer, or Teachers to check that your school offers SBATs. Find out where you can see what's on offer and how to enrol.

2

Research the options that are offered at your school and find out how it could work around your sporting commitments. Read about the career that the VET course you're interested in will lead to, and find out how much time it will take to complete.

3

Next, you'll need to find an employer who is willing to take you on. You'll need to be upfront about your sporting commitments and find a way to manage the hours you'll work and organise what days you'll need to be there.

4

Talk with your local Apprenticeship Network provider - they'll give you advice and support. Be prepared with information about flexible arrangements as they may not be familiar with Elite Athlete pathways. They'll also make sure you understand your contract before you sign.

5

Form an agreement with your school, coaches, and team about the hours, blocks, or days that you'll be either at work or doing your training. You'll also need to double check what any other school work and compulsory attendance in lessons and activities will be.

6

Get together with your employer and your AASN to formalise the agreement and sign the training contract (provided by your AASN). Make sure you get a copy and keep it somewhere safe.

7

See if you're eligible for a Trade Support Loan (AASNs can assess you) or any other financial support such as sporting scholarships, grants, or bursaries, you may be eligible for. Centrelink could be helpful to talk to as well.

8

Get a USI, bank account, Tax File Number (TFN), and superannuation account, if you haven't already. Start your paid apprenticeship or traineeship, and keep up with your sporting commitments and study at school. Ask for help if you need it.

Who can apply?

Anyone of working age can apply for an apprenticeship or traineeship. You won't necessarily need specific school levels, certificates or other qualifications to start one.

If you're under 18 (whether you're at school or not) you'll also need approval from your parent or legal guardian.

You could still be at school, a recent school-leaver, re-entering the workforce (after a career break or gap year), or an adult worker simply wishing to change careers.

ELIGIBILITY

You must be:

- an Australian citizen or,
- a permanent resident or,
- a holder of a temporary resident or working visa of sufficient duration to undertake the apprenticeship or traineeship, and
- you also need to check with your coach/team/school how much time you have available and what level of support they're prepared to give you while you juggle your apprenticeship or traineeship, training and competing, as well as any other commitments, such as school work.

NOTE

Employers can also set their own minimum requirements, such as completion of Year 11 or a pre-apprenticeship.

You'll need to check if there are any requirements and that you're eligible before you start the application process.

Since it's likely that you will need more flexible working hours, you'll also need to make sure that your employer is aware of, and on board with, your training schedule, competition dates, and you have worked out a plan that will work for both of you. This could include, for example, working more hours in the "off-season" to make up time.

You will also need to consider any recovery or injury down-time too.

Here's how to find one

The availability of an apprenticeship or traineeship depends entirely on employers. They'll need to create a position and sign up with Australian Apprenticeships.

With very limited numbers of Apprenticeship Network Providers and RTOs (including TAFE), they're under no obligation to help you find an opportunity, so it's going to be up to you - just like if you were finding and applying for a job vacancy. Sometimes approaching the employer first is the only way you'll be successful.

STEP 1 - RESEARCH

Read up on the options available and decide which industries and careers will suit you the best. Write a shortlist of your preferred apprenticeships or traineeships that you can refer to throughout the process.

Work out:

- If you'd like to leave school and work full-time
- If you want to start while you're at school and work part-time
- What drives you, e.g. money, helping others, feedback, community, etc.
- Which Career Cluster resonates with you
- What your strongest core skill would be a good match for

Explore:

- Opportunities in different industries
- The Labour Market in your local area; it could help you to be realistic about the number of opportunities you might find and where to look for them

- Career stories from other people who started working in apprenticeships and traineeships
- How you could upskill and move later on in your career

STEP 2 - PREPARE AND GET 100 POINTS OF ID

Make sure you find out important things like:

- Your eligibility
- Prerequisites for each position
- The duration of the program
- Wages and financial incentives
- Any costs of training
- Subsidies or loans available
- Job prospects
- Industry outlook

You will also need to create a resume.

STEP 3 - JOB SEARCH

There are lots of places to look, but don't forget to tap into your community networks - many of the best positions may not be advertised. Approaching a business directly may mean they'll create a position just for you.

START SEARCHING

- Search online job sites and training providers, as well as [Australian Apprenticeship](#) support networks for existing opportunities (e.g. [Seek](#) and [Indeed](#)) or create a professional [LinkedIn](#) profile and search there too. Try the [Australian Government's JobActive](#) page, or look for similar Government pages in your state (e.g. [Smartjobs](#)) or [local council job vacancies](#).
- Many large employers take applications directly through their websites. If you know which industry you'd like to work in, search some of the main organisations and have a look on their website for opportunities. Examples include [Rio Tinto](#), [Ergon](#), or [local councils](#).

BE PROACTIVE

- If there's an industry or employer that is perfect for you, call them directly to ask about any existing opportunities or if they'd consider creating one.
- Set up job alerts on employer websites, so you'll be the first to receive any new vacancies coming up.
- Subscribe to industry newsletters.
- Volunteer with organisations in the industry you'd like to work in - you'll add to your resume, get work experience, and you might convince them to create an opportunity for you.
- Use your networks. Ask your parents or friends' parents if they know anyone who might be looking for workers. Word of mouth is still a great way to get your name out there.
- Sign up with local employment agencies - they have huge networks, and often hear about opportunities before they're posted online.
- Head to Careers Expos and other events. Network with potential employers, find out about different industries, and ask about the work available.

STEP 4 - SECURE A JOB

Apprenticeships and traineeship spots can be quite competitive and like every other job, it's likely that you will have some competition.

So it's not really enough to just want an apprenticeship or traineeship; you're going to have to show the employer (and your school or training group) that you're serious about the opportunity and willing to commit to it.

If you're really struggling to jump the first hurdle and find an opening, you could speak with your GTO. They may have contacts or even know about openings you can apply for.

Once you've found an opening, you may have to submit a cover letter and resume or fill in an application form.

If that impresses the employer, you'll be asked to come in for an interview. Remember, once again, just like any other job interview, you'll need to:

- Be prepared - practice some mock interviews with family or friends, and do some research about the company and the job.
- Arrive on time and dress appropriately.
- Have examples of evidence to back up your claims about your skills, strengths, and experience.

If you do well and the employer likes you, then they'll likely offer you the job.

Make sure you know how many hours you'll be required to work and on which days, how much you'll be getting paid, where you'll be based, who will be mentoring you, and any other workplace requirements you'll need to know, preferably in writing so you have it recorded.

Accept the position in writing too, and remember to thank them for the opportunity.

STEP 5 - YOUR EMPLOYER FINDS AN AASN

Your employer will now be responsible for finding an AASN so that you can register and complete your contract.

Your formal training contract is a legal document stating that both you and your employer are aware of your responsibilities. If you're under 18 you'll need a parent or Guardian to sign the training contract too.

Make sure that an Apprenticeship Network Provider (ANP) comes out to your new workplace to conduct the sign up. Your employer will usually organise this, but it's worth checking before you go ahead and sign anything (and save the ANP's details just in case there are any problems).

STEP 6 - THE AASN HELPS THE EMPLOYER FIND AN RTO

Once the contract is all sorted, you'll need to register for the formal part of your training, which is included in your working hours each week (so you'll be paid for them too).

Your employer is responsible for helping you to find an RTO, and they can get help from the AASN if needed.

Once you're signed up with an RTO, they'll contact you and your employer to complete a training plan. This is an agreement about the qualification title and level, the timeframe for each unit of competency to be completed, and the mode of training delivery (in person or online).

STEP 7 - START YOUR COURSE AND START WORK

Once you've done all the decision-making, have the approval of your school and parent or Guardian, and found an AASN and an employer...

You've scored yourself an apprenticeship or traineeship - well done! You're now ready to get started.

It's worth keeping in mind that you'll need to maintain your school work, pass all of the formal training requirements, and record all of the work you're doing with your employer to continue with your VET pathway.

If you fail any part of the course, don't turn up to work, or don't fulfill the obligations that you've committed to, then the agreement could be terminated and you'll have to start again.

Your wages

YOUR WAGES

You'll get paid a wage by your employer, which also covers the time you spend at the RTO. This is all covered by an award or registered agreement, a legal document providing your entitlements such as hours, rates of pay, breaks, holiday, and sick pay, etc.

If you don't go to the RTO or turn up for work when you're supposed to, you won't get paid for that time (unless you're on sick leave or another type of leave).

As an elite athlete, your flexible working arrangements will most likely impact your weekly pay compared to other apprentices. You'll still receive the award rate (or minimum wage if not covered by an award) for the hours you work as contracted. If you work more hours seasonally when you're not competing, your wage will be higher for those weeks.

Full time is usually 38 hours a week, 1 day of which you'll attend the RTO for formal training. You will need to agree with your employer about how often you will need go to trade school and for how long (e.g. 1 day per week, or for week-long blocks of training).

Part time hours are generally 15-20 hours per week. But these may also be negotiable depending on your employer and your sporting commitments.

CALCULATIONS AND RISES

Apprentices and trainees are paid a percentage of a full tradesperson's wage as set out in your award or agreement. The percentage is based on the stage of your apprenticeship, meaning that your weekly income will vary depending on the year of training you're in, the type of apprenticeship or traineeship you're doing, as well as the industry.

Everything is regulated, so you can always check your entitlements on the Fair Work website - just make sure you select the correct state, as entitlements can vary.

Pay rates usually increase on 1 July each year, and also as you move through your apprenticeship. The type of progression that applies depends on your award or agreement and is usually time-based (you'll start earning more as you gain work experience) and competency-based (if you're meeting training requirements and passing all the stages and assessments).

You will receive the same entitlements as any other employee, such as superannuation and workers' compensation, which you can check with the [Fair Work](#) Commission.

Fees and funding

SBAT ENTITLEMENTS

If you're still at school when you start your apprenticeship or traineeship, you'll be working less hours already. And if you're an Elite Athlete as well, you could negotiate even further reduced hours to fit with your schedule.

You will be paid for the hours spent at your workplace each week, plus an additional 25% of the hours to cover your formal training. So if you're spending 8 hours a week with your employer, they should pay you for 10 hours a week.

But the additional training payment:

- only applies if you're a full-time school student;
- is paid at the full-time apprentice hourly rate (including any [all-purpose allowances](#));
- can be averaged over a semester or the year.

If you aren't a full-time student, then you must be paid your hourly rate for all the time spent in training.

PAYING FEES

Signing up for a vocational pathway shouldn't cost you much, if anything at all. The Government subsidises the AASN and usually most of the RTO training fees, and your employer may choose to cover any costs that are left over.

Speak to your training provider before you start, because depending on the level of your qualification, you may be required to pay a small part of any tuition fee to your training provider. You may receive a reduction in your fees if you have a Centrelink Health Care card.

For SBATs, the government generally subsidises all the costs, so it won't cost you a thing while at school. However, it's still worth double checking with your training provider first.

Check with your employer, school, or training provider if they'll be covering these associated costs too:

- Textbooks and equipment
- Tools and uniforms
- Travel costs to and from work and the RTO

Each state has different entitlements, so make sure you check in your state or territory.

KEEP RECORDS

Keep a record of the hours you work, and include the dates you worked, your start and finish times, any breaks, and the name of your supervisor on each shift. You should also note any sick days, injury days, and days you've had to skip or left early for training, travel, or competing purposes.

Fairwork have a free app called [Record My Hours](#), which could be a useful way to keep track of everything.

You should also keep proof of purchase for any out-of-pocket expenses. These will help to make sure that you're reimbursed, as your employer may not be able to do so if you don't have receipts, etc.

CHECK YOUR AWARD

In the following section we've listed examples of apprenticeships and traineeships, we've provided a range for weekly salaries using Fairwork's [Pay Calculator Tool](#) for a 1st year apprentice in NSW, under 21, working full-time and who has completed Year 12.

If you're younger or older, using a flexible arrangement as an elite athlete, didn't complete Year 12, or aren't working full-time hours, then the rates will change and you'll need to use the Pay Calculator to work out what you could or should be earning.

WORRIED ABOUT THE COSTS? FIND OUT ABOUT FUNDING

If you're concerned about costs that you can't afford, even once you've started getting paid, let your AASN, employer, parent or Guardian, school, and training provider know. They may have some ideas or suggestions that could help.

You could be eligible for fee reductions or financial help if you're on a low income, you're receiving Centrelink payments or have a Centrelink Health Care card.

[Your Career](#) shows which courses are subsidised, which means that the Australian Government or your State/Territory Government will cover part, or all, of the course costs. Your RTO should confirm it too.

Check your eligibility for an Additional Identified Skills Shortage (AISS) payment or a Trade Support Loan (TSL).

Also check your eligibility with [Centrelink](#) for Youth Allowance, Austudy, ABSTUDY, or Rent Assistance payments while you're training. [VET Student Loans \(VSLs\)](#) might also be an option.

Apprenticeships and traineeships for Innovators

Innovators come up with new ideas and ways of doing things. They design, engineer, and develop everything from the clothes we wear, to the food we eat, the homes we live in and the roads we drive on.

Innovators are:

- creative
- curious
- great problem-solvers
- continually seeking out new ideas, processes, and technologies
- driven to see what's possible and turn "what if's" into reality.

Innovators play a crucial role in shaping the way we live, work, and interact with the world, as they are the driving force behind the development of groundbreaking products, services, and systems.

You might find that there are more traineeships on offer for Innovators, as many of the careers are non-trade based.

If you complete your vocational experience and would love to take your career further, you could consider upskilling with a diploma or degree down the track.



Assistant Junior Coach

DETAILS

Type	Traineeship
Duration	2 Years - <u>Cert III in Sport Coaching</u>
1st Year Salary	\$490-550 per week

SKILLS

Motivation
Inclusivity
Communication

You could be learning how to coach people effectively in a specific sport, gaining the skills to work in community coaching roles or in community-based sport clubs or organisations. You will usually be working with a more senior coach and assisting them to develop a team's skills and knowledge of the game, all while keeping their passion and the fun alive.

You'll need to be a great motivator and communicator to help get the most out of your students, as well as patient, resilient, and kind.

Sportswear Designer

DETAILS

Type	Traineeship
Duration	1 Year - <u>Certificate III in Applied Fashion Design Technology</u>
1st Year Salary	\$490-550 per week

SKILLS

Creativity
Problem solving
Design

You will use your knowledge about what athletes need from their clothing to create new designs and fabrics that are sustainable, performance enhancing, comfortable, and look great too. You could even do product testing and reviews as well.

You'll need to be a great teamworker who doesn't give up easily but can move on when projects aren't working out. Problem solvers with a flair for design are great in this role.

Graphic Designer

DETAILS

Type	Traineeship
Duration	2 Years - Cert III in Design Fundamentals
1st Year Salary	\$490-550 per week

SKILLS

Technical skills
Creativity
Collaboration

Learn to produce visual concepts for a range of clients and applications that communicate ideas to inform and captivate specific audiences. You'll learn to understand and interpret client briefs, develop knowledge in design principles, layout design, branding, illustration and typography, as well as user interface design and print preparation.

You'll gain technical skills during your training, but some foundation knowledge using digital tools could help. You'll need to think outside the box, take on feedback, and be a great team player.

Florist

DETAILS

Type	Traineeship
Duration	2 Years - Cert III in Floristry
1st Year Salary	\$490-550 per week

SKILLS

Customer service
Creativity
Teamwork

Create stunning floral arrangements that brighten up spaces everywhere. You'll learn about different blooms and foliage, perfect the art of floral design, identify seasonal trends, and learn the ins and outs of flower care.

You'll develop customer service, visual merchandising, and even some event planning skills. You'll need a passion for nature and flowers, and be physically fit and able to spend long periods on your feet.

Artisan Baker

DETAILS

Type	Apprenticeship
Duration	3 Years - <u>Cert III in Baking</u>
1st Year Salary	\$490-550 per week

SKILLS

Organisation
Precision
Dexterity

Make handmade breads, pastries, and baked goods using high quality ingredients in smaller batches. You'll learn to follow and prepare recipes, come up with new creations, craft products from loaves and pies to pastries and cakes, understand basic stock control, carry out quality control, and work in customer service.

You'll need to be a food lover who's great with time management, be physically fit, and have good manual dexterity. The ability to work well under pressure, good attention to detail, and basic maths skills will also be important.

Content Creator

DETAILS

Type	Traineeship
Duration	2 Years - <u>Cert III in Screen and Media</u>
1st Year Salary	\$490-550 per week

SKILLS

Customer service
Creativity
Design

You'll be creating, reviewing, and editing content for organisations, then publishing it to the company's websites and social media channels. You could be coming up with new posts, designing layouts, checking in on competitors, studying new trends, learning about algorithms, researching SEO words and phrases, or helping to prepare reports on campaign results.

If you're good at telling stories, creative, have the technical skills to use a wide range of publishing programs and platforms, and have an eye for design, this could be a great career to think about.

Apprenticeships and traineeships for Guardians

Guardians are people who are focused on our health and wellbeing. They want to support others to be the best versions of themselves, which means they work in healthcare settings, in wellness industries, and they also protect our safety.

Guardians are:

- empathetic and caring
- resilient
- organised
- excellent with interpersonal skills, i.e. listening and communication
- good at thinking outside the box to form diagnoses and find solutions

Health and wellbeing isn't just a job requirement - it underpins their core values. Whether they're a surgeon or a massage therapist, Guardians are driven by a desire to see the people in their care achieve the best possible health and wellbeing outcomes.

You might find equal numbers of apprenticeships and traineeships in this field due to the technical nature of some jobs.

Skills and positions in Guardian roles are in demand so there are plenty of options to consider if you'd like to upskill down the track.



Lifeguard

DETAILS

Type	Traineeship
Duration	18 months - <u>Cert III in Aquatics and Community Recreation</u>
1st Year Salary	\$490-550 per week

SKILLS

Focus and observation
Responsibility
Calmness under pressure

You'd be working wherever people go to enjoy the water, at aquatic centres, the beach, or water parks, you'd performing life guard duties monitoring the area for safety issues, helping anyone in need, and providing first aid and care in emergency life support.

You'll need to have great communication skills, be resilient with high levels of endurance for long shifts, be able to remain calm under pressure, and can work independently and as part of a team.

Community Sports Outreach Officer

DETAILS

Type	Traineeship
Duration	2 Years - <u>Cert III in Sport, Aquatics and Recreation</u>
1st Year Salary	\$490-550 per week

SKILLS

Organisation
Motivation
Relationship building

You could be working in any communities, but particularly in low socio-economic areas, where you'd be designing and running programs, events, and competitions, tailored to the needs of the locals. You will be using sports to help build relationships, offer support, and be a positive role-model.

In this role you'll need to be an excellent communicator and able to get along with people from all walks of life, as well as highly organised and motivated.

Hairdresser

DETAILS

Type	Apprenticeship
Duration	4 Years - Cert III in Hairdressing
1st Year Salary	\$490-550 per week

SKILLS

Technical skills
Interpersonal/communication skills
Good hand-eye coordination

Gain hands on experience in the art of hair styling and make your clients feel amazing. You could start off doing hair washes and blowdries, then with supervision you'll progress to client consultations, haircutting, styling, colouring, and chemical treatments. You'll also gain product knowledge, learn about salon maintenance, hygiene, and customer service, as well as gain technical skills.

You'll need to be creative, dexterous, have great people skills, and have good time management and attention to detail.

Aged Care Worker

DETAILS

Type	Traineeship
Duration	2 Years - Cert III in Individual Support
1st Year Salary	\$490-550 per week

SKILLS

Empathy and respect
Problem solving
People skills

You'll be learning how to provide the best care and support to elderly individuals in nursing homes, assisted living facilities, or in their own homes. You'll get practical on-the-job training, plus knowledge about how to deal with each person's unique needs, and the best tools to use to help each client feel their best and lead a rewarding and comfortable life.

You'll be working with people from all walks of life and will need to be friendly, empathetic, and respectful. A lot of the work can be very physical, so being fit and healthy is a huge advantage. The job can also be both emotionally rewarding and draining, so high emotional resilience is essential.

Fitness Trainer

DETAILS

Type	Traineeship
Duration	2 Years - <u>Cert III in Fitness</u>
1st Year Salary	\$490-550 per week

SKILLS

Motivation
Compassion
Flexibility and adaptability

Fitness or Personal Trainers work with individual clients, developing exercise and diet plans to help them reach their health goals. You'll be helping people who'd like to lose weight, gain strength, flexibility, or general fitness, or need rehabilitation after an illness or injury. You'll need to learn about the human body, different kinds and levels of exercise, how to plan and deliver programs for your clients, and keep track of their progress and results.

You'll need to be energetic, fit, and active, be a great coach and motivator, and love helping people feel their best. You'll also need to be a creative problem solver to continually adapt and change plans for clients to get the results they want.

Medical Equipment Technician

DETAILS

Type	Apprenticeship
Duration	1 Year - <u>Cert III in Laboratory Skills</u>
1st Year Salary	\$490-550 per week

SKILLS

Technical skills
Communication
Problem solving

In this role you'd be supporting health professionals in a wide range of settings by setting up, checking, maintaining, or repairing biomedical, electromedical, and patient care equipment using testing tools and running diagnostic tests. You'll have to make sure everything is compliant with regulations, keep accurate records, demonstrate how to use the equipment, and be across new technologies coming in. You may need to upskill to work on more advanced equipment.

You'll need to be practical and great at paying attention to details, a problem solving and communication pro, be interested in technology and STEM, and great at following instructions and working in teams.

Apprenticeships and traineeships for Makers

The Makers keep everything working as it should. They operate machinery and vehicles, fix equipment and technology, construct software and buildings, and prepare our food.

Makers are:

- technically skilled
- practical
- hands-on
- attentive to details
- excellent at following procedures
- critical thinkers
- analytical problem solvers

The Makers are busy people who keep everything up and running. Most Makers can be found using specialised equipment, moving between worksites, and using their technical skills alongside their specialised knowledge.

You might find more apprenticeships than traineeships in this field due to the technical nature of some jobs.

As the world of work evolves, it's likely that some Makers may do less hands-on work and do jobs monitoring, maintaining, and operating the complex machinery that replaces them.



Groundskeeper

DETAILS

Type	Apprenticeship
Duration	1.5- 4 Years - Cert III in Sports Turf Management
1st Year Salary	\$490-550 per week

SKILLS

Practicality
Time management
Independence

Elite athletes can also make fantastic groundskeepers, as they know all about sporting venues, the surface requirements, and how a good sporting ground can contribute to performance. You could be preparing surfaces, mowing, irrigating, marking up fields and pitches, as well as setting up, maintaining, and operating all kinds of sporting and landscaping equipment.

You'll need to be willing to get your hands dirty and perform physical tasks, as well as be able to work independently and to schedule.

Sports Equipment Technician

DETAILS

Type	Apprenticeship
Duration	2+ Years - Cert III in Motor Sport Technology or Engineering - Mechanical Trade
1st Year Salary	\$490-550 per week

SKILLS

Attention to detail
Practicality and dexterity
Safety compliance

Be involved in the world of sport and recreation by helping to ensure that machinery and equipment used in gyms, simulators, training centres, or events are maintained and ready to use. You could be working as part of a pit crew, in sports retail, or even at a fitness centre.

The skills you need for this role include a great attention to detail and ability to think on your feet, as well as being great with your hands. Knowledge of safety practices and regulations is also important.

Electrician

DETAILS

Type	Apprenticeship
Duration	4 Years - Cert III in Electrotechnology Electrician
1st Year Salary	\$490-550 per week

SKILLS

Maths and physics
Problem solving
Safety awareness

Being an electrician involves working with electrical systems and wiring in buildings, homes, or other structures. Electricians install, repair, and maintain electrical equipment, such as lighting fixtures, outlets, and circuit breakers. Troubleshooting is an important part of the job, and you'll need to identify and fix electrical problems, such as malfunctioning outlets or flickering lights.

You'll need to have the technical skills to do the job, an analytical approach to problem solving, good dexterity, and a mindset for safety and compliance at all times. Customer service and team work are also essential.

Horticulturalist

DETAILS

Type	Apprenticeship
Duration	3 Years - Cert III in Horticulture
1st Year Salary	\$490-550 per week

SKILLS

Physical fitness
Initiative
Creative flair

Working in Horticulture, you could be learning about identifying, propagating, pruning, and managing plant life, landscaping design, and installation. You'll also be operating machinery and equipment.

If you love being outdoors and working with plants, turf, and soil, and you have a creative flair with the ability to express ideas through landscaping and building features, this career could be ideal. You'll need to be able to communicate effectively and work well without supervision.

Chef

DETAILS

Type	Apprenticeship
Duration	3 Years - <u>Cert III in Commercial Cookery</u>
1st Year Salary	\$490-550 per week

SKILLS

Work under pressure
Time management
Team work

You'll be learning everything about cooking, from preparation, presentation, and safe food handling and storage, to technical knife skills and cooking techniques. Costing, menu planning, stock maintenance, and customer service are also important elements of this job you'll get to know.

You'll be working in a fast paced environment that's high pressure from start until the end of service. Working as part of a chain, teamwork is very important, and so are adaptability and handling feedback well. Being creative and being organised with great time management are also important.

Furniture Maker

DETAILS

Type	Apprenticeship
Duration	3-4 Years - <u>Cert III in Furniture Making</u>
1st Year Salary	\$490-550 per week

SKILLS

Technical and maths skills
Patience
Spatial awareness and creativity

In this job you could be designing, manufacturing, and assembling furniture and cabinetry. From cutting and shaping wood in a factory to make furniture, to designing, repairing, or installing customised furniture for your clients. You might be working with solid woods, panels, timber-based products, laminates, or other materials.

If you are creative and practical and enjoy hands-on work, are good with maths and spatial design, and have great problem solving skills, then this could be a great career to consider.

Apprenticeships and traineeships for Linkers

Linkers are people who help us find, choose, and use the services, support, and products we need. This includes people who help us plan our travel, find our relatives in the hospital, and connect us with support services.

Linkers are:

- relationship builders
- customer service stars
- active listeners
- lifelong learners
- empathetic
- problem solvers
- critical thinkers

Linkers support customers, liaise with clients, and promote their organisation's benefits to a wider audience. They have the skills and knowledge to advise and guide people to whatever it is they need.

You might find more traineeships than apprenticeships in this area as you'll be building knowledge, networks, and services, not goods.

While chatbots, for example, can perform some aspects of a Linker's job, you could end up working to advance customer management systems, tracking and monitoring support services. As digital marketing grows, we'll need more Linkers in social media and digital arenas.



Outdoor Recreation Guide

DETAILS

Type	Traineeship
Duration	1 Year - <u>Cert III in Outdoor Leadership</u>
1st Year Salary	\$490-550 per week

SKILLS

Communication
Health and safety awareness
Leadership

In this job you'll be guiding individuals or groups in outdoor pursuits and adventure activities, from orienteering, obstacle courses, and hiking, to bungee jumping, fishing, and whitewater rafting.

You'll need to be energetic and a great people person in this role, with the skills to help people learn while enjoying outdoors pursuits. You will also most likely need first aid qualifications and be able to prioritise safety at all times.

Sports Assistant

DETAILS

Type	Traineeship
Duration	1-2 Years - <u>Cert III in Sport and Recreation</u>
1st Year Salary	\$490-550 per week

SKILLS

Customer service
Organisation
Communication

In this job, you could be working in fitness centres, sporting grounds or complexes, leisure and aquatic centres, or community recreation centres. You'd be carrying out operational and customer support duties that help guests, visitors, and clients, and also support the smooth operation of the organisation.

You'll need to enjoy face-to-face customer contact, helping others, and carrying out a wide range of duties. Organisation, time management, and amazing customer service are all important skills, as is communication.

Retail Assistant

DETAILS

Type	Traineeship
Duration	1.5 Years - <u>Cert III in Retail</u>
1st Year Salary	\$490-550 per week

SKILLS

Customer service
Product knowledge
Teamwork

You'll primarily be focused on customer service in this role, as well as helping clients to find or choose what they need. You'll carry out day-to-day routines, check on stock, and keep the shop looking clean and tidy. You'll also learn about new products and services and keep on top of brand knowledge.

You'll be the face of your organisation, so you'll need to represent them well at all times, provide exceptional customer service, be helpful, and show discretion and good judgement when required, so being flexible and adaptable is advantageous.

Advertising Assistant

DETAILS

Type	Traineeship
Duration	2 Years - <u>Cert IV in Marketing and Communication</u>
1st Year Salary	\$490-550 per week

SKILLS

Writing and design
Customer service
Innovation

In this role you'll be supporting senior team members with campaigns, including web and social media projects, helping to prepare design elements, reviewing layouts, contacting clients, and keeping records and paperwork up to date.

You'll need to be great at writing with an eye for design, and have excellent interpersonal skills to understand clients' needs to find new and exciting ways to meet their expectations. Technical skills and keeping up to date with the latest trends and competitors is also important.

Library Assistant

DETAILS

Type	Traineeship
Duration	2 Years - <u>Cert III in Library and Information Services</u>
1st Year Salary	\$490-550 per week

SKILLS

Organisation
Continuous learner
Customer service

Libraries provide many information services, so you'll need a wide range of knowledge about lots of services that the public may need. You could be cataloguing new stock, helping the public with enquiries, creating displays, managing or maintaining equipment, or dealing with paperwork.

You'll need to be organised, flexible, prepared to keep learning about new services, products, and software, as well have excellent communication and customer service skills,

Community Liaison Officer

DETAILS

Type	Traineeship
Duration	1-2 Years - <u>Cert III in Community Services</u>
1st Year Salary	\$490-550 per week

SKILLS

Communication
Situational awareness
Networking

Community Liaison Officers work to maintain good relationships and the flow of information between organisations and community members. You'll be providing updates, matching individuals and groups with services and information they need, as well as helping in negotiations and conflict resolution.

You'll need to be a first class communicator who can build relationships with everyone, from CEOs to members of the community. You'll need to be able to keep accurate records and stick to procedures, plus you'll need great judgement, tolerance, and empathy in this role.

Apprenticeships and traineeships for Informers

Informers are people who know a lot about something, and they use their expertise to help others. With their help, we can manage our educational, legal, social, and financial responsibilities, and participate in society.

Informers are:

- knowledgeable in their subject area
- communicators
- able to share thoughts and ideas well
- analytical
- collaborators
- problem solvers
- detail oriented

The Informers are advisors, teachers, consultants, and guides, and they sometimes complete tasks on behalf of clients. They are sharers of knowledge, and you'll often find them working as professionals.

You're likely to find more traineeships than apprenticeships in this field as they are often more academic than hands-on.

You could be working in schools, businesses, training organisations, universities, government, the intelligence industry, and the arts as an educator, trainer, or consultant, or you could choose to focus on research and analysis.



Sports Development Officer

DETAILS

Type	Traineeship
Duration	1 Year - <u>Cert III in Sport Development</u>
1st Year Salary	\$490-550 per week

SKILLS

Project management
Communication
Adaptability

You could be promoting sports or participation in sporting activities to people of all ages and backgrounds in your community, targeting specific groups or even informing organisations on how to get better engagement, sign ups, or sales. You would be distributing up to date and accurate information, organising sport-related projects, finding funding, writing reports, and working with the community and external organisations.

You'll need to be an excellent communicator and highly organised, as well as committed and adaptable.

Outdoor Instructor

DETAILS

Type	Traineeship
Duration	1 Year - <u>Cert III in Outdoor Leadership</u>
1st Year Salary	\$490-550 per week

SKILLS

Teamwork
Communication
Energy

You'll be outside educating other people of all ages to learn new skills, enjoy the outdoors, challenge themselves, and have fun. You'll be managing individuals or groups, teaching them techniques in rock climbing, abseiling, hiking, canoeing, caving, and more, as well as following important safety and risk management procedures.

An elite athlete background could be a huge advantage as you'll have the fitness and passion needed to inspire others. You also need great collaboration and communication skills too. First aid qualifications and a driver's license may also be requirements.

Travel Consultant

DETAILS

Type	Traineeship
Duration	1 Year - Cert III in Tourism
1st Year Salary	\$490-550 per week

SKILLS

Customer service
Planning
Attention to detail

Travel consultants help clients to organise excursions, tours, and trips. You could be advising on destinations, itinerary planning, booking accommodations and activities, or organising logistics to help your clients create memorable experiences.

IT skills will be important for searching and booking, and administrative abilities and organisation are also essential. Listening to what your client wants and matching their brief is very important, as is interpreting their ideas when they're not always clear. You'll need to have great attention to detail to ensure trips go seamlessly as well.

Teacher Aide

DETAILS

Type	Traineeship
Duration	2 Years - Cert III in Education Support
1st Year Salary	\$490-550 per week

SKILLS

Compassion
Organisation
Multitasking

You could be working in early childhood, education, or after school care settings, responsible for general classroom tasks like preparing resources, supervising students, providing additional learning or wellbeing support, and doing any other tasks that help the educators and students in your care.

You'll need to be caring, empathetic, patient, and organised, as well as creative, fun-loving, and able to follow procedures and multi-task.

Cyber Security

DETAILS

Type	Traineeship
Duration	1-2 Years - Cert III in Information Technology
1st Year Salary	\$490-550 per week

SKILLS

Critical thinking
IT skills
Adaptability

With a traineeship in this field you'll be learning to use a range of software and procedures to reduce cyber security threats, monitor risks, develop systems to minimise network vulnerabilities, and identify threats from inside and outside.

In this job you'll need to understand lots of different software and programs; your technical skills will be really important. You'll also need to be analytical and a critical thinker to identify risks and problem solve solutions. Communication is important, as is continuous learning to keep up with ever-changing systems and new threats.

Legal Assistant

DETAILS

Type	Traineeship
Duration	1-2 Years - Cert III in Legal Services
1st Year Salary	\$490-550 per week

SKILLS

Reliability
Organisation and efficiency
Collaboration

You'll be working in legal offices, courts, or other government agencies to provide support for lawyers, paralegals, and other legal professionals. You could be directing calls, assisting with research, drafting documents, managing schedules, lodging paperwork, or searching for information and records.

You'll need to be great with customer service, discreet and organised, and have great time management skills, the ability to prioritise effectively, and can work as part of a team.

Apprenticeships and traineeships for Coordinators

Coordinators organise, manage, and administer our events, systems, and economy. They play a vital role in making sure everything runs smoothly and goes to plan, and they work across all industries.

Coordinators are:

- organised
- time management experts
- planners
- strong written and verbal communicators
- collaborators
- multi taskers
- decisive

Passionate about keeping things organised, they enjoy making sure everything runs smoothly, and are skilled at things like maintaining schedules, strategic planning, managing teams, and coordinating customers and clients.

You're likely to find more traineeships than apprenticeships in this field as they are often more academic than hands-on.

We need Coordinators in every single workplace. They keep our hospitals and schools running, manage our businesses and governments, and plan our events and celebrations.



Sports Program Officer

DETAILS

Type	Traineeship
Duration	2 Years - <u>Cert III in Sport, Aquatics and Recreation</u>
1st Year Salary	\$490-550 per week

SKILLS

Creativity
Customer service
Teamwork

You'll be responsible for developing and coordinating a wide range of recreational programs to improve the health and wellbeing of clients and communities of all ages and backgrounds. You could be working in any sport, aquatic, or recreation organisation, and your role will vary depending in the project requirements and desired outcomes.

You'll need to be creative and adaptable, as well as a great communicator and customer-focused. Excellent teamwork and administrative skills are key too.

Competitions Manager

DETAILS

Type	Traineeship
Duration	1-2 Years - <u>Cert III in Sport, Aquatics and Recreation</u>
1st Year Salary	\$490-550 per week

SKILLS

Planning
Administration
Attention to detail

You could get an apprenticeship working in this field and work your way up to manager. Working for sporting associations and organisations, you'll be part of the team who plans, organises, rosters, and delivers seasonal competitions and associated events in line with expected standards. You could also be helping to develop, implement, and monitor annual calendars, budgets, advertising campaigns, and more.

To succeed in this role you'll need excellent planning and organisational skills, as well as be able to effectively lead and manage others. Great attention to detail is also important.

Payroll Officer

DETAILS

Type	Traineeship
Duration	1-2 Years <u>Cert III in Accounts Administration</u>
1st Year Salary	\$490-550 per week

SKILLS

Maths skills
Time management
Accuracy

You'll be responsible for ensuring that employees get paid correctly and on time, keeping accurate records of all hours, additional payments (e.g. overtime, holiday or sick pay), as well as keeping up to date with payroll legislation, organisational policies. You could also be advising employees of changes, writing financial reports, or balancing accounts.

You'll need attention to detail, strong maths abilities, teamwork skills, be able to multitask and work well under pressure, as well as confidentiality, problem-solving skills, and be able to follow procedures.

Events Coordinator

DETAILS

Type	Traineeship
Duration	1-2 Years - <u>Cert III in Events</u>
1st Year Salary	\$490-550 per week

SKILLS

Organisation
Creative problem solving
Attention to detail

You'll be helping in the planning, organising, and running of a variety of events. This can include things like functions, conferences, exhibitions, parties, meetings, and more. You could be working as part of a large team to manage every aspect, from planning and set up, to staffing, ticketing, and the clean up.

You will need to prioritise the client and their brief, so great people skills and networking will be essential, as are being organised, paying attention to detail, keeping records, and staying on budget. You'll also need to be able to make decisions and problem solve under pressure.

Emergency Services Operator

DETAILS

Type	Traineeship
Duration	1-2 Years - Cert III in Public Safety (Emergency Communications Centre Operations)
1st Year Salary	\$490-550 per week

SKILLS

Decisiveness
Calmness under pressure
Communication

You'll gain the skills to operate effectively in a range of emergency communication centres. You could be receiving incident information, entering details into the computer aided dispatch system, alerting the appropriate response unit, and updating relevant agencies or even the public.

You'll need the ability to make decisions under pressure and remain calm in all situations. You'll also need great written and verbal communication skills, empathy, follow correct procedures, and have first aid knowledge.

Logistics Assistant

DETAILS

Type	Traineeship
Duration	1-2 Years - Cert III in Supply Chain Operations
1st Year Salary	\$503.30 per week

SKILLS

Planning
Critical thinking
Adaptability

You could be working in domestic or international road, rail, sea, and air transportation, or in relevant support services like warehousing, storage, freight, and customs. You could be responsible for producing, obtaining, and distributing products and goods, then getting those supplies to the right places in the quantities required.

You'll need to be a meticulous planner who can problem solve and think quickly on your feet. You'll also need great time management, communication, and teamwork skills to help everything run smoothly.

Further reading

Before you sign a contract and start working, you should read up about your rights and responsibilities, as well as those of your employer. You should also find out what your entitlements are, so you know what to expect and you can ensure that you're getting a fair deal.

You could start with these sites:

- [Fairwork's Guide to starting an Apprenticeship or Traineeship](#)
- [Australian Apprenticeships](#)
- [Apprenticeship Entitlements](#) - includes wages, conditions, etc.
- [Trainee Entitlements](#)
- [Australian School-based Apprenticeships](#)
- [Young Workers Guide - rights and responsibilities](#)
- [Pay & Conditions Tool](#)
- [Financial and non-financial support from the Australian Government](#)
- [Training Authorities in your state or territory](#)
- [Sportpeople for career opportunities in sports](#)



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