

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	1
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

ROLES OF THE VARIOUS PLAYERS

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.otte.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

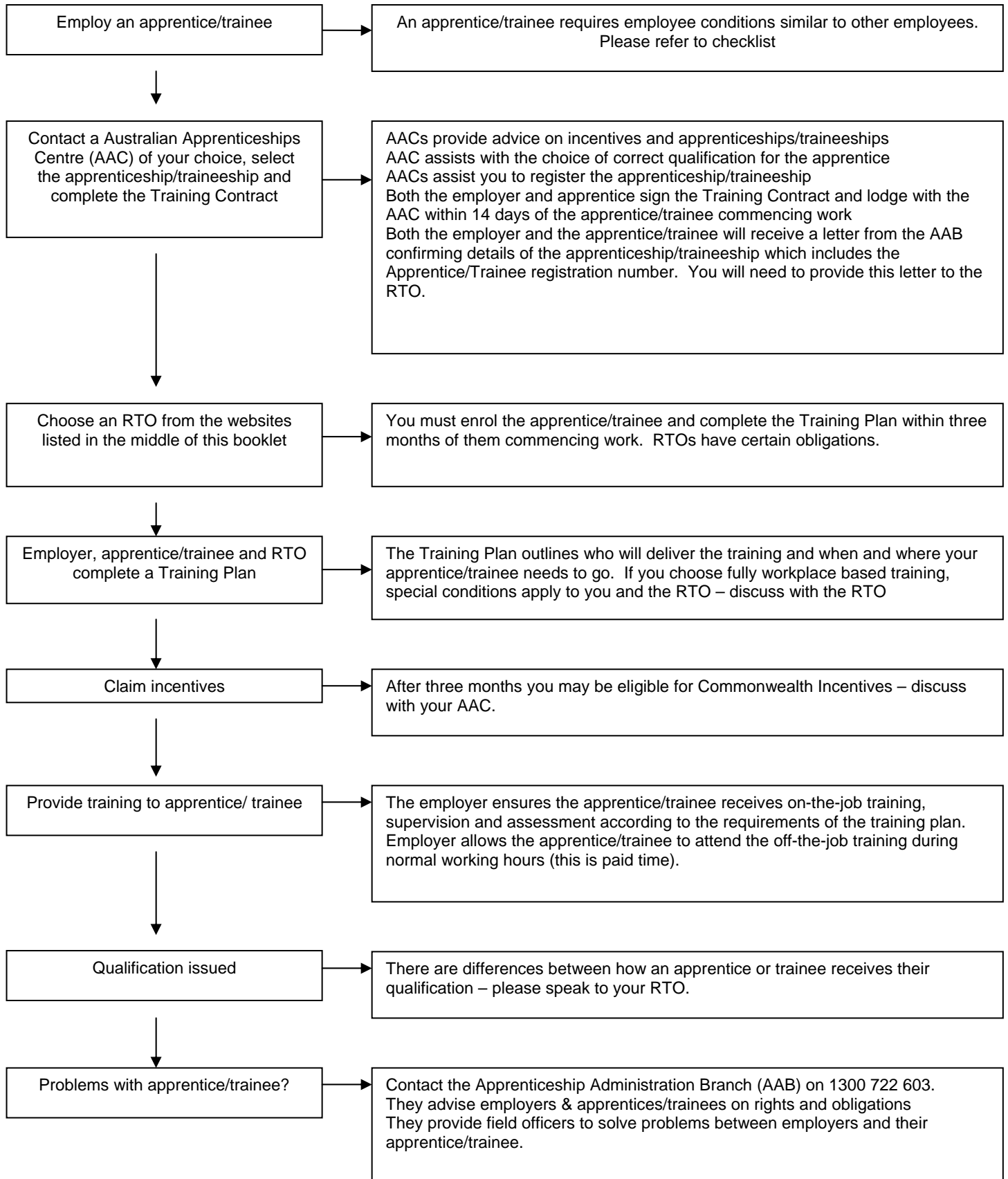
- meet legal obligations
- provide a safe working environment
- support the structured training
- ensure the apprentice/trainee is enrolled at an RTO with Training Plan completed within three months of commencing work
- allow the RTO access to the apprentice/trainee for training and assessment
- provide 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.

WHAT TO DO – AT A GLANCE

TO EMPLOY AN APPRENTICE OR 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.

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.

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.

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

- covered by the minimum terms and conditions as outlined in the Standard and part 21 of the Workplace Relations Act.

The onus is on the employer to establish that this is the case and to certify to such on the Training Contract.

The apprentice/trainee must be employed and paid for a minimum of 15 hours per week (including structured training) which may be averaged over a 1, 2 or 4 week cycle.

Additional flexibility is available for secondary school students undertaking apprenticeships or traineeships. Two different types are available-

- 1) Where the secondary school principal (or delegate) has endorsed the training plan to be undertaken, or
- 2) Where the secondary school principal (or delegate) has endorsed the training plan to be undertaken, and the employment and structured training has been timetabled as a component of the student's Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL) studies.

This means that all Apprenticeships and Traineeships can also be undertaken as school based programs, subject to the availability of suitable industrial arrangements. Arrangements are in place by the Victorian Curriculum and Assessment Authority (VCAA) to support any apprentice or trainee obtaining credit into their VCE or VCAL program.

A summary of the arrangements is contained within the following table

	Part time apprentice/trainee & school student	School based apprenticeships and Traineeships (SBATs)	Integrated SBATs
	A senior school student undertaking a part time apprenticeship or traineeship outside of school hours	A senior school student undertaking a part time apprenticeship or traineeship outside of school hours or a combination of both	A senior school student undertaking a part time apprenticeship or traineeship partially in school hours
Minimum hours	15 hours per week averaged over 1,2 or 4 week cycle.	15 hours per week averaged over duration of training contract.	15 hours per week (over 2 years) or 10 hours per week (over 3 years) averaged over duration of training contract.
School authorisation	Not required	Required – The student's school has endorsed the training plan. Note- The plan should be completed within 2 months of training contract commencing.	- Required – The student's school has endorsed the training plan. Note- The plan should be completed within 2 months of the training contract commencing. - At least one day per week must be timetabled to be spent on the job or in training during the normal school week. - Required – School endorsement OTTE "school endorsement form" OTTE administers integrated status upon receipt of OTTE form signed by the secondary school confirming the above arrangements.
10 hr minimum flexibility	No	No	Yes
Credit into VCE or VCAL	The student is eligible to receive VCE or VCAL credit for the vocational training but may not be seeking credit.	The student is eligible to receive VCE or VCAL credit for the vocational training	The student is eligible to receive VCE or VCAL credit for the vocational training
Training Contract	Responds Yes to Q18 Responds No to Q19	Responds Yes to Q18 Responds Yes to Q 19	Responds Yes to Q18 Responds Yes to Q 19
'Cap free' status (private RTO only)	No	No	Yes. Not counted towards an RTOs entitlement under Apprenticeship/Traineeship training Program funding arrangement with OTTE

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

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).

<http://qftp.otte.vic.gov.au/qftp/tims/attp/applications/search.asp>
or
<http://www.ntis.gov.au>

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.

RTO fees and charges are subject to change. For the most current details please inquire at your RTO or visit <http://gftp.otte.vic.gov.au/gftp/ATTP/FeesandCharges2007.asp>

What should I expect from my RTO

- conduct a Pre Training Review
- undertake a Recognised Prior Learning (RPL) process if appropriate or requested by the apprentice/trainee, to identify and record all competencies achieved as a result of prior work and life experiences
- develop a training plan in association with the employer and apprentice/trainee within three months of the apprentice/trainee commencing employment
- complete an enrolment and apply the required fees and charges, as per the Fees and Charges Policy
- commence training specified on the Training Contract within one month of signing the Training Plan
- monitor and record training progress against the Training Plan, at least, monthly
- make all reasonable provisions for the apprentice/trainee to achieve all competencies required for the structured training identified in the approved training scheme within the term of the Training Contract.

RTO Responsibilities upon the Completion of Training

- issues the qualification to **trainees** when all competencies of the structured training have been achieved & the employer has returned a written sign off of the trainee's competency as an employee in the workplace. This completes the Training Contract.
- issues the qualification to **apprentices** when all the competencies of the structured training have been achieved. This does not conclude the Training Contract. The AAB will forward a letter to the employer two weeks prior to the nominal completion date seeking confirmation of the completion of the Training Contract. Alternately, the employer and apprentice may apply to the AAB for early completion of the Training Contract once the apprentice has reached competency.

Work Problems

Sometimes, an apprentice/trainee does not fulfil their work or training commitments. If this occurs, discuss these problems with your apprentice/trainee. Make notes about the discussion and ask the apprentice/trainee to sign it as proof the discussion took place and assurance that their performance will improve.

If the disagreement is about the dismissal of your apprentice/trainee, refer to the conditions applying to the apprenticeship/traineeship in the CONDITIONS section. If the disagreement is about wages, contact the WorkChoices Infoline on 1300 363 264. OTTE can't assist with these disputes.

If the problems continue, contact an apprenticeship field officer (AFO) at the AAB on (03) 1300 722 603.

Apprentice is unhappy at Work or Study

If your apprentice/trainee is being bullied, harassed, discriminated against or exploited in the workplace, it is your legal responsibility to immediately take action to remedy the situation. Failure to do so could result in the OTTE withdrawing approval for you to train apprentices. You could also face prosecution under WorkCover legislation.

If it is occurring during off-the-job training, you may be able to offer the apprentice/trainee support.

Apprentices/trainees can also contact the student counsellors at the RTO where they are enrolled.

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

FINANCIAL INCENTIVES

State Government

PAYMENT TYPE	Trainees (Set Two level of VET Regulation)	Apprentices (Set One level of VET Regulation)
WorkCover exemption*	Yes	Yes
Completion Bonus is available to employers of 3 or more apprentices/trainees (under 25)	\$650 when commencement date is prior to 1 July 2003 or \$1300 when commencement date is after 1 July 2003	\$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

*Refer section titled 'WorkCover'

Apprenticeships Traineeships in Victoria

Summary of the Australian Government Australian Apprenticeships Incentives Programme - From 1 July 2006

Australian Government Incentives	Amount Awarded	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 <i>Australian Apprenticeships Incentives Programme Guidelines</i> . Contact your Australian Apprenticeships Centre for further information on Australian Government Incentives.
Standard Commencement	\$1,250	incentive for an employer commencing a Australian Apprentices in Certificate II Training
	\$1,500	incentive for an employer commencing a Australian Apprentices in Certificate III or IV Training
Incentives for other qualifications		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.
Innovation – Special Commencement	\$1,100	special incentive for employing a Australian Apprentices in an eligible innovation training package qualification at the Certificate III or IV level.
School-Based Australian Apprenticeships – Additional Commencement	\$750	additional incentive for employing a Australian Apprentices in an endorsed School-Based Australian Apprenticeship at Certificate II to IV level.
Rural and Regional Skills Shortages – Special Commencement	\$1,000	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.
Declared Drought Area – Additional Commencement	\$1,500	additional incentive for employers holding a current Exceptional Circumstances Drought Area certificate, employing Certificate II Australian Apprentices
Mature Aged Worker – Special Commencement	\$750	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.
Standard Recommencement	\$750	incentive for employers recommencing out-of-trade Certificate III or IV Australian Apprentices.
Australian School-Based Australian Apprenticeship Retention	\$750	incentive for an employer continuing to employ a Certificate II to IV level School-Based Australian Apprentices after the student has completed Year 12.
Standard Completion	\$2,500	Employers of Australian Apprentices who successfully complete Certificate III an IV may be eligible to receive 25%, 50%, 75% or 100% of the \$2,500 incentive.
Declared Drought Areas – Special Completion	\$1,500	special incentive for employers on the successful completion of eligible Certificate II Australian Apprentices who attracted a Declared Drought Areas additional commencement incentive.
Mature Aged Worker – Special Completion	\$750	special incentive for an employer on the successful completion of a Certificate II to IV level Australian Apprentices who attracted a Mature Aged Worker special commencement incentive.
Commonwealth Trade Learning Scholarship	2 x tax exempt payments of \$500	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.
Living Away From Home Allowance (LAFHA)	Australian Apprentices may be eligible for up to twelve months of LAFHA (at varying rates shown below) if the Certificate II or IV level Australian Apprentices had to move away from the parental/guardian home to commence or remain in an Australian Apprenticeship or is homeless. Your Australian Apprenticeships Centre can provide more information on LAFHA and the appropriate application form	
	\$77.17 per week	First Year
	\$38.59 per week	Second Year
	\$25.00 per week	Third Year
Further Australian Government Assistance Available for Australian Apprentices	\$800 towards Trade Tools	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
		Australian Apprentices may be eligible for Youth Allowance (including Austudy for over 25s and ABSTUDY). More information is available from Centrelink on 13 36 33
Assistance for Australian Apprentices with a Disability		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.
Group Training Organisations – Special Completion	\$1,000	Special incentives for Group Training Organisations that support Australian Apprentices to complete a Certificate II Australian Apprenticeship

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.

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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

- equipment & methods you use for work and training
- health and safety regulations for 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/TRAINEEESHIP

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.

Column 1	Name of apprenticeship/traineeship course
Column 2	Maximum duration on a full-time, and where available, a part-time basis*
Column 3	Minimum Workplace Training Component (hours per week) For SBATs**** and Other Australian Apprenticeships
Column 4	Relevant probationary period – full time/part time
Column 5	Whether Apprenticeship (A) or Traineeship (T) conditions apply (see Conditions below list of qualifications for an explanation under Conditions)
Column 6	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

Table 1 – Extractive Industries

Column 1	2	3	4	5	6
MNQ20103 Certificate II in Extractive Industries Operations	18 / 36	10 / 15	30 / 91	T	B
MNQ30103 Certificate III in Extractive Industries Operations	24 / 36	10 / 15	30 / 91	T	B
MNQ40103 Certificate IV in Extractive Industries Operations	24 / 36	10 / 15	30 / 91	T	B***
MNQ50103 Diploma of Extractive Industries Management	48 / 72	10 / 15	91 / 91	T	N/A
MNQ60103 Advanced Diploma of Extractive Industries Management	48 / 72	10 / 15	91 / 91	T	N/A

Table 2 – Gas

Column 1	2	3	4	5	6
UEG20106 Certificate II in Utilities Industry Operations	12 / 36	10 / 15	30 / 91	T	B
UEG30106 Certificate III in Gas Industry Operations	24** / 72	10 / 15	30 / 91	T	A

Table 3 – Electricity Supply Industry – Generation Sector

Column 1	2	3	4	5	6
UTP20198 Certificate II in ESI Generation (Operations)	12 / 36	10 / 15	30 / 91	T	N/A
UTP30298 Certificate III in ESI Generation (Operations)	36** / 72	10 / 15	91 / 91	T	N/A
UTP40398 Certificate IV in ESI Generation (System Operations)	18 / 36	10 / 15	30 / 91	T	N/A

Table 4 – Black Coal

Column 1	2	3	4	5	6
MNC20104 Certificate II in Surface Coal Operations	18 / 36	10 / 15	30 / 91	T	N/A
MNC30104 Certificate III in Surface Coal Mining Operations	36 / 72	10 / 15	91 / 91	T	N/A

Table 5 – Metalliferous Mining

Column 1	2	3	4	5	6
MNM20106 Certificate II in Metalliferous Mining Operations - Open Cut	12 / 36	10 / 15	30 / 91	T	B
MNM20206 Certificate II in Metalliferous Mining Operations - Underground	12 / 36	10 / 15	30 / 91	T	B
MNM20306 Certificate II in Metalliferous Mining Operations - Processing	12 / 36	10 / 15	30 / 91	T	B
MNM20406 Certificate II in Metalliferous Mining Operations - Field/Exploration	12 / 36	10 / 15	30 / 91	T	B
MNM30106 Certificate III in Metalliferous Mining Operations - Open Cut	24 / 36	10 / 15	30 / 91	T	B
MNM30206 Certificate III in Metalliferous Mining Operations - Underground	24 / 36	10 / 15	30 / 91	T	B
MNM30306 Certificate III in Metalliferous Mining Operations - Processing	24 / 36	10 / 15	30 / 91	T	B
MNM30405 Certificate III in Mining Exploration	24 / 36	10 / 15	30 / 91	T	B
MNM30505 Certificate III in Small Mining Operations	24 / 36	10 / 15	30 / 91	T	B
MNM30605 Certificate III in Mine Emergency Response and Rescue	24 / 36	10 / 15	30 / 91	T	B

Apprenticeships Traineeships in Victoria

Column 1	2	3	4	5	6
MNM40105 Certificate IV in Metalliferous Mining Operations - Open Cut	36 / 72	10 / 15	91 / 91	T	B***
MNM40205 Certificate IV in Metalliferous Mining Operations - Underground	36 / 72	10 / 15	91 / 91	T	B***
MNM40305 Certificate IV in Metalliferous Mining Operations - Processing	36 / 72	10 / 15	91 / 91	T	B***

Table 6 – Water Industry

Column 1	2	3	4	5	6
NWP20101 Certificate II in Water Industry Operations	12 / 36	10 / 15	30 / 91	T	B
NWP30101 Certificate III in Water Industry Operations	24** / 36	10 / 15	30 / 91	T	B
NWP40101 Certificate IV in Water Industry Operations	36** / 72	10 / 15	91 / 91	T	B***
NWP50101 Diploma of Water Industry Operations	48** / 72	10 / 15	91 / 91	T	N/A

Table 7 – Conservation and Land Management

Column 1	2	3	4	5	6
RTD20102 Certificate II in Conservation and Land Management	18** / 36	10 / 15	30 / 91	T	B
RTD30102 Certificate III in Conservation and Land Management	36** / 72	10 / 15	91 / 91	T	B
RTD40102 Certificate IV in Conservation and Land Management	48** / 72	10 / 15	91 / 91	T	B***

*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

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

Apprenticeships Traineeships in Victoria

	<p>Land Management) Indigenous Land Management Officer (Conservation and Land Management) Senior Field Officer (Lands, Parks and Wildlife) Natural Area Restoration Officer (Conservation and Land Management) Vertebrate Pest Management Technician (Conservation and Land Management) Weed Management Operator (Conservation and Land Management)</p>
<p>Certificate IV in Conservation and Land Management</p>	<p>Field Operations Supervisor (Conservation Earthworks) Conservation and Land Management Supervisor (General) Community Coordinator - Conservation and Land Management Indigenous Land Management Supervisor - Conservation and Land Management Field Supervisor - Lands, Parks and Wildlife Natural Area Restoration Supervisor Vertebrate Pest Supervisor - Conservation and Land Management Weed Pest Supervisor - Conservation and Land Management</p>

REGISTERED TRAINING ORGANISATIONS

To access details of registered training organisations offering training for apprenticeships and traineeships, go to:

<http://qftp.otte.vic.gov.au/qftp/tims/attp/applications/search.asp>

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.

<p>CERTIFICATE II IN EXTRACTIVE INDUSTRIES OPERATIONS Suitable for persons working as a plant operator in a sand quarry.</p> <p>Core Units Work safely</p> <p>Elective Units Conduct blending plant operation Conduct sand wash plant operation Treat and dispose of rejects and tailings Conduct screening operations Service and handover front end loaders Conduct haul truck operations Conduct sales loader operations</p>	<p>CERTIFICATE III IN EXTRACTIVE INDUSTRIES (OPERATOR) Suitable for persons working as a mobile plant operator who is also required to undertake shotfiring in a hard rock quarry.</p> <p>Core Units Work safely</p> <p>Elective Units Conduct blending plant operation Treat and dispose of rejects and tailings Conduct blast survey Conduct blast hole drilling operations Handle and transport explosives Conduct crushing and screening plant operations Conduct face loader operations Conduct haul truck operations Conduct dozer operations Conduct grader operations Conduct sales loader operations Conduct weighbridge operations Conduct shotfiring Conduct site laboratory operations</p>	<p>CERTIFICATE IV IN EXTRACTIVE INDUSTRIES OPERATIONS Suitable for persons working as a quarry manager, pit manager or site co-ordinator/supervisor.</p> <p>Core Units Monitor a safe workplace Apply site risk management system Apply site statutory compliance management plan Apply pit plan</p> <p>Elective Units Lead work teams Undertake business planning Apply risk management processes Apply site plant and resource management plan Conduct shotfiring Apply site waste and by-products management plan Supervise mobile plant operations Design surface blasts Manage blasting operations</p>
<p>DIPLOMA OF EXTRACTIVE INDUSTRIES MANAGEMENT Suitable for persons working as a quarry manager in a high production quarry.</p> <p>Core Units Monitor a safe workplace Apply site risk management system Apply site statutory compliance management plan Implement and maintain management plans to control risk Apply pit plan Implement pit plan</p> <p>Elective Units Lead work teams Undertake business planning Provide leadership in the workplace Establish effective workplace relationships Manage operational plan Prepare budgets and financial plans Apply risk management processes Apply site plant and resource management plan Conduct shotfiring Apply site waste and by-products management plan Supervise mobile plant operations Implement site plant and resource management plan Select and install quarry plant and equipment Design surface blasts Manage blasting operations Implement site processing plant operations Implement stockpile management plan Implement and maintain the site plant, equipment and infrastructure maintenance plan</p>	<p>ADVANCED DIPLOMA OF EXTRACTIVE INDUSTRIES MANAGEMENT Suitable for persons working as a quarry business manager and responsible for a number of operations in different locations.</p> <p>General Management Review and develop business plans Establish and maintain the risk management system Establish and maintain the statutory compliance management system Establish and maintain the occupational health and safety management system Establish and maintain the environmental management system Establish quarry operations Conduct feasibility study Initiate, monitor and supervise contracts</p> <p>Technical Management Establish quarry development Plan pit development Design processing plant Establish waste and by-product management system Establish the stockpile management system Establish plant, equipment and infrastructure maintenance system</p>	<p>CERTIFICATE II IN GAS OPERATIONS Appropriate for a person working as a technician in the transmission sector of the industry.</p> <p>Core Units Apply procedures in the workplace Work with others Plan and organise work activities</p> <p>Transmission Units Coat pipelines Maintain pipeline easement Enabling competencies Maintain cathodic protection systems Read and interpret plans, drawings and specifications Use and maintain small plant, equipment and tools and carry out minor mechanical repairs</p>

<p>CERTIFICATE II IN GAS OPERATIONS Appropriate for a person working as a technician in the distribution sector.</p> <p>Core Units Apply procedures in the workplace Work with others Plan and organise work activities</p> <p>Distribution Units Construct and lay pipelines Prepare, excavate and reinstate site Read and interpret plans, drawings and specifications Use and maintain small plant, equipment and tools and carry out minor mechanical repairs</p>	<p>CERTIFICATE III IN GAS OPERATIONS 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.</p> <p>Core Units Apply procedures in the workplace Work with others Plan and organise work activities Manage personal work priorities and professional development Provide leadership in the workplace Establish and manage effective workplace relationships Develop and maintain a safe workplace and environment</p> <p>Stream Units - Distribution/Transmission Construct and lay pipelines Prepare, excavate and reinstate site Read and interpret plans, drawings and specifications Use and maintain small plant, equipment and tools and carry out minor mechanical repairs Commission/decommission pipelines Coordinate pipeline repair and modifications Perform routine maintenance of pipeline, facilities and equipment Co-ordinate construction, laying and testing of gas distribution pipelines</p>	<p>CERTIFICATE II IN ESI GENERATION SECTOR (OPERATIONS) Appropriate for a person working as Plant Attendant</p> <p>Common Core Units Manage/monitor Occupational Health and Safety - Level A Solve operational problems Apply quality systems to work Operate and monitor communications system</p> <p>Stream Core Units Clean plant and equipment Perform plant lubrication Perform process plant inspections</p> <p>Stream Electives Operate and monitor fuel supply (coal) Operate ash and dust disposal plant Operate electrostatic precipitator dust collection plant Shift and transfer materials (skidsteer loader) Conduct fork lift operations</p> <p>Horizontal Level Electives Operate lifting and load shifting equipment (1) Operate lifting and load shifting equipment (2) Conduct minor/basic mechanical maintenance Conduct minor/basic electrical maintenance</p> <p>All Level Electives Operate local systems Operate and monitor an internal combustion single fuel reciprocating engine</p>
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<p>CERTIFICATE III IN ESI GENERATION SECTOR (OPERATIONS) Appropriate for a person working as Unit Attendant.</p> <p>Common Core Units Manage/monitor Occupational Health and Safety - Level A Solve operational problems Apply quality systems to work Operate and monitor communications system</p> <p>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</p> <p>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</p> <p>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</p> <p>All Level Electives Operate bulk coal handling plant Operate alkalinity reduction plant Operate and monitor gas turbine Conduct chemical batching operations</p>	<p>CERTIFICATE IV IN ESI GENERATION SECTOR (SYSTEM OPERATIONS) Appropriate for a person working as an Assistant Unit Controller.</p> <p>Common Core Units Manage/monitor Occupational Health and Safety - Level B Solve operational problems Apply quality systems to work Operate and monitor communications system</p> <p>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</p> <p>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</p> <p>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)</p> <p>All Level Electives Operate and monitor DC electrical systems within a power station Maintain quality systems within the team Undertake commissioning/ decommissioning</p>	<p>CERTIFICATE II IN SURFACE COAL OPERATIONS Suitable for a person working in an open cut coal mine as a mine worker</p> <p>Core Units Work safely Comply with site work systems/procedures Conduct local risk assessment Communicate in the workplace</p> <p>Elective Units Conduct front end loader operations Conduct haul truck operations Support bucketwheel system operations Perform basic cutting and welding Perform plant operational maintenance</p>
<p>CERTIFICATE III IN SURFACE COAL MINING OPERATIONS Suitable for a person working in an open cut coal mine as a mine operator</p> <p>Core Units Certificate II in Surface Coal Operations</p> <p>Elective Units Conduct grader operations Conduct shottfiring operations Maintain environmental procedures Conduct fire team operations Extricate and transport people involved in incidents Operate multi-combination vehicles on mine sites</p>	<p>CERTIFICATE II IN METALLIFEROUS MINING OPERATIONS (OPEN CUT) Appropriate for person working as operator in the Open Cut sector of the Metalliferous Mining industry.</p> <p>Core Units Work safely Communicate in the workplace Contribute to quality work outcomes Conduct local risk assessment Participate in environmental work practices</p> <p>Elective Units Operate light vehicle Identify and assess environmental and heritage concerns Install open cut mine ground support Conduct haul truck operations Conduct conveyor operations Position and setup mobile lighting Test operational functions of mine vehicles and equipment</p>	<p>CERTIFICATE III IN METALLIFEROUS MINING OPERATIONS (OPEN CUT) Appropriate for a person working as a competent Production Operator in the Mining (Open Cut) sector of the industry.</p> <p>Core Units Communicate in the workplace Work safely Plan and organise individual work Contribute to quality work outcomes Apply local risk control processes Operate light vehicle Identify and assess environmental and heritage concerns</p> <p>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</p> <p>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</p>

<p>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</p>	<p>CERT 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</p>	<p>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 <i>Mine supervision</i> Apply, monitor, rectify and report statutory/legal compliance systems Apply and monitor mine emergency preparedness and response systems <i>General</i> Apply risk management processes Conduct safety and health investigations Communicate information Elective units (5) Apply and monitor mine services and infrastructure systems Analyse data and report results Implement operational plan Commission/recommission plant Monitor a safe workplace</p>
<p>CERTIFICATE II IN WATER INDUSTRY OPERATIONS Appropriate for a person maintaining a waste water treatment plant. 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 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 water treatment processes (counts as 2 electives) Monitor, operate and report chemical dosing processes</p>	<p>CERTIFICATE II IN WATER INDUSTRY OPERATIONS Appropriate for a person maintaining a water distribution system. Core Competencies 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 plans, drawings and specifications Operate and maintain basic flow control and regulating devices Operate and maintain minor plant and equipment Prepare and restore worksite Construct and/or repair minor structures Operate water distribution systems Locate, identify and protect utility services</p>	<p>CERTIFICATE II IN WATER INDUSTRY OPERATIONS Appropriate for a person maintaining and operating an irrigation supply system. 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 Operate and maintain basic flow control and regulating devices Deliver water as per schedule Operate and maintain minor plant and equipment Monitor and maintain metering equipment Maintain irrigation drains and channels Apply irrigation delivery principles Construct and install irrigation and/or stormwater drainage assets</p>

<p>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</p>	<p>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</p>	<p>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 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 Use plans, drawing and specifications Operate and maintain minor plant and equipment 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</p>
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<p>CERTIFICATE III IN WATER INDUSTRY OPERATIONS</p> <p>Appropriate for a person operating and maintaining dams and surrounding catchments.</p> <p>Core Units</p> <p>Follow defined OH&S policies, procedures and regulatory requirements Apply environmental and licensing procedures</p> <p>Plan and organise personal work activities Control, record and relay information Work with others</p> <p>Perform basic water industry calculations Maintain and promote customer relations Implement, monitor and co-ordinate environmental procedures</p> <p>Elective Units</p> <p>Perform basic water tests Monitor and maintain metering equipment Perform sampling Vegetate and revegetate environment Inspect catchment and surrounding areas Monitor and report dam operation and flood routing Inspect and maintain public facilities Monitor and operate bulkwater and/or water distribution systems Perform by-law or Water Act enforcement activities Monitor, identify and respond to water quality problems Inspect, and co-ordinate dam operation and maintenance Inspect and report catchment operations Inspect and report dam safety surveillance Monitor and control maintenance of bulkwater assets</p>	<p>CERTIFICATE IV IN WATER INDUSTRY OPERATIONS</p> <p>Appropriate for a person working as a supervisor in water and wastewater treatment plants.</p> <p>Core Units</p> <p>Follow defined OH&S policies, procedures and regulatory requirements Apply environmental and licensing procedures</p> <p>Plan and organise personal work activities Control, record and relay information Work with others</p> <p>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</p> <p>Elective Units</p> <p>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 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 Co-ordinate and monitor the optimisation of water treatment processes Co-ordinate 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</p>	<p>CERTIFICATE IV IN WATER INDUSTRY OPERATIONS</p> <p>Appropriate for a person working as a supervisor in maintenance and operation of water distribution and wastewater collection systems.</p> <p>Core Units</p> <p>Follow defined OH&S policies, procedures and regulatory requirements Apply environmental and licensing procedures</p> <p>Plan and organise personal work activities Control, record and relay information Work with others</p> <p>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</p> <p>Elective Units</p> <p>Use plans, drawing and specifications Operate and maintain minor plant and equipment Install basic metering equipment, flow control and regulating devices Prepare and restore worksite Construct and/or repair minor structures Construct wastewater collection assets Maintain water distribution 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 water distribution assets Perform odour and infiltration investigations Perform leak detection Contribute to contract management Coordinate and monitor asset construction and maintenance Coordinate and monitor the operation of portable water systems Coordinate and monitor the operation of wastewater collection systems Participate in, lead and facilitate work teams Manage operations to achieve planned outcomes Manage quality customer service</p>
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<p>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.</p> <p>Core Units Establish, maintain and evaluate the OH&S system</p> <p>Elective Implement and manage environmental management policies, plans, procedures and programs Develop and prepare environmental management policies and plans Implement and manage catchment management plan Develop and review catchment management plan Develop and report flood mitigation plans</p>	<p>DIPLOMA OF WATER INDUSTRY OPERATIONS Appropriate for a person managing a number of water and wastewater treatment plants.</p> <p>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 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 Establish, maintain and evaluate the OH&S system</p> <p>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</p>	<p>CERTIFICATE II IN CONSERVATION AND LAND MANAGEMENT (SPECIALISING IN NATURAL AREA RESTORATION AND MANAGEMENT) Appropriate for a person working as a bush regeneration crew member.</p> <p>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</p> <p>Group A and/or B Reduce wildfire hazards Undertake direct seeding Fell small trees Operate vehicles</p> <p>Group A, B and/or C Treat weeds Operate in isolated and remote situations</p>
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<p>CERTIFICATE II IN CONSERVATION AND LAND MANAGEMENT (SPECIALISING IN CONSERVATION EARTHWORKS)</p> <p>Appropriate for a person working as a grader operator working as a member of a roadside works crew.</p> <p>Group A</p> <ul style="list-style-type: none"> Follow OHS procedures Observe environmental work practices Provide basic first aid Work effectively in the industry Participate in workplace communications Carry out natural area restoration works Conduct erosion and sediment control activities Undertake operational maintenance of machinery Conduct grader operations* <p>Group A and/or B</p> <ul style="list-style-type: none"> Respond to wildfire Operate and maintain chainsaws Operate in isolated and remote situations Clean machinery of plant, animal and soil material <p>Group A, B and/or C</p> <ul style="list-style-type: none"> Operate vehicles Recognise plants <p>* imported unit has pre-requisite(s) and or co-requisite(s) – refer to relevant implementation guide</p>	<p>CERTIFICATE III IN CONSERVATION AND LAND MANAGEMENT</p> <p>Appropriate for a person working as a seed collector either working alone or with a partner.</p> <p>Group A</p> <ul style="list-style-type: none"> Follow OHS procedures Observe environmental work practices Work effectively in the industry Participate in workplace communications Respond to emergencies <p>Group B</p> <ul style="list-style-type: none"> Extract seed* Conduct seed collecting operations* Undertake a site assessment Operate specialised machinery and equipment Read and interpret maps* Collect and preserve biological samples Coordinate work site activities Deal with conflict <p>Group B and/or C</p> <ul style="list-style-type: none"> Recognise plants <p>Work within environmental constraints</p> <p>* imported unit has pre-requisite(s) and or co-requisite(s) – refer to relevant implementation guide.</p>	<p>CERTIFICATE III IN CONSERVATION AND LAND MANAGEMENT (SPECIALISING IN VERTEBRATE PEST MANAGEMENT)</p> <p>Appropriate for a person working as a pest animal control crew member.</p> <p>Group A</p> <ul style="list-style-type: none"> Follow OHS procedures Observe environmental work practices Work effectively in the industry Participate in workplace communications Respond to emergencies Survey pest animals Monitor and evaluate the local pest management action plan Prepare and apply chemicals Release biological agents <p>Group A and/or B</p> <ul style="list-style-type: none"> Read and interpret maps* Operate specialised machinery and equipment <p>Carry out inspection of designated area</p> <p>Transport, handle and store chemicals</p> <p>Group A, B and/or C</p> <ul style="list-style-type: none"> Clear features that harbour pests Apply animal trapping techniques <p>* imported unit has pre-requisite(s) and or co-requisite(s) – refer to relevant implementation guide.</p>
<p>CERTIFICATE III IN CONSERVATION AND LAND MANAGEMENT</p> <p>Appropriate for a person working as a summer ranger</p> <p>Group A</p> <ul style="list-style-type: none"> Follow OHS procedures Observe environmental work practices Work effectively in the industry Participate in workplace communications Respond to emergencies <p>Group B</p> <ul style="list-style-type: none"> Construct access trails Operate specialised machinery and equipment Read and interpret maps* Supervise park visitor activities Suppress wildfire Respond to rescue incidents Deal with conflict Maintain natural areas <p>Group A, B and/or C</p> <ul style="list-style-type: none"> Observe and report on plants and/or animals Reduce wildfire hazards <p>* imported unit has pre-requisite(s) and or co-requisite(s) – refer to relevant implementation guide.</p>	<p>CERTIFICATE III IN CONSERVATION AND LAND MANAGEMENT</p> <p>Appropriate for a person working as a community group coordinator.</p> <p>Group A</p> <ul style="list-style-type: none"> Follow OHS procedures Observe environmental work practices Work effectively in the industry Participate in workplace communications Respond to emergencies Process and maintain workplace information Produce business documents# Present proposed courses of action to meeting Represent group at functions <p>Group A and/or B</p> <ul style="list-style-type: none"> Service committees <p>Give formal presentations and take part in meetings</p> <ul style="list-style-type: none"> Process payroll Maintain financial records Coordinate social events to support group purposes <p>Group A, B and/or C</p> <ul style="list-style-type: none"> Support individuals in resource management change process Provide information on environmental issues and policies <p># imported unit has co-assessed unit(s) – refer to relevant implementation guide.</p>	<p>CERTIFICATE IV IN CONSERVATION AND LAND MANAGEMENT (SPECIALISING IN VERTEBRATE PEST MANAGEMENT)</p> <p>Appropriate for a person working as a leading hand / supervisor/ contractor in vertebrate pest management.</p> <p>Group A</p> <ul style="list-style-type: none"> Define the pest problem in a local area Develop a pest management action plan within a local area Develop monitoring procedures for the local pest management strategy Coordinate the local pest management strategy <p>Implement pest management action plans</p> <p>Group A and/or B</p> <ul style="list-style-type: none"> Supervise maintenance of machinery and equipment Implement and monitor the enterprise OHS program Minimise risks in the use of chemicals Plan and implement a chemical use program Cost a project <p>Group A, B and/or C</p> <ul style="list-style-type: none"> Supervise work routines and staff performance Deal with conflict

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