

# Discover where Sunshine Coast TAFE can take you...

We offer a wide range of courses in:

- Business Services
- Community Services
- Construction
- Creative Industries
- Engineering
- General Education and Applied Sciences
- Health and Sport
- Hospitality and Retail

CRICOS Provider: 02004B

**Maroochydore Campus**  
170 Horton Parade  
Maroochydore QLD 4558

**Mooloolaba Campus**  
34 Lady Musgrave Drive  
Mountain Creek QLD 4557

**Nambour Campus**  
91 Windsor Road  
Nambour QLD 4560

**Noosa Campus**  
24 Cooroy-Noosa Road  
Tewantin QLD 4565



Sunshine Coast Institute of TAFE

# Apprenticeships and Traineeships

## For more information

### Sunshine Coast TAFE

Tel: (07) 5459 3000  
Web: [www.sunshinecoast.tafe.qld.gov.au](http://www.sunshinecoast.tafe.qld.gov.au)

Or visit our Customer Service Centres at any campus

### QTAC information

Queensland Tertiary Admissions Centre  
PO Box 1331  
Milton Qld 4064  
Tel: (07) 3858 1222  
Web: [www.qtac.edu.au](http://www.qtac.edu.au)

### Indigenous Student Support

### Useful websites

- TAFE Queensland Guide – 1300 30 8233 or [www.tafe.qld.gov.au](http://www.tafe.qld.gov.au)
- Training Line – 1300 369 935 or [www.trainandemploy.qld.gov.au](http://www.trainandemploy.qld.gov.au)
- Australian Apprenticeship Centres – 13 38 73 or [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)
- Queensland Government Apprenticeship Info – 1800 210 210 or [www.apprenticeshipsinfo.qld.gov.au/index.html](http://www.apprenticeshipsinfo.qld.gov.au/index.html)
- The Job Guide – [www.jobguide.thegoodguides.com.au](http://www.jobguide.thegoodguides.com.au)
- University of the Sunshine Coast – [www.usc.edu.au](http://www.usc.edu.au)
- University of Southern Queensland – [www.usq.edu.au](http://www.usq.edu.au)
- Department of Education and Training – [www.deta.qld.gov.au](http://www.deta.qld.gov.au)

Aboriginal and Torres Strait Islander students wishing to undertake full-time, part-time, flexible or short courses are invited to contact the Indigenous Student Support Officer on (07) 5459 3000 for information about study and tutorial assistance.



**(07) 5459 3000**

[www.sunshinecoast.tafe.qld.gov.au](http://www.sunshinecoast.tafe.qld.gov.au)



# Apprenticeships and Traineeships

## ✓ Overview of Apprenticeships and Traineeships

Apprenticeships and traineeships are a great way to combine training with working in a real job, for a real boss earning a real wage. Apprentices and trainees complete a qualification, learning skills at work and under the guidance of a training provider.

Sunshine Coast TAFE will work with you and your employer throughout your apprenticeship or traineeship to develop a training plan, deliver training, assess your achievement of skills and issue your qualification upon successful completion.

- Traineeships vary in length from 12 months to three years
- Apprenticeships usually take three to four years (depending on qualification)
- Can be full-time or part-time or school based
- Involve a contract between you, your employer and Sunshine Coast TAFE
- Training happens at work and with Sunshine Coast TAFE
- Provides a qualification that is recognised nationally.

## ✓ Who can do an apprenticeship or traineeship?

Just about anyone who wants to learn and earn is able to do an apprenticeship or traineeship including:

- High school student, typically year 11 or 12 undertaking the Queensland Certificate of Education (Senior Certificate or equivalent). Students in year 10 may also apply. In exceptional circumstances, a student in year 8 or 9 will be considered, provided a business case has been approved
- People who are already working who can use an apprenticeship or traineeship to recognise their skills or build on their knowledge
- People eligible to work in Queensland who are Australian citizens, New Zealand citizens, have a permanent residency visa, a temporary protection visa or are engaged or married to an Australian citizen and are holders of provisional spouse visas under subclass 820 and 309.

## ✓ Five steps to becoming an apprentice or trainee?

**STEP 1** - Choose the right apprenticeship or traineeship

**STEP 2** - Find an employer

**STEP 3** - Choose a training provider

**STEP 4** - Complete the paperwork

- Sign the training contract with an Australian Apprenticeship Centre (AAC)
- Map out your training with a training plan
- Keep track of what you learn with a training record

**STEP 5** - The probation period is generally 30 days for traineeships and 90 days for apprenticeships. Use this time to be sure you have selected the right career path for you.

## ✓ Programs/Courses

Sunshine Coast TAFE can provide training as part of your Apprenticeship or Traineeship in the following areas:

### Applied Sciences/ General Education

- Horticulture
- Seafood Industry

### Business Services

- Business and Legal Administration

### Community Services

- Children's Services
- Community Services Work
- Disability Work

### Construction

- Bricklaying
- Cabinet Making
- Carpentry
- Floor and Wall Tiling (Wall and Ceiling Lining)
- Painting and Decorating
- Plumbing
- Solid Plastering

### Creative Industries

- Broadcasting
- Information Technology
- Library and Information Services
- Telecommunications

### Engineering

- Automotive
- Boilermaking/ Welding
- Electrician
- Refrigeration and Air Conditioning
- Sheetmetal

### Health and Sport

- Age Care Work
- Allied Health
- Dental Assisting
- Health Services Assistant
- Health Support Services
- Home and Community Care
- Nutrition and Dietetic

### Hospitality and Retail

- Commercial Cookery
- Community Pharmacy
- Hairdressing
- Hospitality Operations
- Kitchen Operations
- Retail Management
- Retail Operations
- Retail Travel Sales
- Tourism Operations

## ✓ Useful contacts and links

- Apprenticeships Info Line: 1800 210 210
- Australian Apprenticeships Centres: 13 38 73
- Training Queensland: 1300 369 935
- www.jobguide.deewr.gov.au
- www.qtis.trainandemploy.qld.gov.au
- www.apprenticeshipsinfo.qld.gov.au
- www.australianapprenticeships.gov.au
- www.myfuture.edu.au
- www.jobjuice.gov.au
- www.thesource.gov.au/find/career/getting\_that\_job.asp

### Industry Training Support Network

Your access to career, training and industry information, 24 hours a day, 7 days a week.

[www.businesssupport.org.au](http://www.businesssupport.org.au)

[www.childcaresupport.org.au](http://www.childcaresupport.org.au)

[www.creativesupport.org.au](http://www.creativesupport.org.au)

[www.healthsupport.org.au](http://www.healthsupport.org.au)

[www.retailsupport.org.au](http://www.retailsupport.org.au)

[www.sportssupport.org.au](http://www.sportssupport.org.au)

[www.sustainabilitysupport.org.au](http://www.sustainabilitysupport.org.au)

[www.tourismsupport.org.au](http://www.tourismsupport.org.au)

[www.tradesupport.org.au](http://www.tradesupport.org.au)

