

Traineeships & Apprenticeships

Quick Reference Guide

Component	Details	Recommended contact
Commonwealth Incentives for Employers	May be eligible up to \$4000.	Australian Apprenticeships Centre 1800 639 629
Period of Traineeships & Apprenticeships	F/T or P/T Traineeships – 12 Months / 24 Months Apprenticeships – 4 Years	Sarina Russo Schools Australia Traineeships & Apprenticeships 3221 5100
User Choice Funding	Funding paid by DET (to the RTO) For the Certificate III in Business Administration Certain eligibility criteria applies: <ul style="list-style-type: none"> • Young People 15-24 years • Aboriginal & Torres Strait Islander people • Australian South Sea Islanders • Long-term unemployed • Women Reentering the workforce after a period of 12mths • Matured age 45 years + • Non-English Speaking Background • People with a disability For the Certificate III in Hospitality (Commercial Cookery) – all candidates are eligible.	Sarina Russo Schools Australia Traineeships & Apprenticeships 3221 5100
Tuition fee	Contribution by the trainee (applies only to Traineeships through User Choice). Can range from \$400 - \$1200 depending on the Qualification – Discounts apply.	Sarina Russo Schools Australia Traineeships & Apprenticeships 3221 5100
Fee-for-Service	If not eligible for User Choice funding the employer pays for the cost of the training. \$2300 – Cert III in Business Administration	Sarina Russo Schools Australia Traineeships & Apprenticeships 3221 5100
Wages for Traineeships & Apprenticeships	Wages Range from \$230-\$439 per week. - Employers may choose to pay Nominal Award rates.	Wageline 1300 369 945 www.dir.qld.gov.au
Training Contract	Training contract is signed between the Employer and a Trainee / Apprentice – Registered by Dept. of Employment & Training (DET)	Department of Employment and Training 1300 369 935 www.trainandemploy.qld.gov.au
Rights and Obligations of Employers and Trainees / Apprentices	Employers and Trainees / Apprentices agree to a number of obligations when they commence the traineeship. They are encouraged to contact DET for information & help.	Department of Employment and Training 1300 369 935 www.trainandemploy.qld.gov.au
Recognition of Prior Learning	Credit for previous Studies or experience.	Sarina Russo Schools Australia Traineeships & Apprenticeships 3221 5100
Previous Qualifications	To be eligible for User Choice Funding, candidates can have previous qualifications as long as: <ul style="list-style-type: none"> • the qualification they have completed is not a Business Traineeship / Hospitality Apprenticeship • Exception to the above is if the qualification was completed as school-based Traineeship All other completed qualifications will be accepted. NB – Meeting the above criteria will not automatically indicate the Employer is also eligible for Commonwealth Incentives. Separate criteria applies. Employers should contact an Australian Apprenticeships Centre for more information.	Sarina Russo Schools Australia Traineeships & Apprenticeships 3221 5100