apprenticeships traineeships in Victoria

MINERALS, ENERGY & ENVIRONMENT

See inside for…

- Roles of various players
- What to do – at a glance
- Apprenticeships available
- How to find a Registered Training Organisation
- Financial incentives
- Responsibilities
- Training tips
- Sample training programs
# TABLE OF CONTENTS

**ROLES OF THE VARIOUS PLAYERS**

- Australian Apprenticeships Centres - AAC .................................................. 1  
- Registered Training Organisation - RTO .......................................................... 1  
- State Training Authority - STA ....................................................................... 1  
- Apprenticeship Field Officer - AFO ................................................................. 1  
- Group Training Organisations - GTO ............................................................... 1  
- Employer ........................................................................................................... 1  
- Apprentice/Trainee ........................................................................................... 1  

**WHAT TO DO – AT A GLANCE** ................................................................... 2

**INTRODUCTION** ......................................................................................... 3

- What is an Apprenticeship/Traineeship? ............................................................ 3  
- To employ an Apprentice/Trainee .................................................................. 3  
- Wages and conditions of Employment ............................................................ 3  
- Occupational Health and Safety ..................................................................... 3  
- Apprentice/Trainee Accommodation Allowance ............................................. 3  
- Existing Employees ......................................................................................... 5  
- WorkCover Benefits ....................................................................................... 5  
- Registration Process ....................................................................................... 5  
- Enrol the Apprentice/Trainee .......................................................................... 5  
- Training Plan .................................................................................................. 6  
- Pre Training Review ....................................................................................... 7  
- Recognition of Prior Learning ....................................................................... 7  
- Workplace Based Training Standards ........................................................... 7  
- Tuition Fees and Charges .............................................................................. 7  
- What should I expect from my RTO .............................................................. 7  
- RTO Responsibilities upon the completion of Training .................................. 7  
- Work Problems .............................................................................................. 7  
- Apprentice is unhappy at work or study ......................................................... 7  

**FINANCIAL INCENTIVES** .......................................................................... 8

- State Government ........................................................................................... 8

**TRAINING TIPS** ....................................................................................... 11

**CHOOSING AN RTO (USER CHOICE)** ......................................................... 11

**CHOOSING AN APPRENTICESHIP/TRAINEESHIP** ...................................... 12

- Conditions ..................................................................................................... 13  
- Duration ......................................................................................................... 13  
- Probation ........................................................................................................ 13  
- Downturn of Business .................................................................................... 13  
- Sale of Business ............................................................................................ 14  

**RELATED OCCUPATIONS** ....................................................................... 15

**REGISTERED TRAINING ORGANISATIONS** ............................................... 17

**SAMPLE TRAINING PROGRAMS** ................................................................. 18

**ACRONYMS & DEFINITIONS** ..................................................................... 27
Australian Apprenticeships Centres - AAC
For your nearest AAC phone 13 38 73 or access http://www.australianapprenticeships.gov.au/

AACs provide free information and advice on:
• apprenticeships/traineeships
• completing and registering a training contract
• assistance with employer incentives
• selecting an appropriate RTO
• rights, responsibilities and obligations
• incentives assessment for prior qualifications eligibility

Provide a service which requires a visit to the employer / apprentice / trainee on commencement, to initiate further contact within one month of the 6 month point of the apprenticeship / traineeship, and upon request. They also provide advice on transfers, variations, suspensions/cancellations, early completion, termination, period of probation, credit for prior training and experience, and disputes on training matters.

Registered Training Organisation - RTO
Helps you train your new apprentice in the way you want. Choose an RTO that best suits your training needs. They will:
• offer and undertake if appropriate a Recognition of Prior Learning (RPL) process
• assist you and the apprentice to develop an appropriate training plan
• provide advice on fees and charges
• design a training plan to meet the needs of all parties
• train the apprentice and assist you to make sure training is completed
• ensure all apprentices/trainees undertaking training at AQF levels 3 and above are withdrawn from routine work duties for a minimum of three hours per week, averaged over a four week cycle for the purpose of undertaking structured training/learning activities (pro rata for part time)
• ensure all apprentices/ trainees undertaking workplace training at AQF levels 1 and 2 are withdrawn from routine work duties for a minimum of 1.5 hours per week, averaged over a two month cycle for the purpose of undertaking structured training/learning activities. This release must occur periodically.
• visit your workplace to check progress
• provide additional learning support if required
• issue qualifications at the completion of the apprenticeship/traineeship

Details of how to access Registered Training Organisations are located in the middle of this booklet.

State Training Authority - STA
Regulate apprenticeships and traineeships. The STA monitors the quality of training and approves RTOs. In addition they:
• advise employers and apprentices on rights and obligations
• approve early completions, variations to Training Contracts, suspensions and cancellations
• provide field officers to solve problems between employers and their apprentice/trainee.

Apprenticeship Field Officer - AFO
Are employed by the STA and take an impartial role in their dealings with employers and apprentices/trainees. For details of your nearest AFO contact the Apprenticeship Administration Branch on 1300 722 603 or access http://www.otfe.vic.gov.au/aptvicapp.asp

Apprenticeship Field Officers provide assistance in a number of different areas. They:
• answer queries and provide information on apprenticeships and traineeships
• advise and counsel apprentices/trainees and employers on training and other matters
• investigate disputes between apprentices/trainees and employers
• provide support for apprentices/trainees who are victims of workplace violence and harassment
• assist providers of training and further education in relation to apprenticeships and traineeships

Conversations with AFOs are confidential.

Group Training Organisations - GTO
They employ apprentices/trainees and place them with ‘host’ employers for work and on the job training. They will:
• screen and recruit applicants
• handle wages, payroll tax and workers compensation
• monitor the progress of the apprentice/trainee
• provide your organisation with an apprentice/trainee without a long-term employment contract.

Employer
• meet legal obligations
• provide a safe working environment
• support the structured training
• ensure the apprentice/trainee is enrolled at an RTO with Training Plan completed within three months of commencing work
• allow the RTO access to the apprentice/trainee for training and assessment
• provide appropriate supervision and support
• allow the apprentice/trainee to attend the off-the-job training during normal working hours (this is paid time)
• advise apprentices/trainees of their rights and responsibilities
• pay the apprentice/trainee the agreed wage and inform apprentice/trainee of the terms and conditions of employment
• make sure your apprentice/trainee is covered by a WorkCover policy – contact your WorkCover Insurer
• arrange for superannuation payments for your apprentice/trainee to be paid into a superannuation fund – Contact Superannuation Guarantee Hotline on 131 020
• Notify the AAC or STA within 5 working days if the apprentice/trainee ceases employment.

Apprentice/Trainee
• commit to work and training responsibilities
• participate in developing a Training Plan
• maintain a record of training.
Apprenticeships Traineeships in Victoria

WHAT TO DO – AT A GLANCE

TO EMPLOY AN APPRENTICE OR TRAINEE

Employ an apprentice/trainee

- An apprentice/trainee requires employee conditions similar to other employees. Please refer to checklist

Contact a Australian Apprenticeships Centre (AAC) of your choice, select the apprenticeship/traineeship and complete the Training Contract

- AACS provide advice on incentives and apprenticeships/traineeships
- AAC assists with the choice of correct qualification for the apprentice
- AACs assist you to register the apprenticeship/traineeship
- Both the employer and apprentice sign the Training Contract and lodge with the AAC within 14 days of the apprentice/trainee commencing work
- Both the employer and the apprentice/trainee will receive a letter from the AAB confirming details of the apprenticeship/traineeship which includes the Apprentice/Trainee registration number. You will need to provide this letter to the RTO.

Choose an RTO from the websites listed in the middle of this booklet

- You must enrol the apprentice/trainee and complete the Training Plan within three months of them commencing work. RTOs have certain obligations.

Employer, apprentice/trainee and RTO complete a Training Plan

- The Training Plan outlines who will deliver the training and when and where your apprentice/trainee needs to go. If you choose fully workplace based training, special conditions apply to you and the RTO – discuss with the RTO

Claim incentives

- After three months you may be eligible for Commonwealth Incentives – discuss with your AAC.

Provide training to apprentice/trainee

- The employer ensures the apprentice/trainee receives on-the-job training, supervision and assessment according to the requirements of the training plan. Employer allows the apprentice/trainee to attend the off-the-job training during normal working hours (this is paid time).

Qualification issued

- There are differences between how an apprentice or trainee receives their qualification – please speak to your RTO.

Problems with apprentice/trainee?

- Contact the Apprenticeship Administration Branch (AAB) on 1300 722 603. They advise employers & apprentices/trainees on rights and obligations. They provide field officers to solve problems between employers and their apprentice/trainee.
INTRODUCTION

What is an apprenticeship/traineeship?

An apprenticeship/traineeship is a training contract between an employer and an employee, in which the employer provides training and the apprentice/trainee learns the occupation/trade.

Apprenticeships include both traditional trade apprenticeships and traineeships.

Apprentices/trainees must be at least 15 years of age and may already hold a qualification. There is no maximum age.

Training can be developed to suit the specific needs of your business. It may be totally workplace based or combine work and off-the-job. Apprentices/trainees can be employed on a full time or part time basis (subject to appropriate industrial relations arrangements being in place). When all competencies have been achieved, your apprentice/trainee gains a nationally recognised qualification.

To Employ an Apprentice/Trainee

Choose an apprenticeship/traineeship by reviewing the list available (in this booklet).

- advertise at a JobNetwork member. Call the New Apprenticeships Hotline on 13 38 73
- advertise in the Situations Vacant column in newspapers
- advertise on the national jobs database by calling 131 715
- approach school careers counsellors
- approach Industry Training Companies or Employer Associations;
- approach Group Training Organisations. Contact Group Training Australia on (03) 9639 3955 or 1800 819 747.

Wages and conditions of employment

Apprentice/trainee wages vary according to years of school completed, years of training, the type of apprenticeship/traineeship and the industry or job. Treat the apprentice/trainee the same as all other employees.

Contact the WorkChoices Infoline on 1300 363 264.

Apprentice/Trainee Accommodation Allowance

Apprentices/trainees registered under a current training contract (not applicable for existing trainees) may be entitled to an accommodation allowance if they:

- are attending an RTO that has a contract to deliver structured training on behalf of the Victorian Skills Commission; and
- are attending consecutive days of training at the location of the RTO such that, given the distance between the RTO and the apprentice's/trainee's residence, it would be impractical to return home and then return to the RTO for training the next day.

The apprentice/trainee must complete the appropriate claim form and have the private RTO endorse their attendance at the training program on the nominated dates. If they attend a Government TAFE Institute they can claim directly through the student services area of the TAFE.

From 1st July 2006, the accommodation allowance is $25 per night for all years of training. Payment is available to a maximum of five nights per week.

For further information please contact the Apprenticeship Administration Branch on 1300 722 603.

The Victorian Government does not provide funds for travel except in special circumstances where the apprentice/trainee may have to travel interstate for training.

Occupational Health and Safety

Health and safety at work is vital, particularly for apprentices/trainees. Every workplace has specific health and safety requirements that must be applied by legislation. Occupational health and safety must start on day one.

A good workplace will:

- provide a safe workplace free from verbal, physical, racial and sexual abuse
- have an Occupational Health and Safety Policy
- conduct an induction program for apprentices/trainees
- display relevant warning signs in appropriate positions in the workplace
- perform regular workplace safety checks

Make sure your apprentice/trainee can:

- perform tasks safely
- handle all equipment, machinery and dangerous products, such as chemicals, safely
- identify and report any potential risks
- use safety equipment such as gloves, clothing, masks, boots and glasses.

Contact WorkSafe Victoria a Division of the Victorian WorkCover Authority on 1800 136 089.
**Part Time Apprenticeships And Traineeships**

All new and existing Apprenticeships and Traineeships’ are available on a part time basis with employers and apprentices able to nominate the proposed duration of the Training Contract, subject to maximum periods.

Where the nominal full time duration of the Training Contract is two years or less, the maximum duration of a part time Training Contract is three years. Where the nominal full time duration of the Training Contract is greater than two years and up to four years, the maximum duration of a part time Training Contract is six years.

Subject to any minimum duration that may be specified in an Approved Training Scheme, the employer and apprentice can specify a duration less than the maximum. Completion will be available earlier than the specified duration if all competencies have been attained and an extension to the maximum duration can be mutually agreed if all required competencies have not been attained.

All Approved Training Schemes are available on a part time basis subject to there being a suitable industrial arrangement in place. In effect the employer will be either:

- covered by an Award/ Australian Pay and Classification Scale with suitable provisions;
- party to an Australian Workplace Agreement or Collective Agreement with suitable provisions; or

A summary of the arrangements is contained within the following table:

<table>
<thead>
<tr>
<th>Part time apprentice/trainee &amp; school student</th>
<th>School based apprenticeships and Traineeships (SBATs)</th>
<th>Integrated SBATs</th>
</tr>
</thead>
<tbody>
<tr>
<td>A senior school student undertaking a part time apprenticeship or traineeship outside of school hours</td>
<td>A senior school student undertaking a part time apprenticeship or traineeship outside of school hours or a combination of both</td>
<td>A senior school student undertaking a part time apprenticeship or traineeship partially in school hours</td>
</tr>
<tr>
<td>Minimum hours</td>
<td>15 hours per week averaged over 1,2 or 4 week cycle.</td>
<td>15 hours per week averaged over duration of training contract.</td>
</tr>
<tr>
<td>School authorisation</td>
<td>Not required</td>
<td>Required – The student’s school has endorsed the training plan. Note: The plan should be completed within 2 months of the training contract commencing.</td>
</tr>
<tr>
<td>10 hr minimum flexibility</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Credit into VCE or VCAL</td>
<td>The student is eligible to receive VCE or VCAL credit for the vocational training but may not be seeking credit.</td>
<td>The student is eligible to receive VCE or VCAL credit for the vocational training</td>
</tr>
<tr>
<td>Training Contract</td>
<td>Responds Yes to Q18 Responds No to Q19</td>
<td>Responds Yes to Q18 Responds Yes to Q19</td>
</tr>
<tr>
<td>Cap free status (private RTO only)</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Employment periods not counted towards existing worker status for the purposes of Commonwealth incentives, or State funding or incentives.
**Existing Employees**

Existing employees are those who have been working with the employer:
- for more than twelve months within the two year period prior to commencing the current training contract; and
- as a full time employee for more than 3 months in total during the above 12 month (or more) period of employment; and
- under more than one training contract where the time elapsed between any two of the training contracts has exceeded three months.

Please note: time employed while attending a secondary school as a full time student or as an active and registered participant in the Community Jobs Program is not taken into consideration when calculating the above terms of employment.

The Victorian Government provides funds for the training of:
- existing worker apprentices who entered into a training contract after 1 July 2006 except where an apprentice who commenced a Training Contract prior to 1 July 2006 which is subsequently cancelled or withdrawn, and then enters into a new training contract on or after 1 July 2006 with the same employer.

The Victorian Government provides does not provide funds for the training of existing worker trainees entering a training contract.

Employers who commence existing workers in a training contract are generally eligible for Commonwealth Government incentives where the nominal duration of the training contract is 24 months or more and the existing employee is commencing a Certificate III or IV qualification.

For enquiries, call the Apprenticeship Administration Branch on (03) 1300 722 603.

**Workcover Benefits**

Employers who employ one or more apprentice and/or trainee must have a WorkCover Insurance Policy in place.

Some apprentice and trainee remuneration is exempt from WorkCover Injury Insurance. WorkCover exemptions generally apply to new entrants to the workforce. A new entrant is generally defined as having been employed for less than three months full time, 12 months part time, or, on a casual basis, prior to entering the training contract.

These exemptions also apply to consecutive training contracts with current and former employers provided the time between any two contracts is less than three months.

However, from 1 July 2005 new entrant trainees whose level of remuneration is greater than $30,000 per annum are no longer eligible for this exemption. Additionally, where a labour hire firm on-hires a trainee to a client that has previously employed that trainee the remuneration is only exempt where specific criteria are met.

For more details contact your Victorian WorkCover Agent or visit [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

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**Registration Process**

Contact AAC and complete training contract.

AAC will process training contract.

Both the employer and the apprentice/trainee must sign the contract.

Return the contract to a AAC and provide a copy of the signed contract to the apprentice within 14 days of the apprentice/trainee commencing work.

AAB sends information to employer and apprentice/trainee to confirm registration of training contract.

Enrol the apprentice at the RTO within 3 months of the apprentice/trainee commencing work.

**Enrol the Apprentice/Trainee**

Choose a Registered Training Organisation (RTO).

If your chosen RTO is not on the website list, it is unlikely that government funded training is available. Training could be conducted under fee for service arrangements. Alternatively you may wish to select another RTO who can provide government funded training for your apprentice/trainee. If your business is seeking to be a RTO please contact (03) 9637 2762.

Training Plan

Within three months of the apprentice/trainee commencing employment and prior to commencing training the RTO together with the employer and apprentice/trainee must discuss and agree upon a suitable Training Plan. The Training Plan outlines who will deliver the training and when and where your apprentice/trainee needs to go.

The Training Plan must also be signed by the secondary school representative if the apprentice/trainee is a school based New Apprentice.

Treat the Training Plan as a working document. A plan is a flexible document – talk to your RTO at any stage during the training.

The Training Plan must include, at least, the following:
- competencies to be obtained
- time frame for achieving competencies
- training to be undertaken
- delivery modes to be employed
- details (when, how & how much) of the time allocated outside routine work duties for structured training
- who is responsible for the delivery and/or assessment of each competency
- assessment details and arrangements
- record of RPL and cross credit hours granted
- name of qualification to be issued and
- any other specific requirements to be met in accordance with the Training Contract.

- **ensure all apprentices/trainees undertaking workplace training at AQF levels 3 and above are withdrawn from routine work duties for a minimum of three hours per week, averaged over a four week cycle for the purpose of undertaking structured training/learning activities (pro rata for part time)**
- **ensure all apprentices/trainees undertaking workplace training at AQF levels 1 and 2 are withdrawn from routine work duties for a minimum of 1.5 hours per week, averaged over a two month cycle for the purpose of undertaking structured training/learning activities. This release must occur periodically.**
- the training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred, to be delivered in one or more blocks during the first three months of the training program.
- if the apprentice/trainee is to receive **off-the-job training** at an RTO, you must allow the apprentice/trainee to attend training classes (this is paid time).
Pre Training Review

Conduct for each apprentice/trainee a Pre Training Review of current competencies including literacy and numeracy skills. The purpose is to avoid duplication of competencies already acquired and to ascertain that the proposed learning strategies and materials are appropriate.

Recognition of Prior Learning

At the request of the apprentice the RTO must undertake a RPL process to ascertain and record all competencies achieved as a result of prior work and life experiences (informal training). These competencies should not be included in the structured training delivered under the Training Contract.

Workplace Based Training Standards

The RTO will be accountable for any structured training delivered and assessed in the workplace by the workplace supervisor/employer and must have processes in place to ensure the quality of the training outcomes (refer to the Workplace Based Training Minimum Compliance Standards in the current ATTP Performance Agreement).

To support and quality assure workplace based training, the RTO must, if any or all modules/competencies are delivered and assessed in the workplace:
- in addition to the Pre Training Review make a minimum of four (4) face to face visits per training year verified by the signature of the employer/ workplace supervisor and dated;
- make monthly contact by either e-mail, fax or phone with both the apprentice/trainee and the workplace supervisor to gain feedback on the support provided to date, and to record training hours completed and competencies gained in the previous month;
- ensure, where the qualification is at the AQF Level 3 or above that the apprentice/trainee is withdrawn from routine work duties for a minimum of three hours per week (pro rata for part time apprentices/trainees) for structured training, averaged over a 4 week cycle. (This should be recorded by a workplace log signed weekly by the workplace supervisor or a trainee record book or timesheet and by the RTO as part of the monthly contact log);
- quality assure and validate workplace based assessments.

Tuition Fees and Charges

All RTOs charge tuition fees. A charge may also be made for tools, student services and amenities, and take-home goods.

In 2007, there is a minimum fee payable of $53 and a maximum fee payable of $860 per year. Tuition fees and other charges are generally paid by the student, however, certain industrial awards provide for fees and other charges to be paid by employers. Students should check with their employer prior to enrolment. For students experiencing difficulty with payment of fees and other charges, student loans may be available at most TAFE Institutes.

Fee concessions and exemptions are also available. Eligibility for concession includes students holding a Health Care Card (including low-income cards). Full details on concessions, exemptions and refunds can be obtained from the RTO you choose to attend. To find out about Health Care Cards contact Centrelink on 131 021 or www.centrelink.gov.au.

RTOs can provide the apprentice/trainee with support and advice. Contact the AAB on (03) 1300 722 603.
## State Government

<table>
<thead>
<tr>
<th>PAYMENT TYPE</th>
<th>Trainees (Set Two level of VET Regulation)</th>
<th>Apprentices (Set One level of VET Regulation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WorkCover exemption*</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Completion Bonus is available to employers of 3 or more apprentices/trainees (under 25)</td>
<td>$650 when commencement date is prior to 1 July 2003 or $1300 when commencement date is after 1 July 2003</td>
<td>$1200 when commencement date is prior to 1 January 2002 or $2300 when commencement date is between 1 January 2002 and 31 December 2002 or Progress payment of $1750 when commencement date is after 1 January 2003 - 12 months prior to nominal completion date plus $1750 on completion</td>
</tr>
</tbody>
</table>

*Refer section titled ‘WorkCover’
## Summary of the Australian Government Australian Apprenticeships Incentives Programme - From 1 July 2006

The following summarises the Australian Government Australian Apprenticeships Incentives regime for all Australian Apprentices. Payment of incentives will be subject to employers and their Australian Apprentices satisfying eligibility criteria as set out in the Australian Government Australian Apprenticeships Incentives Programme Guidelines. Contact your Australian Apprenticeships Centre for further information on Australian Government Incentives.

<table>
<thead>
<tr>
<th>Australian Government Incentives</th>
<th>Amount Awarded</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard Commencement</strong></td>
<td>$1,250</td>
<td>Incentive for an employer commencing a Australian Apprentices in Certificate II Training</td>
</tr>
<tr>
<td></td>
<td>$1,500</td>
<td>Incentive for an employer commencing a Australian Apprentices in Certificate III or IV Training</td>
</tr>
<tr>
<td><strong>Incentives for other qualifications</strong></td>
<td></td>
<td>Selected Diploma and Advanced Diploma qualifications are eligible to attract $1,500 standard commencement and $2,500 standard completion employer incentives and personal assistance. More information is available from your Australian Apprenticeship Centre.</td>
</tr>
<tr>
<td><strong>Innovation – Special Commencement</strong></td>
<td>$1,100</td>
<td>Special incentive for employing a Australian Apprentices in an eligible innovation training package qualification at the Certificate III or IV level.</td>
</tr>
<tr>
<td><strong>School-Based Australian Apprenticeships – Additional Commencement</strong></td>
<td>$750</td>
<td>Additional incentive for employing a Australian Apprentices in an endorsed School-Based Australian Apprenticeship at Certificate II to IV level.</td>
</tr>
<tr>
<td><strong>Rural and Regional Skills Shortages – Special Commencement</strong></td>
<td>$1,000</td>
<td>Special incentive for Rural and Regional Australian Apprenticeships where the Australian Apprentices commences Certificate III or IV training in an occupation identified as experiencing skill needs in a non-metropolitan area.</td>
</tr>
<tr>
<td><strong>Declared Drought Area – Additional Commencement</strong></td>
<td>$1,500</td>
<td>Additional incentive for employers holding a current Exceptional Circumstances Drought Area certificate, employing Certificate II Australian Apprentices.</td>
</tr>
<tr>
<td><strong>Mature Aged Worker – Special Commencement</strong></td>
<td>$750</td>
<td>Special incentive for an employer commencing an eligible Certificate II to IV level Australian Apprentices who is a disadvantaged person aged 45 years or more. Contact your Australian Apprenticeships Centre for further information.</td>
</tr>
<tr>
<td><strong>Standard Recomencement</strong></td>
<td>$750</td>
<td>Incentive for employers recommencing out-of-trade Certificate III or IV Australian Apprentices.</td>
</tr>
<tr>
<td><strong>Australian School-Based Australian Apprenticeship Retention</strong></td>
<td>$750</td>
<td>Incentive for an employer continuing to employ a Certificate II to IV level School-Based Australian Apprentices after the student has completed Year 12.</td>
</tr>
<tr>
<td><strong>Commonwealth Trade Learning Scholarship</strong></td>
<td>2 x tax exempt payments of $500</td>
<td>Provided by The Commonwealth Trade Learning Scholarship to eligible Australian Apprentices undertaking qualifications in the skill needs trades. The Scholarship is paid to Australian Apprentices after they complete the first 12 and 24 months full-time (or full-time equivalent) employment in their Australian Apprenticeship.</td>
</tr>
<tr>
<td><strong>Living Away From Home Allowance (LAFHA)</strong></td>
<td>$77.17 per week</td>
<td>First Year</td>
</tr>
<tr>
<td></td>
<td>$38.59 per week</td>
<td>Second Year</td>
</tr>
<tr>
<td></td>
<td>$25.00 per week</td>
<td>Third Year</td>
</tr>
<tr>
<td><strong>Further Australian Government Assistance Available for Australian Apprentices</strong></td>
<td>$800 towards Trade Tools</td>
<td>The Tools For Your Trade Initiative provides assistance with the purchase of trade tools for eligible Australian Apprentices. More information is available from your Australian Apprenticeships Centre.</td>
</tr>
<tr>
<td><strong>Assistance for Australian Apprentices with a Disability</strong></td>
<td></td>
<td>The programme provides additional assistance to eligible employers who employ a Certificate II to IV level Australian Apprentice with a disability. Assistance may include a wage support payment, tutorial, interpreter and mentor services. More information is available from your Australian Apprenticeship Centre.</td>
</tr>
<tr>
<td><strong>Group Training Organisations – Special Completion</strong></td>
<td>$1,000</td>
<td>Special incentives for Group Training Organisations that support Australian Apprentices to complete a Certificate II Australian Apprenticeship</td>
</tr>
</tbody>
</table>
From 1st January 2006, GST is no longer payable on Australian Apprenticeships employer incentives.

If properly completed – these will be automatically processed without the GST component. There will be no net reduction in the amount an employer will receive as a result of this change.

**Waiting periods** – There is a three month waiting period before an employer can apply for an Australian Government Commencement Incentive for an Australian Apprentice. The Apprenticeship / Traineeship Training Contract must be formally approved. The Australian Apprentice must be still employed by the same employer and must have commenced training in accordance with the approved Training Program. The employer should submit a claim to the Australian Apprenticeship Centre at the end of the three month waiting period, and within the required time limit. Further information on waiting periods and time limits can be obtained from your Australian Apprenticeship Centre.
TRAINING TIPS

Good Training means:
- demonstrating & explaining how jobs are done
- allowing time for the apprentice/trainee to practise
- watching, coaching, motivating and correcting
- providing variety in training where possible.

Supervision and monitoring – the workplace coach
Be active in monitoring and managing the training. Nominate a workplace supervisor and/or a coach/mentor to the apprentice/trainee.

It’s a good idea to assign the apprentice/trainee to someone who will:
- take a personal interest in their development and be a good role model
- communicate well and develop a rapport
- provide feedback and progress reports.

The booklet ‘So You’re a Workplace Coach’ explains the role of workplace coach and provides useful tips.

How much supervision?
Apprentices/trainees require appropriate levels of supervision. The National Code of Good Practice outlines your responsibilities to provide appropriate levels of supervision for your apprentice/trainee.

To determine the appropriate level of supervision required consider the:
- level of training being undertaken
- industry you belong to, your workplace

Variety in Training
Variety builds confidence and enables the apprentice/trainee to apply their skills in different situations. If your organisation is highly specialised, consider employing the apprentice/trainee through a Group Training Organisation so placements in other organisations can occur.

Encourage and correct
Provide feedback to your apprentice/trainee. Feedback will help you:
- provide a measure of progress and success
- fine tune the apprentice’s/trainee’s skills
- motivate the apprentice/trainee to perform better.

Regular progress reports
Things you can do to monitor and manage include:
- contacting the RTO for feedback
- ensuring regular contact with the workplace coach or supervisor and apprentice/trainee.

Where to next?
Review and evaluate the training process. Consider:
- did the outcomes of the training fit with your reasons for training?
- what worked? what didn’t work?
- what would you do differently next time?
- can the apprentice/trainee progress to the next certificate level?

CHOOSING AN RTO (USER CHOICE)

When can you deliver the training?
Does this fit with your work schedules?
How much flexibility is there with training times?

Where is the training conducted?
Can the apprentice/trainee get to this location with ease?

Can you offer all the units of competency relevant to my organisation’s training needs?
Which qualification best suits your organisation and training needs?
Which units from the qualification are important for your organisation?

Who will assess the apprentice/trainee?
Who is the qualified assessor?
What role will you play in assessment?

What training do I have to provide in the workplace?
How will I do this?
Who will train and supervise?
Will production schedules, timelines and peak periods interfere with this?

How much class work will the apprentice/trainee need to complete/attend?
Is this enough?

Are there self-paced materials for the apprentice/trainee?
Can the apprentice/trainee cope with self-paced learning?
Who will monitor completion?

Do you provide a training record book for the apprentice/trainee?
How will this be used?
What is my responsibility with regard to the training record?

What progress and monitoring support do you provide?
How often would I like feedback and progress reports on my apprentice/trainee?

Will you provide me with a detailed Training Plan?
What details do I need to include in the Training Plan?

What assistance do you provide if my apprentice/trainee has problems with reading, writing or maths?
What level of reading, writing and maths is required on the job?

Does the RTO take this into account when designing the teaching and learning materials?
CHOOSING AN APPRENTICESHIP/TRAINEESHIP

From the available Minerals, Energy and Environment apprenticeships/traineeships choose the one you want your apprentice to undertake. Note the duration, probationary period and conditions that apply. STPs (available at the back of this booklet) are examples of training plans your apprentice could complete.

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Name of apprenticeship/traineeship course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column 2</td>
<td>Maximum duration on a full-time, and where available, a part-time basis*</td>
</tr>
<tr>
<td>Column 3</td>
<td>Minimum Workplace Training Component (hours per week) For SBATs**** and Other Australian Apprenticeships</td>
</tr>
<tr>
<td>Column 4</td>
<td>Relevant probationary period – full time/part time</td>
</tr>
<tr>
<td>Column 5</td>
<td>Whether Apprenticeship (A) or Traineeship (T) conditions apply (see Conditions below list of qualifications for an explanation under Conditions)</td>
</tr>
<tr>
<td>Column 6</td>
<td>State Training Wage (either A, B or C) to quote to WorkChoices Infoline for wage queries N/A (i.e. not applicable) means the apprenticeship/traineeship wage is award or industry sector based</td>
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</table>

### Table 1 – Extractive Industries

<table>
<thead>
<tr>
<th>Column 1</th>
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<tbody>
<tr>
<td>MNQ20103 Certificate II in Extractive Industries Operations</td>
<td>18 / 36</td>
<td>10 / 15</td>
<td>30 / 91</td>
<td>T</td>
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<tr>
<td>MNQ30103 Certificate III in Extractive Industries Operations</td>
<td>24 / 36</td>
<td>10 / 15</td>
<td>30 / 91</td>
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<tr>
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<td>30 / 91</td>
<td>T</td>
<td>B***</td>
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<tr>
<td>MNQ50103 Diploma of Extractive Industries Management</td>
<td>48 / 72</td>
<td>10 / 15</td>
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<tr>
<td>MNQ60103 Advanced Diploma of Extractive Industries Management</td>
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### Table 2 – Gas

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<tr>
<td>UEG30106 Certificate III in Gas Industry Operations</td>
<td>24** / 72</td>
<td>10 / 15</td>
<td>30 / 91</td>
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### Table 3 – Electricity Supply Industry – Generation Sector

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<td>UTP30298 Certificate III in ESI Generation (Operations)</td>
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<td>UTP40398 Certificate IV in ESI Generation (System Operations)</td>
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### Table 4 – Black Coal

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### Table 5 – Metalliferous Mining

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<tr>
<td>MNM20206 Certificate II in Metalliferous Mining Operations - Underground</td>
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<tr>
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<td>MNM20406 Certificate II in Metalliferous Mining Operations - Field/Exploration</td>
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<tr>
<td>MNM30106 Certificate III in Metalliferous Mining Operations - Open Cut</td>
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<td>MNM30405 Certificate III in Mining Exploration</td>
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<td>MNM30605 Certificate III in Mine Emergency Response and Rescue</td>
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Apprenticeships Traineeships in Victoria

<table>
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Table 6 – Water Industry

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<td>NWP50101 Diploma of Water Industry Operations</td>
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<td>10 / 15</td>
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Table 7 – Conservation and Land Management

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<td>18** / 36</td>
<td>10 / 15</td>
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<tr>
<td>RTD30102 Certificate III in Conservation and Land Management</td>
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<td>10 / 15</td>
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<td>B</td>
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<tr>
<td>RTD40102 Certificate IV in Conservation and Land Management</td>
<td>48** / 72</td>
<td>10 / 15</td>
<td>91 / 91</td>
<td>T</td>
<td>B***</td>
</tr>
</tbody>
</table>

*Part time apprenticeships/traineeships are available only where appropriate industrial relations arrangements are in place.

If the employer is respondent to a federal award, call the WorkChoices Infoline on 1300 363 264 to check that appropriate industrial arrangements are in place for the apprenticeship/traineeship.

**Maximum durations assume that the apprentice/trainee has not gained a lower level qualification prior to entering the training contract. For example: If a full time apprentice/trainee entered a Certificate III after gaining a Certificate II, then the duration of the training contract would be substantially shorter than the maximum listed above. The time for the negotiated band of selected units would be incorporated into the Training Contract signed by the apprentice/trainee, employer and RTO.

***Trainees undertaking an AQF IV traineeship shall receive the relevant weekly wage rate for the AQF III trainees at Wage Levels A, B or C as applicable with the addition of 3.8 per cent of that wage rate.

****SBAT means Integrated School Based Apprenticeship and Traineeship

**Conditions**

*Apprenticeships*

- The apprentice and employer must both agree to cancel the training contract. They must also mutually agree to change the provisions of the training contract.
- If the employer and apprentice are unable to agree mutually on suspension or cancellation, the permission of the Office of Training and Tertiary Education (OTTE) is required to suspend or cancel the training contract. Permission is dependent on the employer's circumstances. If the training contract is cancelled, a Group Training Organisation may assist with the continuing employment of the apprentice.
- If the apprentice wants to leave the apprenticeship but the employer does not agree, or the apprentice alleges unfair dismissal, OTTE may hold a hearing to resolve the dispute. An OTTE delegate then decides how the disagreement should be resolved.
- If the business an apprentice is working for is sold, the apprenticeship is considered part of the business and must be continued by the new employer.

*Traineeships*

- The apprentice/trainee or employer can cancel the training contract by giving notice in accordance with the relevant award or employment agreement.
- If the employer has a lack of business, the employer can suspend or cancel a training contract. In these circumstances, a Group Training Organisation may assist with the continuing employment of the apprentice.
- If the apprentice wants to leave the traineeship but the employer does not agree, or the apprentice alleges unfair dismissal, contact WorkChoices Infoline on 1300 363 264. OTTE cannot hold a hearing to resolve these disputes.
- If the business an apprentice is working for is sold, the new owner does not have to continue the traineeship.

**Duration**

The duration of an apprenticeship/traineeship can be varied by agreement between the apprentice/trainee and employer. This can be done at any time during the apprenticeship/traineeship.

**Probation**

During the probationary period, a training contract can be cancelled by either the employer or apprentice/trainee by giving notice under the relevant award or employment agreement.

**Downturn of Business**

If you have been getting less business, you can ask your apprentice/trainee to work fewer days a week until business picks up. The apprentice's/trainee's wages may be adjusted accordingly. You must continue to pay the apprentice/trainee for off-the-job training attendance.
However a minimum of 15 hours per week of employment and/or training must be provided

If you cannot afford to keep your apprentice, refer to the conditions applying to the apprenticeship in the CONDITIONS section.

Sale of Business

If you sell your business, refer to the conditions applying to the apprenticeship in the CONDITIONS section.
## RELATED OCCUPATIONS

<table>
<thead>
<tr>
<th>Mineral, Energy &amp; Environment Apprenticeships/Traineeships</th>
<th>Related Occupations</th>
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</thead>
<tbody>
<tr>
<td>Certificate II in Extractive Industries Operations</td>
<td>Quarry Plant Operator</td>
</tr>
<tr>
<td>Certificate III in Extractive Industries Operations</td>
<td>Quarry Mobile Plant Operator</td>
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<tr>
<td>Certificate IV in Extractive Industries Operations</td>
<td>Quarry Supervisor</td>
</tr>
<tr>
<td>Certificate II in Gas Operations</td>
<td>Gas Industry Worker (Cylinder Distribution)</td>
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<td>Gas Industry Worker (LPG Transport)</td>
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<td>Gas Industry Worker (Meter Reading)</td>
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<td>Gas Industry Worker (Distribution)</td>
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<td>Gas Industry Worker (Transmission)</td>
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<td>Certificate III in Gas Operations</td>
<td>Gas Industry Operator (Billing)</td>
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<td>Gas Industry Operator (Storage and Processing)</td>
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<td>Gas Industry Operator (Distribution/Transmission)</td>
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<td>Gas Industry Operator (Meter Repair)</td>
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<td>Certificate II in ESI Generation (Operations)</td>
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<td>Certificate III in ESI Generation (Operations)</td>
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<td>Certificate II in ESI Generation (System Operations)</td>
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<td>Certificate II in Surface Coal Operations</td>
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<td>Certificate II in Metalliferous Mining Operations - Open Cut</td>
<td>Operator - Open Cut Mining</td>
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<td>Certificate II in Metalliferous Mining Operations - Underground</td>
<td>Operator – Underground Mining</td>
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<td>Certificate II in Metalliferous Mining Operations – Processing</td>
<td>Operator – Mineral Processing</td>
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<td>Mining Fieldworker</td>
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<td>Geological Technician</td>
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<td>Small Mine Operator (Opal)</td>
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<td>Certificate III in Mine Emergency Response and Rescue</td>
<td>Mine Rescue Worker</td>
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<td>Certificate IV in Metalliferous Mining Operations - Open Cut</td>
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<td>Certificate IV in Metalliferous Mining Operations – Underground</td>
<td>Supervisor - Underground Mining</td>
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<td>Supervisor - Mineral Processing</td>
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<td>Irrigation Supply Systems - Maintenance Assistant</td>
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<td>Water Distribution Maintenance Assistant</td>
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<td>Damn and Catchment Areas - Maintenance Assistant</td>
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<td>Wastewater Collection System Operator</td>
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<td>Dams and Surrounding Catchments - Maintenance Person</td>
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<td>Water Distribution &amp; Wastewater Collection Systems - Maintenance Supervisor</td>
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<td>Conservation Assistant (General)</td>
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<td></td>
<td>Indigenous Land Management Assistant</td>
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<td></td>
<td>Field Assistant (Lands, Parks and Wildlife)</td>
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<td></td>
<td>Natural Area Restoration and Conservation Assistant</td>
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<tr>
<td></td>
<td>Vertebrate Pest Management Assistant (Conservation and Land Management)</td>
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<td>Weed Control Assistant (Conservation and Land Management)</td>
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<tr>
<td>Certificate III in Conservation and Land Management</td>
<td>Conservation Earthworks Operator/Erosion Control Technician (Earthworks)</td>
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<td>Conservation and Land Management Officer (General)</td>
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### Apprenticeships Traineeships in Victoria

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<td>Field Supervisor - Lands, Parks and Wildlife</td>
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<td>Natural Area Restoration Supervisor</td>
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<td>Vertebrate Pest Supervisor - Conservation and Land Management</td>
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To access details of registered training organisations offering training for apprenticeships and traineeships, go to:

or
http://www.ntis.gov.au

Choose an RTO to enrol your apprentice with from these databases. If your chosen RTO is not on the website list, it is unlikely that government funded training is available. Training could be conducted under fee for service arrangements. Alternatively you may wish to select another RTO who can provide government funded training for your apprentice/trainee.

Or apply for your business to become an RTO by calling (03) 9637 2762.
SAMPLE TRAINING PROGRAMS

Some typical sample training programs (STPs) for qualifications in this industry are shown below. They are examples only as most qualifications contain a mixture of core (compulsory) and elective competencies. Your training plan should fully detail all competencies to be delivered and detail the assessment arrangement.

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</thead>
<tbody>
<tr>
<td>Suitable for persons working as a plant operator in a sand quarry.</td>
<td>Suitable for persons working as a mobile plant operator who is also required to undertake shotfiring in a hard rock quarry.</td>
<td>Suitable for persons working as a quarry manager, pit manager or site co-ordinator/supervisor.</td>
</tr>
<tr>
<td><strong>Core Units</strong></td>
<td><strong>Core Units</strong></td>
<td><strong>Core Units</strong></td>
</tr>
<tr>
<td>Work safely</td>
<td>Work safely</td>
<td>Monitor a safe workplace</td>
</tr>
<tr>
<td>Conduct blending plant operation</td>
<td>Conduct blending plant operation</td>
<td>Apply site risk management system</td>
</tr>
<tr>
<td>Conduct sand wash plant operation</td>
<td>Treat and dispose of rejects and tailings</td>
<td>Apply statutory compliance management plan</td>
</tr>
<tr>
<td>Treat and dispose of rejects and tailings</td>
<td>Conduct blast survey</td>
<td>Apply pit plan</td>
</tr>
<tr>
<td>Conduct screening operations</td>
<td>Conduct blast hole drilling operations</td>
<td>Elective Units</td>
</tr>
<tr>
<td>Service and handover front end loaders</td>
<td>Handle and transport explosives</td>
<td>Lead work teams</td>
</tr>
<tr>
<td>Conduct haul truck operations</td>
<td>Conduct crushing and screening plant operations</td>
<td>Undertake business planning</td>
</tr>
<tr>
<td>Conduct sales loader operations</td>
<td>Conduct face loader operations</td>
<td>Apply risk management processes</td>
</tr>
<tr>
<td></td>
<td>Conduct haul truck operations</td>
<td>Apply site plant and resource management plan</td>
</tr>
<tr>
<td></td>
<td>Conduct dozer operations</td>
<td>Conduct shotfiring</td>
</tr>
<tr>
<td></td>
<td>Conduct grader operations</td>
<td>Apply site waste and by-products management plan</td>
</tr>
<tr>
<td></td>
<td>Conduct sales loader operations</td>
<td>Supervise mobile plant operations</td>
</tr>
<tr>
<td></td>
<td>Conduct weightbridge operations</td>
<td>Conduct shotfiring</td>
</tr>
<tr>
<td></td>
<td>Conduct sales loader operations</td>
<td>Conduct site laboratory operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diploma of Extractive Industries Management</th>
<th>Advanced Diploma of Extractive Industries Management</th>
<th>Certificate II in Gas Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suitable for persons working as a quarry manager in a high production quarry.</td>
<td>Suitable for persons working as a quarry business manager and responsible for a number of operations in different locations.</td>
<td>Appropriate for a person working as a technician in the transmission sector of the industry.</td>
</tr>
<tr>
<td><strong>Core Units</strong></td>
<td><strong>General Management</strong></td>
<td><strong>Core Units</strong></td>
</tr>
<tr>
<td>Monitor a safe workplace</td>
<td>Review and develop business plans</td>
<td>Monitor a safe workplace</td>
</tr>
<tr>
<td>Apply site risk management system</td>
<td>Establish and maintain the risk management system</td>
<td>Apply procedures in the workplace</td>
</tr>
<tr>
<td>Apply statutory compliance management plan</td>
<td>Establish and maintain the statutory compliance management system</td>
<td>Work with others</td>
</tr>
<tr>
<td>Implement and maintain management plans to control risk</td>
<td>Establish and maintain the occupational health and safety management system</td>
<td>Plan and organise work activities</td>
</tr>
<tr>
<td>Apply pit plan</td>
<td>Establish and maintain the environmental management system</td>
<td>Transmission Units</td>
</tr>
<tr>
<td>Implement pit plan</td>
<td>Establish quarry operations</td>
<td>Coat pipelines</td>
</tr>
<tr>
<td>Elective Units</td>
<td>Conduct feasibility study</td>
<td>Maintain pipeline easement</td>
</tr>
<tr>
<td>Lead work teams</td>
<td>Initiate, monitor and supervise contracts</td>
<td>Enabling competencies</td>
</tr>
<tr>
<td>Undertake business planning</td>
<td>Technical Management</td>
<td>Maintain cathodic protection systems</td>
</tr>
<tr>
<td>Provide leadership in the workplace</td>
<td>Establish quarry development</td>
<td>Read and interpret plans, drawings and specifications</td>
</tr>
<tr>
<td>Establish effective workplace relationships</td>
<td>Plan pit development</td>
<td>Use and maintain small plant, equipment and tools and carry out minor mechanical repairs</td>
</tr>
<tr>
<td>Manage operational plan</td>
<td>Design processing plant</td>
<td></td>
</tr>
<tr>
<td>Prepare budgets and financial plans</td>
<td>Establish waste and by-product management system</td>
<td></td>
</tr>
<tr>
<td>Apply risk management processes</td>
<td>Establish the stockpile management system</td>
<td></td>
</tr>
<tr>
<td>Apply site plant and resource management plan</td>
<td>Establish plant, equipment and infrastructure maintenance system</td>
<td></td>
</tr>
<tr>
<td>Conduct shotfiring</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CERTIFICATE II IN GAS OPERATIONS</strong></td>
<td><strong>CERTIFICATE III IN GAS OPERATIONS</strong></td>
<td><strong>CERTIFICATE II IN ESI GENERATION SECTOR (OPERATIONS)</strong></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Appropriate for a person working as a technician in the distribution sector.</td>
<td>Appropriate for a work team leader required to coordinate work in either the transmission or distribution sectors. In this example, it is assumed that the entrant has no prior knowledge or skills in the industry. For successful completion it requires competency demonstrated against core and elective competencies at Certificate II and III level.</td>
<td>Appropriate for a person working as Plant Attendant</td>
</tr>
<tr>
<td><strong>Core Units</strong></td>
<td><strong>Core Units</strong></td>
<td><strong>Common Core Units</strong></td>
</tr>
<tr>
<td>Apply procedures in the workplace</td>
<td>Apply procedures in the workplace</td>
<td>Manage/monitor Occupational Health and Safety - Level A</td>
</tr>
<tr>
<td>Work with others</td>
<td>Work with others</td>
<td>Solve operational problems</td>
</tr>
<tr>
<td>Plan and organise work activities</td>
<td>Plan and organise work activities</td>
<td>Apply quality systems to work</td>
</tr>
<tr>
<td><strong>Distribution Units</strong></td>
<td><strong>Manage personal work priorities and professional development</strong></td>
<td>Operate and monitor communications system</td>
</tr>
<tr>
<td>Construct and lay pipelines</td>
<td>Establish and manage effective workplace relationships</td>
<td><strong>Stream Core Units</strong></td>
</tr>
<tr>
<td>Prepare, excavate and reinstate site</td>
<td>Develop and maintain a safe workplace and environment</td>
<td>Clean plant and equipment</td>
</tr>
<tr>
<td>Read and interpret plans, drawings and specifications</td>
<td><strong>Stream Units - Distribution/Transmission</strong></td>
<td>Perform plant lubrication</td>
</tr>
<tr>
<td>Use and maintain small plant, equipment and tools and carry out minor mechanical repairs</td>
<td>Construct and lay pipelines</td>
<td>Perform process plant inspections</td>
</tr>
<tr>
<td><strong>Common Core Units</strong></td>
<td><strong>Stream Electives</strong></td>
<td><strong>Horizontal Level Electives</strong></td>
</tr>
<tr>
<td>Manage/monitor Occupational Health and Safety - Level A</td>
<td>Operate and monitor fuel supply (coal)</td>
<td>Operate lifting and load shifting equipment (1)</td>
</tr>
<tr>
<td>Solve operational problems</td>
<td>Operate ash and dust disposal plant</td>
<td>Operate lifting and load shifting equipment (2)</td>
</tr>
<tr>
<td>Apply quality systems to work</td>
<td>Operate electrostatic precipitator dust collection plant</td>
<td>Conduct minor/basic mechanical maintenance</td>
</tr>
<tr>
<td>Operate and monitor communications system</td>
<td>Shift and transfer materials (skidsteer loader)</td>
<td>Conduct minor/basic electrical maintenance</td>
</tr>
<tr>
<td><strong>Stream Electives</strong></td>
<td>Conduct fork lift operations</td>
<td><strong>All Level Electives</strong></td>
</tr>
<tr>
<td>Operate local systems</td>
<td></td>
<td>Operate local systems</td>
</tr>
<tr>
<td>Operate and monitor an internal combustion single fuel reciprocating engine</td>
<td>Operate and monitor local systems</td>
<td>Operate local systems</td>
</tr>
<tr>
<td>Operate and monitor an internal combustion single fuel reciprocating engine</td>
<td></td>
<td>Operate and monitor an internal combustion single fuel reciprocating engine</td>
</tr>
</tbody>
</table>
### Certificate III in ESI Generation Sector (Operations)
- **Common Core Units**
  - Manage/monitor Occupational Health and Safety - Level A
  - Solve operational problems
  - Apply quality systems to work
  - Operate and monitor communications system
- **Stream Core Units**
  - Conduct isolation procedures for permit to work
  - Operate and monitor fixed fire protection systems
  - Operate and monitor compressed air systems
  - Operate and monitor oil systems
  - Operate and monitor cooling systems
  - Respond to critical incidents
- **Stream Electives**
  - Operate and monitor fuel firing plant (coal)
  - Operate and monitor gas production plant
  - Operate and monitor auxiliary steam systems
  - Operate and monitor compressed gas systems
  - Operate H.V. primary switchgear
  - Operate and monitor water treatment plant
  - Operate waste and contaminated water plant
  - Horizontal Level Electives
  - Operate and monitor boiler draught system
  - Operate and monitor condensing and cooling water systems
  - Operate air conditioning plant
  - Operate and monitor site services water systems
  - Operate and monitor water quality control systems
  - All Level Electives
  - Operate bulk coal handling plant
  - Operate alkalinity reduction plant
  - Operate and monitor gas turbine
  - Conduct chemical batching operations

### Certificate III in Surface Coal Mining Operations
- **Certification Listing**
  - Suitable for a person working in an open cut coal mine as a mine worker
  - Core Units
    - Work safely
    - Comply with site work systems/procedures
    - Conduct local risk assessment
    - Communicate in the workplace
  - Elective Units
    - Conduct front end loader operations
    - Conduct haul truck operations
    - Support bucketwheel system operations
    - Perform basic cutting and welding
    - Perform plant operational maintenance

### Certificate IV in ESI Generation Sector (System Operations)
- **Common Core Units**
  - Manage/monitor Occupational Health and Safety - Level B
  - Solve operational problems
  - Apply quality systems to work
  - Operate and monitor communications system
- **Stream Core Units**
  - Conduct isolation procedures for permit to work
  - Manage and coordinate permit to work system
  - Operate and monitor ac electrical power systems within a power station
  - Conduct technical inspection of process plant and equipment
  - Interpret and analyse protection operation
- **Stream Electives**
  - Manage a boiler unit start up
  - Manage, operate and monitor a boiler unit
  - Manage a boiler unit shut down
  - Manage a steam turbine run up
  - Manage, operate and monitor turbine
  - Manage a steam turbine shut down
  - Manage local H.V networks
  - Operate and monitor system equipment
  - Horizontal Level Electives
    - Plan and organise work
    - Deliver and review training
    - Operate and monitor boiler steam/water cycle
    - Operate and monitor water systems (condensate and feedwater)
  - All Level Electives
    - Operate and monitor DC electrical systems within a power station
    - Maintain quality systems within the team
    - Undertake commissioning/ decommissioning

### Certificate II in Metalliferous Mining Operations (Open Cut)
- **Core Units**
  - Work safely
  - Communicate in the workplace
  - Contribute to quality work outcomes
  - Participate in environmental work practices
  - Elective Units
    - Operate light vehicle
    - Identify and assess environmental and heritage concerns
    - Install open cut mine ground support
    - Contribute to quality work outcomes
    - Operate light vehicle
    - Identify and assess environmental and heritage concerns
    - Electives (choose five units from Qualification Listing)
      - Install ground support
      - Conduct truck operations
      - Conduct conveyor operations
      - Conduct slurry pump operations
      - Position and setup mobile lighting
      - Electives (choose five units as per qualification requirements)
      - Set up and prepare for drilling operations
      - Drill in open cut environment
      - Prepare for blasting
      - Conduct blasting operations
      - Conduct shovel/excavator operations

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**Apprenticeships Traineeships in Victoria**

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20
### Certificate III in Metalliferous Mining Operations (Underground)
- Appropriate for a person working as a competent production operator in the Underground sector of the Metalliferous Mining industry.
- **Core Units**
  - Work safely
  - Communicate in the workplace
  - Contribute to quality work outcomes
  - Conduct local risk assessment
  - Participate in environmental work practices
- **Elective units (9) - suits Certificate II**
  - Operate equipment services vehicle underground
  - Transport plant, equipment and personnel
  - Prepare and perform manual scaling operations
  - Set up and prepare for ground support
  - Install ground support
  - Test operational functions of mine vehicles and equipment
  - Conduct conveyor operations
  - Maintain magazine
  - Store, handle and transport explosives
- **Elective units (6) - suits Certificate III**
  - Charge blast holes
  - Initiate blast
  - Conduct long hole drilling
  - Conduct hand held mining
  - Conduct cage operations
  - Inspect and maintain shafts and structures

### Certificate IV in Metalliferous Mining Ops (Open Cut)
- Appropriate for a person working as a supervisor/Team Leader in the Mine (Open Cut) sector of the industry.
- **Core Units**
  - Communicate in the workplace
  - Work safely
  - Plan and organise individual work
  - Contribute to quality work outcomes
  - Apply local risk control processes
  - Implement and maintain statutory/legal compliance system
  - Apply, monitor and report pit development systems
  - Apply and monitor systems for stable mining
  - Apply and monitor mine transport systems and production equipment
  - Apply and monitor mine services systems
  - Apply and monitor mine fixed plant and infrastructure systems
  - Apply and monitor emergency preparedness and response systems
  - Implement, monitor and report on the risk management process associated with occupational health and safety and the environment
  - Implement and monitor quality system Electives
  - Lead and monitor surface mining operations and report outcomes
  - Examine and maintain mine safety
  - Plan assessment
  - Conduct assessment
  - Train small groups
  - Plan and promote a training program
  - Plan a series of training sessions

### Certificate IV in Metalliferous Mining Operations (Processing)
- Appropriate for a person working as a Team Leader in the Processing sector of the Metalliferous Mining industry.
- **Core Units**
  - Work safely
  - Communicate in the workplace
  - Contribute to quality work outcomes
  - Participate in environmental work practices
  - Mine supervision
  - Apply, monitor, rectify and report statutory/legal compliance systems
  - Apply and monitor mine emergency preparedness and response systems
  - Apply risk management processes
  - Conduct safety and health investigations
  - Analyse data and report results
  - Implement operational plan
  - Commission/recommission plant
  - Monitor a safe workplace

### Certificate II in Water Industry Operations
- Appropriate for a person maintaining a waste water treatment plant.
- **Core Units**
  - Communicate in the workplace
  - Work safely
  - Control, record and relay information
  - Work with others
- **Elective Units**
  - Perform basic water industry calculations
  - Use plans, drawings and specifications
  - Perform basic water tests
  - Operate and maintain minor plant and equipment
  - Perform sampling
  - Monitor, operate and report pre-treatment processes
- **Elective units (5)**
  - Construct and/or repair minor structures
  - Operate and maintain minor plant and equipment
  - Prepare and perform manual scaling operations
  - Control, record and relay information
  - Deliver water as per schedule
- **Elective units (4)**
  - Construct and install irrigation and/or stormwater drainage assets

### Certificate II in Water Industry Operations
- Appropriate for a person maintaining and operating an irrigation supply system.
- **Core Units**
  - Communicate in the workplace
  - Work safely
  - Control, record and relay information
  - Work with others
- **Elective Units**
  - Use plans, drawings and specifications
  - Perform basic water tests
  - Operate and maintain basic flow control
  - Prepare and perform manual scaling operations
  - Operate and maintain minor plant and equipment
  - Perform sampling
  - Monitor, operate and report pre-treatment processes
  - Conduct and/or repair minor structures
  - Operate water distribution systems
  - Locate, identify and protect utility services

### Certificate II in Water Industry Operations
- Follow defined OH&S policies, procedures and regulatory requirements
- Apply environmental and licensing procedures
- Plan and organise personal work activities
- Control, record and relay information
- Work with others
- Perform basic water industry calculations
- Perform basic water tests
- Operate and maintain minor plant and equipment
- Prepare and perform manual scaling operations
- Conduct and/or repair minor structures
- Operate water distribution systems
- Locate, identify and protect utility services

### Certificate II in Water Industry Operations
- Follow defined OH&S policies, procedures and regulatory requirements
- Apply environmental and licensing procedures
- Plan and organise personal work activities
- Control, record and relay information
- Work with others
- Perform basic water industry calculations
- Perform basic water tests
- Operate and maintain minor plant and equipment
- Prepare and perform manual scaling operations
- Conduct and/or repair minor structures
- Operate water distribution systems
- Locate, identify and protect utility services

### Certificate II in Water Industry Operations
- Follow defined OH&S policies, procedures and regulatory requirements
- Apply environmental and licensing procedures
- Plan and organise personal work activities
- Control, record and relay information
- Work with others
- Perform basic water industry calculations
- Perform basic water tests
- Operate and maintain minor plant and equipment
- Prepare and perform manual scaling operations
- Conduct and/or repair minor structures
- Operate water distribution systems
- Locate, identify and protect utility services
### Certificate II in Water Industry Operations

Appropriate for a person maintaining dams and catchment areas.

**Core Units**
- Follow defined OH&S policies, procedures and regulatory requirements
- Apply environmental and licensing procedures
- Plan and organise personal work activities
- Control, record and relay information
- Work with others
- Perform basic water industry calculations

**Elective Units**
- Use computerised information and control systems
- Operate and maintain minor plant and equipment
- Perform sampling
- Control vegetation
- Inspect catchment and surrounding areas
- Monitor and report dam operation and flood routing
- Maintain reservoirs, tanks, pump stations and water storage assets

### Certificate III in Water Industry Operations

Appropriate for a person working as a wastewater treatment plant operator.

**Core Units**
- Follow defined OH&S policies, procedures and regulatory requirements
- Apply environmental and licensing procedures
- Plan and organise personal work activities
- Control, record and relay information
- Work with others
- Perform basic water industry calculations
- Maintain and promote customer relations
- Implement, monitor and co-ordinate environmental procedures

**Elective Units**
- Perform basic water tests
- Operate and maintain minor plant and equipment
- Perform sampling
- Monitor, operate and report pre-treatment processes
- Monitor, operate and report basic wastewater treatment processes (counts as 2 electives)
- Monitor, operate and report chemical dosing processes
- Monitor, operate and control wastewater treatment processes (counts as 2 electives)
- Monitor, operate and control suspended media aerobic bio-reactor processes
- Monitor, operate and control irradiation treatment processes
- Monitor, operate and control nutrient removal processes
- Monitor, operate and control dewatering processes
- Perform laboratory testing

### Certificate III in Water Industry Operations

Appropriate for a person operating and maintaining a wastewater collection system.

**Core Units**
- Follow defined OH&S policies, procedures and regulatory requirements
- Apply environmental and licensing procedures
- Plan and organise personal work activities
- Work with others
- Perform basic water industry calculations
- Maintain and promote customer relations
- Implement, monitor and co-ordinate environmental procedures

**Elective Units**
- Perform basic water tests
- Operate and maintain minor plant and equipment
- Perform sampling
- Monitor, operate and report chemical dosing processes
- Monitor, operate and control wastewater treatment processes (counts as 2 electives)
- Monitor, operate and control suspended media aerobic bio-reactor processes
- Monitor, operate and control irradiation treatment processes
- Monitor, operate and control nutrient removal processes
- Monitor, operate and control dewatering processes
- Perform laboratory testing

- Install basic metering equipment and flow control and regulating devices
- Prepare and restore worksite
- Construct, and/or repair minor structures
- Construct wastewater collection assets
- Maintain wastewater collection assets
- Monitor and operate complex flow control, measuring and regulating devices
- Test and commission wastewater collection systems
- Monitor and operate wastewater collection and/or transfer systems
- Locate utilities using locating devices
- Monitor and control maintenance of wastewater collection and/or transfer assets
- Perform odour and infiltration investigations
- Perform leak detection
<table>
<thead>
<tr>
<th><strong>CERTIFICATE III IN WATER INDUSTRY OPERATIONS</strong></th>
<th><strong>CERTIFICATE IV IN WATER INDUSTRY OPERATIONS</strong></th>
<th><strong>CERTIFICATE IV IN WATER INDUSTRY OPERATIONS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate for a person operating and maintaining dams and surrounding catchments.</td>
<td>Appropriate for a person working as a supervisor in water and wastewater treatment plants.</td>
<td>Appropriate for a person working as a supervisor in maintenance and operation of water distribution and wastewater collection systems.</td>
</tr>
<tr>
<td><strong>Core Units</strong></td>
<td><strong>Core Units</strong></td>
<td><strong>Core Units</strong></td>
</tr>
<tr>
<td>Follow defined OH&amp;S policies, procedures and regulatory requirements</td>
<td>Follow defined OH&amp;S policies, procedures and regulatory requirements</td>
<td>Follow defined OH&amp;S policies, procedures and regulatory requirements</td>
</tr>
<tr>
<td>Apply environmental and licensing procedures</td>
<td>Apply environmental and licensing procedures</td>
<td>Apply environmental and licensing procedures</td>
</tr>
<tr>
<td>Plan and organise personal work activities</td>
<td>Plan and organise personal work activities</td>
<td>Plan and organise personal work activities</td>
</tr>
<tr>
<td>Control, record and relay information</td>
<td>Control, record and relay information</td>
<td>Control, record and relay information</td>
</tr>
<tr>
<td>Work with others</td>
<td>Work with others</td>
<td>Work with others</td>
</tr>
<tr>
<td>Perform basic water industry calculations</td>
<td>Perform basic water industry calculations</td>
<td>Perform basic water industry calculations</td>
</tr>
<tr>
<td>Maintain and promote customer relations</td>
<td>Maintain and promote customer relations</td>
<td>Maintain and promote customer relations</td>
</tr>
<tr>
<td>Implement, monitor and co-ordinate environmental procedures</td>
<td>Implement, monitor and co-ordinate environmental procedures</td>
<td>Implement, monitor and co-ordinate environmental procedures</td>
</tr>
<tr>
<td><strong>Elective Units</strong></td>
<td><strong>Elective Units</strong></td>
<td><strong>Elective Units</strong></td>
</tr>
<tr>
<td>Perform basic water tests</td>
<td>Perform basic water tests</td>
<td>Perform basic water tests</td>
</tr>
<tr>
<td>Monitor and maintain metering equipment</td>
<td>Monitor and operate pre-treatment processes</td>
<td>Monitor and operate complex flow control, measuring and regulating devices</td>
</tr>
<tr>
<td>Perform sampling</td>
<td>Monitor, operate and report basic wastewater treatment processes (counts as 2 electives)</td>
<td>Operate and maintain minor plant and equipment</td>
</tr>
<tr>
<td>Vegetate and revegetate environment</td>
<td>Monitor, operate and report disinfection systems</td>
<td>Install basic metering equipment, flow control and regulating devices</td>
</tr>
<tr>
<td>Inspect catchment and surrounding areas</td>
<td>Monitor, operate and report screening processes</td>
<td>Construct and/or repair minor structures</td>
</tr>
<tr>
<td>Monitor and report dam operation and flood routing</td>
<td>Monitor, operate and report anaerobic processes</td>
<td>Construct wastewater collection assets</td>
</tr>
<tr>
<td>Inspect and maintain public facilities</td>
<td>Monitor, operate and control water treatment processes (counts as 2 electives)</td>
<td>Maintain water distribution assets</td>
</tr>
<tr>
<td>Monitor and operate bulkwater and/or water distribution systems</td>
<td>Monitor, operate and control wastewater treatment processes (counts as 2 electives)</td>
<td>Monitor and operate complex flow control, measuring and regulating devices</td>
</tr>
<tr>
<td>Perform by-law or Water Act enforcement activities</td>
<td>Monitor, operate and control wastewater treatment processes</td>
<td>Test and commission wastewater collection systems</td>
</tr>
<tr>
<td>Monitor, identify and respond to water quality problems</td>
<td>Monitor, operate and control wastewater treatment processes</td>
<td>Monitor and operate wastewater collection and/or transfer systems</td>
</tr>
<tr>
<td>Inspect, and co-ordinate dam operation and maintenance</td>
<td>Monitor, operate and control wastewater treatment processes</td>
<td>Locate utilities using locating devices</td>
</tr>
<tr>
<td>Inspect and report catchment operations</td>
<td>Monitor, operate and control granular media filtration processes</td>
<td>Monitor and control wastewater collection and/or transfer systems</td>
</tr>
<tr>
<td>Inspect and report dam safety surveillance</td>
<td>Monitor, operate and control nutrient removal processes</td>
<td>Monitor and control maintenance of water distribution assets</td>
</tr>
<tr>
<td>Monitor and control maintenance of bulkwater assets</td>
<td>Monitor performance and control maintenance of treatment plant assets</td>
<td>Perform odour and infiltration investigations</td>
</tr>
<tr>
<td>Co-ordinate and monitor the optimisation of water treatment processes</td>
<td>Co-ordinate and monitor the optimisation of wastewater treatment processes</td>
<td>Perform leak detection</td>
</tr>
<tr>
<td>Co-ordinate and monitor the optimisation of wastewater treatment processes</td>
<td>Participate in, lead and facilitate work teams</td>
<td>Contribute to contract management</td>
</tr>
<tr>
<td>Manage operations to achieve planned outcomes</td>
<td>Manage operations to achieve planned outcomes</td>
<td>Coordinate and monitor asset construction and maintenance</td>
</tr>
<tr>
<td>Monitor, operate and control dewatering processes</td>
<td>Monitor, operate and control dewatering processes</td>
<td>Coordinate and monitor the operation of portable water systems</td>
</tr>
<tr>
<td>Perform laboratory testing</td>
<td>Perform laboratory testing</td>
<td>Coordinate and monitor the operation of wastewater collection systems</td>
</tr>
</tbody>
</table>

**Apprenticeships Traineeships in Victoria**

23
## Diploma of Water Industry Operations

Appropriate for a person managing a number of water and wastewater treatment plants.

### Core Units
- Establish, maintain and evaluate the OH&S system
- Follow defined OH&S policies, procedures and regulatory requirements
- Apply environmental and licensing procedures
- Plan and organise personal work activities
- Control, record and relay information
- Work with others
- Perform basic water industry calculations
- Maintain and promote customer relations
- Implement, monitor and co-ordinate environmental procedures
- Co-ordinate, monitor and implement the organisation's OH&S policies, procedures and programs
- Co-ordinate and monitor the application of environmental plans and procedures

### Elective Units
- Perform sampling
- Monitor, operate and report pre-treatment processes
- Monitor, operate and report basic water treatment processes (counts as 2 electives)
- Monitor, operate and report disinfection systems
- Monitor, operate and report screening processes
- Monitor, operate and report anaerobic processes
- Monitor, operate and control water treatment processes (counts as 2 electives)
- Monitor, operate and control wastewater treatment processes (counts as 2 electives)
- Monitor, operate and control granular media filtration processes
- Monitor, operate and control nutrient removal processes
- Monitor performance and control maintenance of treatment plant assets
- Coordinate and monitor the optimisation of water treatment processes
- Coordinate and monitor the optimisation of wastewater treatment processes
- Participate in, lead and facilitate work teams
- Manage operations to achieve planned outcomes
- Monitor, operate and control dewatering processes
- Perform laboratory testing
- Implement and manage water treatment processes monitoring program
- Develop and review water treatment processes management plan
- Implement and manage wastewater treatment processes monitoring program
- Develop and review wastewater treatment management plan
- Plan for treatment assets and processes

## Diploma of Water Industry Operations

Appropriate for a person working in the catchment management area of the industry. This example assumes entry at the Diploma level by a person with a Degree in Environmental Science.

### Core Units
- Establish, maintain and evaluate the OH&S system
- Follow defined OH&S policies, procedures and regulatory requirements
- Apply environmental and licensing procedures
- Plan and organise personal work activities
- Control, record and relay information
- Work with others
- Perform basic water industry calculations
- Maintain and promote customer relations
- Implement, monitor and co-ordinate environmental procedures
- Co-ordinate, monitor and implement the organisation's OH&S policies, procedures and programs
- Co-ordinate and monitor the application of environmental plans and procedures

### Elective Units
- Perform sampling
- Monitor, operate and report pre-treatment processes
- Monitor, operate and report basic water treatment processes (counts as 2 electives)
- Monitor, operate and report disinfection systems
- Monitor, operate and report screening processes
- Monitor, operate and report anaerobic processes
- Monitor, operate and control water treatment processes (counts as 2 electives)
- Monitor, operate and control wastewater treatment processes (counts as 2 electives)
- Monitor, operate and control granular media filtration processes
- Monitor, operate and control nutrient removal processes
- Monitor performance and control maintenance of treatment plant assets
- Coordinate and monitor the optimisation of water treatment processes
- Coordinate and monitor the optimisation of wastewater treatment processes
- Participate in, lead and facilitate work teams
- Manage operations to achieve planned outcomes
- Monitor, operate and control dewatering processes
- Perform laboratory testing
- Implement and manage water treatment processes monitoring program
- Develop and review water treatment processes management plan
- Implement and manage wastewater treatment processes monitoring program
- Develop and review wastewater treatment management plan
- Plan for treatment assets and processes

## Certificate II in Conservation and Land Management

Appropriate for a person working as a bush regeneration crew member.

### Group A
- Follow OHS procedures
- Observe environmental work practices
- Provide basic first aid
- Work effectively in the industry
- Participate in workplace communications
- Plant trees and shrubs
- Recognise plants
- Carry out natural area restoration works
- Install, maintain and repair fencing

### Group A and/or B
- Reduce wildfire hazards
- Undertake direct seeding
- Fell small trees
- Operate vehicles

### Group A, B and/or C
- Treat weeds
- Operate in isolated and remote situations
<table>
<thead>
<tr>
<th><strong>CERTIFICATE II IN CONSERVATION AND LAND MANAGEMENT (SPECIALISING IN CONSERVATION EARTHWORKS)</strong></th>
<th><strong>CERTIFICATE III IN CONSERVATION AND LAND MANAGEMENT</strong></th>
<th><strong>CERTIFICATE III IN CONSERVATION AND LAND MANAGEMENT (SPECIALISING IN VERTEBRATE PEST MANAGEMENT)</strong></th>
<th><strong>CERTIFICATE IV IN CONSERVATION AND LAND MANAGEMENT (SPECIALISING IN VERTEBRATE PEST MANAGEMENT)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate for a person working as a grader operator working as a member of a roadside works crew.</td>
<td>Appropriate for a person working as a seed collector either working alone or with a partner.</td>
<td>Appropriate for a person working as a pest animal control crew member.</td>
<td>Appropriate for a person working as a leading hand / supervisor / contractor in vertebrate pest management.</td>
</tr>
<tr>
<td><strong>Group A</strong></td>
<td><strong>Group A</strong></td>
<td><strong>Group A</strong></td>
<td><strong>Group A</strong></td>
</tr>
<tr>
<td>Follow OHS procedures</td>
<td>Follow OHS procedures</td>
<td>Follow OHS procedures</td>
<td>Follow OHS procedures</td>
</tr>
<tr>
<td>Observe environmental work practices</td>
<td>Observe environmental work practices</td>
<td>Observe environmental work practices</td>
<td>Observe environmental work practices</td>
</tr>
<tr>
<td>Work effectively in the industry</td>
<td>Work effectively in the industry</td>
<td>Work effectively in the industry</td>
<td>Work effectively in the industry</td>
</tr>
<tr>
<td>Participate in workplace communications</td>
<td>Participate in workplace communications</td>
<td>Participate in workplace communications</td>
<td>Participate in workplace communications</td>
</tr>
<tr>
<td>Respond to emergencies</td>
<td>Respond to emergencies</td>
<td>Respond to emergencies</td>
<td>Respond to emergencies</td>
</tr>
<tr>
<td><strong>Group B</strong></td>
<td><strong>Group B</strong></td>
<td><strong>Group B</strong></td>
<td><strong>Group B</strong></td>
</tr>
<tr>
<td>Conduct grader operations*</td>
<td>Extract seed*</td>
<td>Operate specialised machinery and equipment</td>
<td>Supervise maintenance of machinery and equipment</td>
</tr>
<tr>
<td><strong>Group A and/or B</strong></td>
<td>Conduct seed collecting operations*</td>
<td>Read and interpret maps*</td>
<td>Carry out inspection of designated area</td>
</tr>
<tr>
<td>Respond to wildfire</td>
<td>Undertake a site assessment</td>
<td>Collect and preserve biological samples</td>
<td>Transport, handle and store chemicals</td>
</tr>
<tr>
<td>Operate and maintain chainsaws</td>
<td>Operate specialised machinery and equipment</td>
<td>Coordinate work site activities</td>
<td>Group A, B and/or C</td>
</tr>
<tr>
<td>Operate in isolated and remote situations</td>
<td>Deal with conflict</td>
<td>Deal with conflict</td>
<td>Clear features that harbour pests</td>
</tr>
<tr>
<td>Clean machinery of plant, animal and soil material</td>
<td>Recognise plants</td>
<td>Recognise plants</td>
<td>Apply animal trapping techniques</td>
</tr>
<tr>
<td><strong>Group A, B and/or C</strong></td>
<td>Work within environmental constraints</td>
<td>Work within environmental constraints</td>
<td></td>
</tr>
<tr>
<td>Operate vehicles</td>
<td>* imported unit has pre-requisite(s) and or co-requisite(s) – refer to relevant implementation guide.</td>
<td>* imported unit has pre-requisite(s) and or co-requisite(s) – refer to relevant implementation guide.</td>
<td></td>
</tr>
<tr>
<td>Recognise plants</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* imported unit has pre-requisite(s) and or co-requisite(s) – refer to relevant implementation guide.
<table>
<thead>
<tr>
<th><strong>CERTIFICATE IV IN CONSERVATION AND LAND MANAGEMENT</strong></th>
<th><strong>CERTIFICATE IV IN CONSERVATION AND LAND MANAGEMENT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate for a person working as a cultural officer</td>
<td>Appropriate for a person working as a park ranger (flora and fauna).</td>
</tr>
<tr>
<td><strong>Group A</strong></td>
<td><strong>Group A</strong></td>
</tr>
<tr>
<td>Contribute to the proposal for a negotiated outcome for a given area of country</td>
<td>Monitor biodiversity</td>
</tr>
<tr>
<td>Develop work practices to accommodate cultural identity</td>
<td>Process applications for changes in land use</td>
</tr>
<tr>
<td>Protect places of cultural significance</td>
<td>Produce maps for land management purposes</td>
</tr>
<tr>
<td>Plan and develop interpretive activities#</td>
<td>Supervise natural area restoration</td>
</tr>
<tr>
<td>Groups A and/or B</td>
<td><strong>Group A/B</strong></td>
</tr>
<tr>
<td>Implement land and sea management practices</td>
<td>Define the pest problem in a local area</td>
</tr>
<tr>
<td>Supervise natural area restoration works</td>
<td>Manage seed collection*</td>
</tr>
<tr>
<td>Implement and monitor the enterprise OHS program</td>
<td>Supervise maintenance of machinery and equipment</td>
</tr>
<tr>
<td>Promote community programs</td>
<td>Develop a pest management action plan within a local area</td>
</tr>
<tr>
<td>Record and document community history</td>
<td>Investigate a reported pest treatment failure</td>
</tr>
<tr>
<td>Plan and develop culturally appropriate tourism operations#</td>
<td>Investigate a reported pest treatment failure</td>
</tr>
<tr>
<td>Group A, B and/or C</td>
<td>Contribute to the proposal for a negotiated outcome for a given area of country</td>
</tr>
<tr>
<td>Report on project</td>
<td><strong>Group A, B and/or C</strong></td>
</tr>
<tr>
<td>Operate within a budget framework</td>
<td>Manage fauna populations</td>
</tr>
<tr>
<td># imported unit has co-assessed unit(s) – refer to relevant implementation guide.</td>
<td>Manage wildfire hazard for reduction program</td>
</tr>
</tbody>
</table>

* imported unit has pre-requisite(s) and or co-requisite(s) – refer to relevant implementation guide.
ACRONYMS & DEFINITIONS

AAB  Apprenticeship Administration Branch - the Office of Training and Tertiary Education Branch which is responsible for the administration of apprenticeships/traineeships.

AFO  Apprenticeship Field Officer - Field Officers of the Office of Training and Tertiary Education who provide assistance to employers and apprentices.

Apprenticeship/Traineeship - A training contract between an employer and an employee where the employer provides training and the employee learns the occupation/trade.

GTO  Group Training Organisation - employ apprentices/trainees and places them with ‘host’ employers.

AAC  Australian Apprenticeships Centre – Provides apprenticeship/traineeship services to both employers and apprentices/trainees. Located throughout Victoria.

OTTE  The Office of Training and Tertiary Education - State Training Authority in Victoria.

RTO  Registered Training Organisation - Training Provider recognised by the Office of Training and Tertiary Education e.g. TAFE Institute, private training provider

STA  State Training Authority - Office of Training and Tertiary Education

STP  Sample Training Program - an example of a training program an apprentice/trainee could complete.

Training Contract - An agreement between an employer and apprentice/trainee detailing training conditions and the type of training your apprentice/trainee will receive.

WorkChoices Infoline - A Service of the Department of Employment and Workplace Relations - Commonwealth department which deals with industrial relations issues including wage queries.