

This advice is for students and their employers regarding the decision of whether or not to undertake a nationally recognised qualification under a traineeship arrangement.

What is a traineeship?

A traineeship is a training contract between an employer and an employee in which the trainee learns an occupation or trade. If an employee is employed as a trainee, and undertaking a course at Career Training Institute (CTI), they will combine work for their employer with structured off-the-job training and receive a nationally recognised qualification. A contract of training exists between the employer and the employee that sets out the responsibilities of both parties. Under the traineeship arrangement, it is an expectation that the employer pays the course fees. If intending to enrol at CTI and undertake a traineeship, indicate this in Section 10 of the enrolment application. Our Traineeships Manager will then contact your local Australian Apprenticeship Centre (AAC) and arrange for a member to manage your case. AACs are contracted by the government to provide this support to trainees and employers. This is not the role of the CTI. Employees that have previously applied for a traineeship will need to confirm eligibility. The AAC representative can assist with this.

Link between employment and the qualification

If students and employers are considering entering into a traineeship arrangement and accessing the incentives the following points must be considered:

1. The employer will need to allow the student **three** hours per week (averaged) to dedicate to training and assessment (this includes attendance at sessions in person, by video conference and phone/email contact with their Training Officer).
2. The qualification undertaken must be relevant to the student's actual job role. The AAC representative can advise further on this, but as a rule the student and employer will need to be able to demonstrate a close correlation between the qualification and the job roles they perform.

New workers

To be eligible for a traineeship whilst undertaking CTI Certificate IV courses, an employee **must be classed as a new worker**.

A **new worker** is an employee that has worked less than three months (full time) or twelve months (part-time) at the place of employment. An employer that enters into a training contract with a new worker is entitled to claim \$4000 worth of government incentives (\$1500 after six months and \$2500 upon qualification completion).

Career Training Institute courses available as a traineeship (as at August 2016)

Certificate IV in Accounting

New workers in VIC, NSW, SA, TAS, QLD (24 month nominal completion period)

New workers in WA (12 month nominal completion period).

Certificate IV in Business

New workers in NSW, SA, TAS, QLD (24 month nominal completion period)

New workers in WA (12 month nominal completion period) and VIC (18 month nominal completion period).

Certificate IV in Business Sales

New workers in NSW, TAS, QLD (24 month nominal completion period)

New workers in SA (12 month nominal completion period) and VIC (18 month nominal completion period)

If you are in WA and wish to enrol an employee in the Certificate IV in Business Sales please contact us to discuss options.

Certificate IV in Marketing

New workers in NSW, SA, QLD and VIC (24 month nominal completion period)

New workers in WA (12 month nominal completion period) and VIC (18 month nominal completion period).

Certificate IV in Project Management Practice

New workers in VIC NSW, SA, TAS, QLD (12 month nominal completion period).

You can elect to do any of these qualifications outside the traineeship system – in which case none of the above conditions are applicable.