

Traineeship Guide

What is a Traineeship?

Traineeships combine training with paid work. Traineeships are ideal for school leavers, people re-entering the workforce, people wishing to change careers, mature-age students and secondary school students. Traineeships vary between one to two years and on successful completion, the trainee will attain a nationally recognised qualification. Traineeships are offered across a broad range of industries. A full list of traineeships within the Community Services, Health and Education sectors are available on the CSWA website.

What type of traineeships are available?

- School based - Secondary school students can sign up for a traineeship whilst still at school.
- New worker - those who have been employed for less than 3 months full time or 12 months part time.
- Existing worker—those who have been employed for more than 3 months full time or 12 months part time.

Benefits for an employer to take on a trainee

- Delivery of training is flexible to meet individual workplace demands.
- Trainees gain an understanding of the organisation and can advance within the business.
- Retention and development of staff through upskilling opportunities.
- Access to state and national incentive/wage subsidies.

Incentives and Wage subsidies for employers of trainees as at November 2020

Jobs and Skills WA Employer Incentive Scheme (WA State Government)

The incentive is available to new entrant trainees who have lodged a training contract on or after 1 July 2019. Incentives can be claimed on commencement and completion of the traineeship.

Federal Government Incentive

A range of incentives are available for new and existing workers. A table is provided which summaries incentives and highlights further funding opportunities specific to the Community Services and Health sectors.

Boosting Apprenticeship Commencements wage subsidy (this also covers traineeships)

To support employers and group training organisations to take on new apprentices and trainees between the 5th October 2020 - 30 September 2021. Only employers of trainees undertaking a Certificate II or higher with a training contract that is formally approved by the Training Accreditation Council (in WA) are eligible to apply. Eligible employers will receive a wage subsidy of up to 50 per cent of the trainees' gross wage. The subsidy is available for a maximum of \$7,000.00 per quarter for wages paid between 5th October 2020 - 30 September 2021, per eligible Australian trainee. The subsidy is capped at 100,000 places nationwide. The subsidy is not available to trainees receiving any form of Australian Government Wage subsidy such as Supporting Apprentices and Trainees or Jobkeeper.

How do I sign up a Trainee?

Contact one of the Australian Apprenticeship Support Networks (ASSN) in WA,

- MEGT Australia www.megt.com.au
- Apprenticeships Support Australia www.apprenticeshipsupport.com.au
- The Apprenticeship Community www.apprenticeshipsupport.com.au

Alternatively, contact a Group Training Organisation (GTO) which can facilitate the traineeship for you, see a full list of GTOs here <https://www.australianapprenticeships.gov.au/search-gto>

Where do I find more information?

- Community Skills WA www.cswa.org.au
- Department of Training and Workforce Development www.dtwd.wa.gov.au
- Your preferred registered training organisation (RTO)

A Guide to Traineeships

Trainee		NON-PRIORITY OCCUPATIONS		PRIORITY OCCUPATION (Aged Care, Child Care & Disability)			Jobs & Skill WA Employer Incentive Scheme
		Cert II (Nominated Equity Groups only)	Cert III/IV	Cert II (Nominated Equity Groups only)	Cert III/IV	Diploma	All qualification levels
Part-time Commencement Incentive	Existing worker	n/a	n/a	n/a	n/a	n/a	Nil
	New worker	\$1,250	n/a	\$1,250	n/a	\$1,500	\$2,125*
Part-time Completion Incentive	Existing worker	n/a	n/a	n/a	\$1,500	\$3,000	Nil
	New worker	n/a	\$1,500	n/a	\$1,500	\$2,500	\$2,125*
Full-time Commencement Incentive	Existing worker	n/a	n/a	n/a	n/a	n/a	Nil
	New worker	\$1,250	\$1,500	\$1,250	\$1,500	\$1,500	\$2,125*
Full-time Completion Incentive	Existing worker	n/a	n/a	n/a	\$3,000	\$3,000	Nil
	New worker	n/a	\$2,500	n/a	\$2,500	\$2,500	\$2,125*
Total payment	Existing worker	Nil	Nil	Nil	\$1,500 P/T \$3,000 F/T	\$4,000 P/T \$4,000 F/T	Nil
	New worker	\$1,250 P/T \$1,250 F/T	\$1,500 P/T \$4,000 F/T	\$1,250 P/T \$1,250 F/T	\$1,500 P/T \$4,000 F/T	\$3,000 P/T \$3,000 F/T	\$2,125*

EXISTING WORKER DEFINITION: For Federal Government incentives purposes the definition of an Existing Worker is a person who has an employment relationship with the employer for more than 3 months full-time, or 12 months permanent part-time/casual, or a combination equivalent to more than 3 months full-time.

Note: Additional or alternative incentives may be available for School Based Traineeships, Recommencements, Assistance for Australian Apprentices with a Disability.

*Jobs & Skill WA Employer Incentive Scheme – amounts above are based on a nominal term of 12 months. Additional incentive payments for nominal terms longer than 12 months, qualifications on the state priority occupation list, priority groups, trainees living in regional areas and trainees aged between 21-30 years of age