apprenticeships traineeships in Victoria

PRINTING

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

Knowledge & Skills
Building a Future

Office of Training and Tertiary Education
February 2007
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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- ensure all apprentices/trainees undertaking training at AQF levels 3 and above are withdrawn from routine work duties for a minimum of three hours per week, averaged over a four week cycle for the purpose of undertaking structured training/learning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- ensure all apprentices/trainees undertaking workplace training at AQF levels 1 and 2 are withdrawn from routine work duties for a minimum of 1.5 hours per week, averaged over a two month cycle for the purpose of undertaking structured training/learning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.
**Apprenticeships Traineeships in Victoria**

**WHAT TO DO – AT A GLANCE**

**TO EMPLOY AN APPRENTICE OR TRAINEE**

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

2. **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.
   - AAC assists 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.

3. **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.

4. **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.

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

6. **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).

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

8. **Problems with apprentice/trainee?**
   - Contact the Apprenticeship Administration Branch (AAB) on 1300 722 603. They advise employers & apprentices/traineeships 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
- advertize 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.

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.

Contact the WorkChoices Infoline on 1300 363 264.
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

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.

<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

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

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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 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.
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><strong>Completion Bonus</strong> 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**

<table>
<thead>
<tr>
<th>Australian Government Incentives</th>
<th>Amount Awarded</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Commencement</td>
<td>$1,250</td>
<td>incentive for an employer commencing a Certificate II Training</td>
</tr>
<tr>
<td></td>
<td>$1,500</td>
<td>incentive for an employer commencing a Certificate III or IV Training</td>
</tr>
<tr>
<td>Incentives for other qualifications</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>Innovation – Special Commencement</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>School-Based Australian Apprenticeships – Additional Commencement</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>Rural and Regional Skills Shortages – Special Commencement</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>Declared Drought Area – Additional Commencement</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>Mature Aged Worker – Special Commencement</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>Standard Recom mencement</td>
<td>$750</td>
<td>incentive for employers recommencing out-of-trade Certificate III or IV Australian Apprentices.</td>
</tr>
<tr>
<td>Australian School-Based Australian Apprenticeship Retention</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>Standard Completion</td>
<td>$2,500</td>
<td>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.</td>
</tr>
<tr>
<td>Declared Drought Areas – Special Completion</td>
<td>$1,500</td>
<td>special incentive for employers on the successful completion of eligible Certificate II Australian Apprentices who attracted a Declared Drought Areas additional commencement incentive.</td>
</tr>
<tr>
<td>Mature Aged Worker – Special Completion</td>
<td>$750</td>
<td>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.</td>
</tr>
<tr>
<td>Commonwealth Trade Learning Scholarship</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>Living Away From Home Allowance (LAFHA)</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>Further Australian Government Assistance Available for Australian Apprentices</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>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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistance for Australian Apprentices with a Disability</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>Group Training Organisations – Special Completion</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
- 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/TRAINEESHIP

From the available Printing 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>
</tr>
</tbody>
</table>

Table 1 – Printing and Graphic Arts

<table>
<thead>
<tr>
<th>Column 1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICP20205 Certificate II in Printing and Graphic Arts (Desktop Publishing)</td>
<td>18/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP20305 Certificate II in Printing and Graphic Arts (Instant Print)</td>
<td>12/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP20405 Certificate II in Printing and Graphic Arts (Print Production Support)</td>
<td>12/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP20505 Certificate II in Printing and Graphic Arts (Screen Printing)</td>
<td>12/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP20605 Certificate II in Printing and Graphic Arts (Binding, Converting and Finishing)</td>
<td>12/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP20705 Certificate II in Printing and Graphic Arts (Sack and Bags)</td>
<td>12/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP20805 Certificate II in Printing and Graphic Arts (Cartons)</td>
<td>12/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP20905 Certificate II in Printing and Graphic Arts (Corrugating)</td>
<td>12/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP21005 Certificate II in Printing and Graphic Arts (Mail House)</td>
<td>12/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP21105 Certificate II in Printing and Graphic Arts (Ink Manufacture)</td>
<td>12/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP30105 Certificate III in Printing and Graphic Arts (Graphic Design Production)</td>
<td>36/72</td>
<td>10/15</td>
<td>91/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP30205 Certificate III in Printing and Graphic Arts (Graphic Prepress)</td>
<td>48/72</td>
<td>10/15</td>
<td>91/91</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>ICP30305 Certificate III in Printing and Graphic Arts (Multimedia)</td>
<td>24/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP30405 Certificate III in Printing and Graphic Arts (Instant Print)</td>
<td>24/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP30505 Certificate III in Printing and Graphic Arts (Printing)</td>
<td>48/72</td>
<td>10/15</td>
<td>91/91</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>ICP30605 Certificate III in Printing and Graphic Arts (Screen Printing)</td>
<td>48/72</td>
<td>10/15</td>
<td>91/91</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>ICP30705 Certificate III in Printing and Graphic Arts (Print Finishing)</td>
<td>48/72</td>
<td>10/15</td>
<td>91/91</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>ICP30805 Certificate III in Printing and Graphic Arts (Sack and Bags)</td>
<td>24/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP30905 Certificate III in Printing and Graphic Arts (Cartons/Corrugating)</td>
<td>36/72</td>
<td>10/15</td>
<td>91/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP31005 Certificate III in Printing and Graphic Arts (Mail House)</td>
<td>24/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP31105 Certificate III in Printing and Graphic Arts (Ink Manufacture)</td>
<td>24/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP40105 Certificate IV in Printing and Graphic Arts (Graphic Prepress)</td>
<td>18/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>N/A</td>
</tr>
<tr>
<td>ICP40205 Certificate IV in Printing and Graphic Arts (Multimedia)</td>
<td>48/72</td>
<td>10/15</td>
<td>91/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP40305 Certificate IV in Printing and Graphic Arts (Print Production)</td>
<td>18/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>N/A</td>
</tr>
<tr>
<td>ICP40405 Certificate IV in Printing and Graphic Arts (Print Finishing)</td>
<td>18/36</td>
<td>10/15</td>
<td>30/91</td>
<td>T</td>
<td>N/A</td>
</tr>
<tr>
<td>ICP40505 Certificate IV in Printing and Graphic Arts (Mail House)</td>
<td>48/72</td>
<td>10/15</td>
<td>91/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP40705 Certificate IV in Printing and Graphic Arts (Management/Sales)</td>
<td>36/72</td>
<td>10/15</td>
<td>91/91</td>
<td>T</td>
<td>B</td>
</tr>
<tr>
<td>ICP40805 Certificate IV in Printing and Graphic Arts (Process Leadership)</td>
<td>36/72</td>
<td>10/15</td>
<td>91/91</td>
<td>T</td>
<td>B</td>
</tr>
</tbody>
</table>

Duration credit applies for completion of the approved pre-apprenticeship programs listed below:
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.

<table>
<thead>
<tr>
<th>Trade</th>
<th>Pre-Apprenticeship Certificate</th>
<th>Apprenticeship Qualification</th>
<th>Reduction in nominal duration of apprenticeship training contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre – press Operator</td>
<td>ICP20105 Certificate II in Printing &amp; Graphic Arts (General)</td>
<td>ICP30205 - Certificate III in Printing and Graphic Arts (Graphic Prepress)</td>
<td>12 Months</td>
</tr>
<tr>
<td>Print Machinist</td>
<td>ICP20105 Certificate II in Printing &amp; Graphic Arts (General)</td>
<td>ICP30505 - Certificate III in Printing and Graphic Arts (Printing)</td>
<td>12 Months</td>
</tr>
<tr>
<td>Binder and Finisher</td>
<td>ICP20105 Certificate II in Printing &amp; Graphic Arts (General)</td>
<td>ICP30705 - Certificate III in Printing and Graphic Arts (Print Finishing)</td>
<td>12 Months</td>
</tr>
</tbody>
</table>
RELATED OCCUPATIONS

<table>
<thead>
<tr>
<th>Printing Apprenticeships/Traineeships</th>
<th>Related Occupations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate II in Printing &amp; Graphic Arts (Desktop Publishing)</td>
<td>Desktop Publishing Assistant</td>
</tr>
<tr>
<td>Certificate II in Printing &amp; Graphic Arts (Instant Print)</td>
<td>Printer’s Assistant</td>
</tr>
<tr>
<td>Certificate II in Printing &amp; Graphic Arts (Small Offset)</td>
<td>Screen Printing Assistant</td>
</tr>
<tr>
<td>Certificate II in Printing &amp; Graphic Arts (Print Production Support)</td>
<td>Small Offset Assistant</td>
</tr>
<tr>
<td>Certificate II in Printing &amp; Graphic Arts (Screen Printing)</td>
<td>Printing Hands</td>
</tr>
<tr>
<td>Certificate II in Printing and Graphic Arts (Binding, Converting and Finishing)</td>
<td>Printing Table Hand</td>
</tr>
<tr>
<td>Certificate II in Printing and Graphic Arts (Sack and Bags)</td>
<td>Paper Products Machine Operator</td>
</tr>
<tr>
<td>Certificate II in Printing and Graphic Arts (Cartons)</td>
<td>Paper Products Machine Operator</td>
</tr>
<tr>
<td>Certificate II in Printing and Graphic Arts (Corrugating)</td>
<td>Paper Products Machine Operator</td>
</tr>
<tr>
<td>Certificate II in Printing and Graphic Arts (Mail House)</td>
<td>Storeperson</td>
</tr>
<tr>
<td>Certificate II in Printing and Graphic Arts (Ink Manufacture)</td>
<td>Process Workers Nec</td>
</tr>
<tr>
<td>Certificate III in Printing and Graphic Arts (Graphic Design Production)</td>
<td>Desktop Publishing Operator</td>
</tr>
<tr>
<td>Certificate III in Printing and Graphic Arts (Graphic Prepress)</td>
<td>Graphic Pre-Press Tradesperson</td>
</tr>
<tr>
<td>Certificate III in Printing and Graphic Arts (Multimedia)</td>
<td>Desktop Publishing Operator</td>
</tr>
<tr>
<td>Certificate III in Printing and Graphic Arts (Instant Print)</td>
<td>Printing Hands</td>
</tr>
<tr>
<td>Certificate III in Printing and Graphic Arts (Printing)</td>
<td>Printing Hands</td>
</tr>
<tr>
<td>Certificate III in Printing and Graphic Arts (Screen Printing)</td>
<td>Screen Printer</td>
</tr>
<tr>
<td>Certificate III in Printing and Graphic Arts (Print Finishing)</td>
<td>Binder and Finisher</td>
</tr>
<tr>
<td>Certificate III in Printing and Graphic Arts (Sack and Bags)</td>
<td>Binder and Finisher</td>
</tr>
<tr>
<td>Certificate III in Printing and Graphic Arts (Cartons/Corrugating)</td>
<td>Printing Tradesperson</td>
</tr>
<tr>
<td>Certificate III in Printing and Graphic Arts (Mail House)</td>
<td>Printing Tradesperson</td>
</tr>
<tr>
<td>Certificate III in Printing and Graphic Arts (Ink Manufacture)</td>
<td>Printing Machinist and Small Offset Printers</td>
</tr>
<tr>
<td>Certificate IV in Printing and Graphic Arts (Graphic Prepress)</td>
<td>Graphic Pre-Press Tradesperson</td>
</tr>
<tr>
<td>Certificate IV in Printing and Graphic Arts (Multimedia)</td>
<td>Desktop Publishing Operator</td>
</tr>
<tr>
<td>Certificate IV in Printing and Graphic Arts (Printing)</td>
<td>Printing Tradesperson</td>
</tr>
<tr>
<td>Certificate IV in Printing and Graphic Arts (Print Finishing)</td>
<td>Binder and Finishers</td>
</tr>
<tr>
<td>Certificate IV in Printing and Graphic Arts (Mail House)</td>
<td>Printing Tradesperson</td>
</tr>
<tr>
<td>Certificate IV in Printing and Graphic Arts (Management/Sales)</td>
<td>Printing Tradesperson</td>
</tr>
<tr>
<td>Certificate IV in Printing and Graphic Arts (Process Leadership)</td>
<td>Printing Tradesperson</td>
</tr>
</tbody>
</table>

REGISTERED TRAINING ORGANISATIONS

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.
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.

<table>
<thead>
<tr>
<th>CERTIFICATE II IN PRINTING AND GRAPHIC ARTS (DESKTOP PUBLISHING)</th>
<th>CERTIFICATE II IN PRINTING AND GRAPHIC ARTS (INSTANT PRINT)</th>
<th>CERTIFICATE II IN PRINTING AND GRAPHIC ARTS (PRINT PRODUCTION SUPPORT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate for a person working as a desktop Publisher in the Graphic Pre-press sector of the industry. Core Units Access and use the internet Develop a basic design concept Select and apply type Produce pages using a page layout application Produce graphics using a graphics application Inspect quality against required standards Maintain a safe working environment Communicate in the workplace Elective Units Scan a line image Produce interactive PDF files Electronically combine and assemble data Output images Produce a typographic image Digitise images for reproduction</td>
<td>Appropriate for a person working as an instant printing assistant in the industry. Core Units Deliver a service to customers Prepare, load and unload product on and off machine Prepare and maintain the work area Inspect quality against requires standards Follow OHS practices and identify environmental hazards Communicate in the workplace Perform basic industry calculations Elective Units Set up machine for basic fastening (adhesive/mechanical/thermal) Output images Set up and produce basic digital print Produce and manage basic digital print Prepare machine for operation (basic) Operate and monitor machines (basic) Perform basic machine maintenance</td>
<td>Appropriate for a person working as an assistant in the printing sector of the industry undertaking a range of supporting tasks. Core Units Prepare, load and unload product on and off machine Prepare and maintain the work area Prepare machine for operation (basic) Operate and monitor machines (basic) Inspect quality against required standards Follow OHS practices and identify environmental hazards Communicate in the workplace Perform basic industry calculations Apply quick changeover procedures Elective Units Set up for basic coating Produce basic coated product Pack and dispatch product Perform basic machine maintenance Shift loads mechanically</td>
</tr>
<tr>
<td>CERTIFICATE II IN PRINTING AND GRAPHIC ARTS (SCREEN PRINTING)</td>
<td>CERTIFICATE II IN PRINTING AND GRAPHIC ARTS (BINDING, CONVERTING AND FINISHING)</td>
<td>CERTIFICATE II IN PRINTING AND GRAPHIC ARTS (SACK AND BAGS)</td>
</tr>
<tr>
<td>Appropriate for a person working as an assistant in the screen printing sector of the industry. Core Units Prepare artwork for screen printing Reclaim screen (basic) Prepare screen Prepare, load and unload product on and off the machine Prepare and maintain the work area Prepare ink and additives Inspect quality against required standards Follow OH&amp;S practices and identify environmental hazards Communicate in the workplace Perform basic industry calculations Elective Units Prepare substrate Semi-automatically produce basic screen prints Pack and dispatch product Perform basic machine maintenance</td>
<td>Appropriate for a person working as an assistant in the print finishing sector of the industry. Core Units Inspect quality against required standards Follow OHS practices and identify environmental hazards Communicate in the workplace Elective Units Set up and produce basic guillotined product Set up machine for basic single or continuous folding Produce basic folded (single/continuous) product Produce basic collated (sheet/section) product Set up and produce hand-fasted product Pack product Prepare, load and unload product on and off machine Prepare and maintain the work area Prepare machine for operation (basic)</td>
<td>Appropriate for a person working as a general operator in the sack and bag sector of the industry. Core Units Prepare, load and unload product on and off machine Prepare and maintain the work area Inspect quality against required standards Follow OH&amp;S practices and identify environmental hazards Communicate in the workplace Elective Units Produce basic coated product Clean sack and bag machines Run and monitor sack and bag machines Run and monitor in-line tube making for sack or bag manufacture Set up in-line tube making machine for sack or bag manufacture Prepare machine for operation (basic) Pack and dispatch product Perform small machine maintenance Apply quick changeover procedures</td>
</tr>
<tr>
<td>Certificate II in Printing and Graphic Arts (Cartons)</td>
<td>Certificate II in Printing and Graphic Arts (Corrugating)</td>
<td>Certificate II in Printing and Graphic Arts (Mail House)</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>------------------------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Appropriate for a person working as a machine operator in the carton manufacturing sector of the industry.</td>
<td>Appropriate for a person working as a machine operator in the corrugating sector of the industry.</td>
<td>Appropriate for a person working as an operator or in the mail house sector of the industry.</td>
</tr>
<tr>
<td>Core Units</td>
<td>Core Units</td>
<td>Core Units</td>
</tr>
<tr>
<td>Prepare, load and unload product on and off machine</td>
<td>Prepare, load and unload product on and off machine</td>
<td>Prepare, load and unload product on and off the machine</td>
</tr>
<tr>
<td>Prepare and maintain the work area</td>
<td>Prepare and maintain the work area</td>
<td>Prepare and maintain the work area</td>
</tr>
<tr>
<td>Prepare machine for operation (basic)</td>
<td>Prepare machine for operation (basic)</td>
<td>Inspect quality against required standards</td>
</tr>
<tr>
<td>Operate and monitor machines (basic)</td>
<td>Operate and monitor machines (basic)</td>
<td>Inspect quality against required standards</td>
</tr>
<tr>
<td>Inspect quality against required standards</td>
<td>Inspect quality against required standards</td>
<td>Perform basic machine maintenance</td>
</tr>
<tr>
<td>Perform basic machines maintenance</td>
<td>Perform basic machines maintenance</td>
<td>Follow OH&amp;S practices and identify environmental hazards</td>
</tr>
<tr>
<td>Follow OH&amp;S practices and identify environmental hazards</td>
<td>Follow OH&amp;S practices and identify environmental hazards</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>Communicate in the workplace</td>
<td>Communicate in the workplace</td>
<td>Manually sort mail and parcels</td>
</tr>
<tr>
<td><strong>Elective Units</strong></td>
<td><strong>Elective Units</strong></td>
<td><strong>Elective Units</strong></td>
</tr>
<tr>
<td>Produce basic folded and glued cartons</td>
<td>Set up single-faced web</td>
<td>Set up and operate cheque mailer machine</td>
</tr>
<tr>
<td>Set up machine for basic flat bed cutting</td>
<td>Set up double-faced web</td>
<td>Enter data into an electronic system</td>
</tr>
<tr>
<td>Set up machine for basic single or continuous folding</td>
<td>Produce single-faced web</td>
<td>Undertake basic root cause analysis</td>
</tr>
<tr>
<td>Set up machine for basic fastening (adhesive/mechanical/thermal)</td>
<td>Produce double-faced web</td>
<td>Consolidate mail</td>
</tr>
<tr>
<td>Produce basic fastened (adhesive/mechanical/thermal) product</td>
<td>Shift loads mechanically</td>
<td></td>
</tr>
<tr>
<td>Pack and dispatch product</td>
<td>Enter data into an electronic system</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate III in Printing and Graphic Arts (Ink Manufacture)</th>
<th>Certificate III in Printing and Graphic Arts (Graphic Design Production)</th>
<th>Certificate III in Printing and Graphic Arts (Graphic Prepress)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate for a person working as a mixer in an ink manufacturing enterprise.</td>
<td>Appropriate for a person working as an assistant graphic artist in the prepress sector of the industry.</td>
<td>Appropriate for a person working as an operator in the pre-press sector of the industry.</td>
</tr>
<tr>
<td>Core Units</td>
<td>Core Units</td>
<td>Core Units</td>
</tr>
<tr>
<td>Select and prepare materials for production</td>
<td>Use typography techniques for design work</td>
<td>Apply knowledge and requirements of the graphic pre-press</td>
</tr>
<tr>
<td>Blend Chemicals</td>
<td>Apply knowledge and requirements of graphic pre-press</td>
<td>Access and use the internet</td>
</tr>
<tr>
<td>Prepare and maintain the work area</td>
<td>Edit a digital image</td>
<td>Develop a basic design concept</td>
</tr>
<tr>
<td>Inspect quality against required standards</td>
<td>Develop a basic design concept</td>
<td>Select and apply type</td>
</tr>
<tr>
<td>Follow OH&amp;S practices and identify environmental hazards</td>
<td>Select and apply type</td>
<td>Produce pages using a page layout application</td>
</tr>
<tr>
<td>Communicate in the workplace</td>
<td>Produce pages using a page layout application</td>
<td>Produce graphics using a graphics layout application</td>
</tr>
<tr>
<td>Perform basic industry calculations</td>
<td>Produce graphics using a graphics application</td>
<td>Produce graphics using a graphics layout application</td>
</tr>
<tr>
<td><strong>Elective Units</strong></td>
<td>Output images</td>
<td>Output images</td>
</tr>
<tr>
<td>Filter/pack product</td>
<td>Digitise images for reproduction</td>
<td>Produce a typographic image</td>
</tr>
<tr>
<td>Manufacture inks and coatings</td>
<td>Create pages using a page layout application</td>
<td>Digitise images for reproduction</td>
</tr>
<tr>
<td>Pack and dispatch product</td>
<td>Transfer digital files</td>
<td>Create pages using a page layout application</td>
</tr>
<tr>
<td>Perform basic machine maintenance</td>
<td>Inspect quality against required standards</td>
<td>Prepare an imposition format for printing processes</td>
</tr>
<tr>
<td>Shift loads mechanically</td>
<td>Maintain a safe work environment</td>
<td>Undertake digital proofing</td>
</tr>
<tr>
<td>Dispose of waste</td>
<td>Communicate in the workplace</td>
<td>Prepare and maintain the work area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inspect quality against required standards</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintain a safe work environment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td></td>
<td><strong>Elective Units</strong></td>
<td><strong>Elective Units</strong></td>
</tr>
<tr>
<td></td>
<td>Produce drawings to represent and communicate the concept</td>
<td>Produce interactive PDF files</td>
</tr>
<tr>
<td></td>
<td>Apply the design process to 2-dimensional work in response to a brief</td>
<td>Create graphics using a graphics application</td>
</tr>
<tr>
<td></td>
<td>Integrate colour theory and design processes in response to a brief</td>
<td>Generate high-end PDF files</td>
</tr>
<tr>
<td></td>
<td>Apply colour to design brief</td>
<td>Produce multiple image plates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manage colour</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Appropriate for a person working as a</strong></td>
<td><strong>Appropriate for a person co-ordinating</strong></td>
<td><strong>Appropriate for a person working as a</strong></td>
</tr>
<tr>
<td><strong>content author in the multimedia sector of the industry.</strong></td>
<td><strong>printing tasks in an instant print business.</strong></td>
<td><strong>lithographic machinist in the printing sector of the industry.</strong></td>
</tr>
<tr>
<td><strong>Core Units</strong></td>
<td><strong>Core Units</strong></td>
<td><strong>Core Units</strong></td>
</tr>
<tr>
<td>Create a simple-mark document to specification</td>
<td>Deliver a service to customers</td>
<td>Apply knowledge of printing machining</td>
</tr>
<tr>
<td>Apply knowledge and requirements of the multimedia sector</td>
<td>Research business opportunities</td>
<td>Prepare, load and unload product on and off machine</td>
</tr>
<tr>
<td>Access and use the internet</td>
<td>Set up and produce basic digital print</td>
<td>Prepare and maintain the work area</td>
</tr>
<tr>
<td>Edit a digital image</td>
<td>Prepare and maintain the work area</td>
<td>Prepare and maintain the work area</td>
</tr>
<tr>
<td>Develop a basic design concept</td>
<td>Inspect a quality against required standards</td>
<td>Prepare machine for operation (basic)</td>
</tr>
<tr>
<td>Select and apply type</td>
<td>Maintain a safe work environment</td>
<td>Operate and monitor machines (basic)</td>
</tr>
<tr>
<td>Produce pages using a page layout application</td>
<td>Communicate in the workplace</td>
<td>Prepare ink and additives</td>
</tr>
<tr>
<td>Produce graphics using a graphics application</td>
<td>Perform basic industry calculations</td>
<td>Inspect quality against required standards</td>
</tr>
<tr>
<td>Create pages using a page layout application</td>
<td>Use computer systems</td>
<td>Perform basic machine maintenance</td>
</tr>
<tr>
<td>Transfer digital files</td>
<td>Undertake inventory procedures</td>
<td>Follow OH&amp;S practices and identify environmental hazards</td>
</tr>
<tr>
<td>Inspect quality against required standards</td>
<td>Undertake basic production scheduling</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>Maintain a safe work environment</td>
<td>Sell products and services</td>
<td>Perform basic industry calculations</td>
</tr>
<tr>
<td>Communicate in the workplace</td>
<td>Advise on products and services</td>
<td>Use computer systems</td>
</tr>
<tr>
<td>Elective Units</td>
<td><strong>Elective Units</strong></td>
<td><strong>Elective Units</strong></td>
</tr>
<tr>
<td>Create 2D digital animation</td>
<td>Prepare an imposition format for printing</td>
<td>Set up and produce basic digital print</td>
</tr>
<tr>
<td>Manipulate and incorporate audio into multimedia presentations</td>
<td>Operate a database for digital printing</td>
<td>Prepare ink and additives (advanced)</td>
</tr>
<tr>
<td>Incorporate video into multimedia presentations</td>
<td>Set up and produce complex digital print</td>
<td><strong>Print Process Stream</strong></td>
</tr>
<tr>
<td>Create graphics using a graphics application</td>
<td>Prepare for variable data printing</td>
<td>Produce basic lithographic plates</td>
</tr>
<tr>
<td><strong>Certificate III in Printing and</strong></td>
<td><strong>Elective Units</strong></td>
<td><strong>Set up for basic lithographic printing</strong></td>
</tr>
<tr>
<td><strong>Graphic Arts (Screen Printing)</strong></td>
<td></td>
<td>Produce complex lithographic printed product</td>
</tr>
<tr>
<td><strong>Appropriate for a person working as a screen printer in the industry.</strong></td>
<td></td>
<td><strong>Complex Set Up Units</strong></td>
</tr>
<tr>
<td><strong>Core Units</strong></td>
<td></td>
<td><strong>Set up for complex lithographic printing</strong></td>
</tr>
<tr>
<td><strong>Apply knowledge and requirements of the screen printing sector</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reclaim screen automatically</td>
<td><strong>Prepare machine for operation (basic)</strong></td>
<td></td>
</tr>
<tr>
<td>Prepare screen</td>
<td>Operate and monitor machine (basic)</td>
<td><strong>Prepare and maintain the work area</strong></td>
</tr>
<tr>
<td>Manually prepare direct emulsion stencil</td>
<td>Inspect quality against required standards</td>
<td></td>
</tr>
<tr>
<td>Produce computer image for screen printing</td>
<td>Perform basic machine maintenance</td>
<td><strong>Prepare ink and additives</strong></td>
</tr>
<tr>
<td>Prepare, load and unload product on and off the machine</td>
<td>Follow OH&amp;S practices and identify environmental hazards</td>
<td><strong>Inspect quality against required standards</strong></td>
</tr>
<tr>
<td>Prepare and maintain the work area</td>
<td>Communicate in the workplace</td>
<td><strong>Prepare and maintain the work area</strong></td>
</tr>
<tr>
<td>Prepare ink and additives</td>
<td>Undertake basic production scheduling</td>
<td><strong>Prepare machine for operation (basic)</strong></td>
</tr>
<tr>
<td>Inspect quality against required standards</td>
<td>Plan operational processes</td>
<td><strong>Prepare ink and additives</strong></td>
</tr>
<tr>
<td>Follow OH&amp;S practices and identify environmental hazards</td>
<td>Elective Units</td>
<td><strong>Prepare machine for operation (basic)</strong></td>
</tr>
<tr>
<td>Communicate in the workplace</td>
<td>Set up and produce complex guillotined product</td>
<td><strong>Prepare machine for operation (basic)</strong></td>
</tr>
<tr>
<td>Perform basic industry calculations</td>
<td>Set up machine for complex sequenced / multiple folding</td>
<td><strong>Prepare machine for operation (basic)</strong></td>
</tr>
<tr>
<td>Use computer systems</td>
<td>Produce complex folded (sequenced/multiple) product</td>
<td><strong>Prepare machine for operation (basic)</strong></td>
</tr>
<tr>
<td>Plan operational processes</td>
<td>Set up machine for complex collating and inserting (sheet/section/reel)</td>
<td><strong>Prepare machine for operation (basic)</strong></td>
</tr>
<tr>
<td>Elective Units</td>
<td>Produce complex collated (sheet/section/reel) product</td>
<td><strong>Prepare machine for operation (basic)</strong></td>
</tr>
<tr>
<td>Digitise images for reproduction</td>
<td>Set up machine for complex fastening (adhesive / mechanical / sewing)</td>
<td><strong>Prepare machine for operation (basic)</strong></td>
</tr>
<tr>
<td>Produce complex pad printed product</td>
<td>Produce complex adhesive, mechanical or sewn fastened product</td>
<td><strong>Prepare machine for operation (basic)</strong></td>
</tr>
<tr>
<td>Set up for complex pad printing</td>
<td>Set up and produce hand bound book</td>
<td><strong>Prepare machine for operation (basic)</strong></td>
</tr>
<tr>
<td>Provide customer service and education</td>
<td>Pack and dispatch (advanced)</td>
<td><strong>Prepare machine for operation (basic)</strong></td>
</tr>
<tr>
<td>Prepare Stencil Unit</td>
<td><strong>Complex Set Up Units</strong></td>
<td><strong>Prepare machine for operation (basic)</strong></td>
</tr>
<tr>
<td>Automatically prepare direct emulsion stencil</td>
<td><strong>Prepare machine for operation (basic)</strong></td>
<td><strong>Prepare machine for operation (basic)</strong></td>
</tr>
<tr>
<td>Print Stream Unit</td>
<td><strong>Prepare machine for operation (basic)</strong></td>
<td><strong>Prepare machine for operation (basic)</strong></td>
</tr>
<tr>
<td>Manually produce complex screen prints</td>
<td><strong>Prepare machine for operation (basic)</strong></td>
<td><strong>Prepare machine for operation (basic)</strong></td>
</tr>
</tbody>
</table>
### Certificate III in Printing and Graphic Arts (Cartons and Corrugating)

Appropriate for a person working as a machinist in the carton manufacturing sector of the industry.

**Core Units**
- Produce basic converted or finished product
- Set up machine for basic carton folding and gluing
- Apply knowledge and processes of converting paper-based products
- Prepare, load and unload product on and off machine
- Prepare and maintain the work area
- Inspect quality against required standards
- Perform basic machines maintenance
- Use computer systems
- Follow OH&S practices and identify environmental hazards
- Communicate in the workplace

**Elective Units**
- Set up machine for complex carton folding
- Produce complex folded and glued cartons
- Set up machine for complex sequenced or multiple folding
- Produce complex folded (sequenced/multiple) product
- Set up for basic flexographic printing
- Set up for basic flexographic printed product
- Set up and monitor in-line printing operations

**Apprenticeships Traineeships**
- Perform basic machine maintenance
- Operate and maintain computer resources
- Purchase materials and schedule deliveries
- Operate a database for digital printing
- Prepare for variable data printing
- Undertake basic production scheduling
- Maintain the laboratory fit for purpose

**Elective Units**
- Manage colour
- Pack and dispatch product (advanced)
- Undertake inventory procedures
- Perform laboratory quality tests of materials and finished products
- Obtain representative samples in accordance with sampling plan
- Prepare, standardise and use solutions

### Certificate III in Printing and Graphic Arts (Mail House)

Appropriate for a person working as a team leader in the mail house sector of the industry.

**Core Units**
- Apply knowledge and requirements of the converting, binding and finishing sector
- Prepare, load and unload product on and off the machine
- Prepare and maintain the work area
- Inspect quality against required standards
- Perform basic machine maintenance
- Reconcile process outputs
- Follow OH&S practices and identify environmental hazards
- Communicate in the workplace
- Manually sort mail and parcels

**Elective Units**
- Operate a database for digital printing
- Set up and produce basic digital print
- Prepare for variable data printing
- Plan operational processes
- Operate and maintain computer resources
- Ensure process improvements are sustained

**Apprenticeships Traineeships**
- Plan operational processes
- Manage colour
- Communicate in the workplace
- Perform basic industry calculations
- Obtain representative samples in accordance with sampling plan

**Elective Units**
- Manage colour
- Pack and dispatch product (advanced)
- Undertake inventory procedures
- Perform laboratory quality tests of materials and finished products
- Obtain representative samples in accordance with sampling plan
- Prepare, standardise and use solutions

### Certificate III in Printing and Graphic Arts (Graphic Prepress)

Appropriate for a person working as a technician in the pre-press sector of the industry.

**Core Units**
- Apply quality assurance techniques – advanced*
- Develop a detailed design concept
- Output complex images
- Compose and evaluate topography
- Manage colour
- Generate complex imposition

**Elective Units**
- Set up and operate automated workflow
- Digitise complex images for reproduction

**Apprenticeships Traineeships**
- Use computer systems
- Follow OH&S practices and identify environmental hazards
- Communicate in the workplace
- Perform basic industry calculations
- Perform laboratory quality tests of materials and finished products
- Obtain representative samples in accordance with sampling plan

### Certificate III in Printing and Graphic Arts (Multimedia)

Appropriate for a person working as an electronic publisher in the pre-press sector of the industry.

**Core Units**
- Test a multimedia product
- Design and create a multimedia interface
- Create dynamic pages
- Access and use the internet
- Develop a basic design concept
- Select and apply type
- Produce pages using a page layout application
- Produce graphics using a graphics application
- Produce interactive PDF files
- Generate high-end PDF files
- Prepare an imposition format for printing processes
- Generate complex imposition

**Elective Units**
- Set up and operate automated workflow
- Inspect quality against required standards
- Maintain a safe work environment
- Communicate in the workplace

**Apprenticeships Traineeships**
- Use computer systems
- Follow OH&S practices and identify environmental hazards
- Communicate in the workplace
- Perform basic industry calculations
- Perform laboratory quality tests of materials and finished products
- Obtain representative samples in accordance with sampling plan

### Certificate III in Printing and Graphic Arts (Printing)

Appropriate for a person working as a technician in the printing sector of the industry.

**Core Units**
- Use on-press monitoring of print quality
- Use on-press print control devices
- Set up and monitor in-line printing options
- Troubleshoot and optimise materials and machinery

**Elective Units**
- Implement a Just-in-time (JIT) system
- Use on-press monitoring of print quality

**Apprenticeships Traineeships**
- Use on-press monitoring of print quality
- Use on-press print control devices
- Set up and monitor in-line printing options
- Troubleshoot and optimise materials and machinery

**Elective Units**
- Use on-press monitoring of print quality
- Use on-press print control devices
- Set up and monitor in-line printing options
- Troubleshoot and optimise materials and machinery

**Specialist Stream**
- Produce specialised lithographic printed product
- Set up for specialist lithographic printing

### Certificate III in Printing and Graphic Arts (Ink Manufacture)

Appropriate for a person working in the laboratory of an ink manufacturing enterprise.

**Core Units**
- Select and prepare materials for production
- Blend Chemicals
- Manufacture inks and coatings
- Apply knowledge and requirements of the ink manufacturing sector
- Prepare and maintain the work area
- Inspect quality against required standards
- Follow OH&S practices and identify environmental hazards
- Communicate in the workplace
- Perform basic industry calculations

**Elective Units**
- Manage colour
- Perform laboratory quality tests of materials and finished products
- Obtain representative samples in accordance with sampling plan
- Prepare, standardise and use solutions

**Apprenticeships Traineeships**
- Perform laboratory quality tests of materials and finished products
- Obtain representative samples in accordance with sampling plan

**Elective Units**
- Perform laboratory quality tests of materials and finished products
- Obtain representative samples in accordance with sampling plan
- Prepare, standardise and use solutions

**Apprenticeships Traineeships**
- Use on-press monitoring of print quality
- Use on-press print control devices
- Set up and monitor in-line printing options
- Troubleshoot and optimise materials and machinery

**Specialist Stream**
- Produce specialised lithographic printed product
- Set up for specialist lithographic printing
<table>
<thead>
<tr>
<th>Certificate IV in Printing and Graphic Arts (Print Finishing)</th>
<th>Certificate IV in Printing and Graphic Arts (Mail House)</th>
<th>Certificate IV in Printing and Graphic Arts (Management/Sales)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appropriate for</strong> a person working as a technician in the print finishing sector of the industry.</td>
<td><strong>Appropriate for</strong> a person working as a production supervisor in the mail house sector of the industry.</td>
<td><strong>Appropriate for</strong> a person working as a salesperson for a medium to large materials supplier to the printing industry.</td>
</tr>
<tr>
<td><strong>Core Units</strong></td>
<td><strong>Core Units</strong></td>
<td><strong>Core Units</strong></td>
</tr>
<tr>
<td>Use electronic monitoring systems (converting and finishing)</td>
<td>Use electronic monitoring systems (converting and finishing)</td>
<td>Inspect quality against required standards</td>
</tr>
<tr>
<td>Troubleshoot and optimise materials and machinery</td>
<td>Apply knowledge and requirements of the converting, binding and finishing sector</td>
<td>Maintain a safe work environment</td>
</tr>
<tr>
<td>Analyse manual handling process</td>
<td>Prepare, load and unload product on and off the machine</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td><strong>Elective Units</strong></td>
<td><strong>Elective Units</strong></td>
<td>Purchase material and schedule deliveries</td>
</tr>
<tr>
<td>Set up and load in-line smart card machine</td>
<td>Coordinate implementation of customer service strategies</td>
<td>Supervise and schedule the work of other</td>
</tr>
<tr>
<td>Operate a smart card machine and pack product</td>
<td>Implement operational plan</td>
<td>Monitor production workflow</td>
</tr>
<tr>
<td>Provide customer service and education</td>
<td>Develop work priorities</td>
<td>Provide customer service and education</td>
</tr>
<tr>
<td>Implement a Just-in-time (JIT) system</td>
<td>Implement continuous improvement</td>
<td>Prepare production costing estimates</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate IV in Printing and Graphic Arts (Process Leadership)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appropriate for</strong> a person working as a production controller in any sector of the printing industry.</td>
</tr>
<tr>
<td><strong>Core Units</strong></td>
</tr>
<tr>
<td>Inspect quality against required standards</td>
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<tr>
<td>Maintain a safe work environment</td>
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<tr>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>Supervise and schedule the work of other</td>
</tr>
<tr>
<td>Troubleshoot and optimise materials and machinery</td>
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<tr>
<td>Analyse manual handling processes</td>
</tr>
<tr>
<td><strong>Elective Units</strong></td>
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<tr>
<td>Develop work priorities</td>
</tr>
<tr>
<td>Implement continuous improvement</td>
</tr>
<tr>
<td>Promote team effectiveness</td>
</tr>
<tr>
<td>Apply knowledge and requirements of paper and printing processes</td>
</tr>
<tr>
<td>Apply knowledge and requirements of information technology systems in the printing industry</td>
</tr>
<tr>
<td>Undertake basic root cause analysis</td>
</tr>
<tr>
<td>Control production</td>
</tr>
<tr>
<td>Monitor production workflow</td>
</tr>
<tr>
<td>Implement a Just-in-time (JIT) system</td>
</tr>
<tr>
<td>Mistake proof a production process</td>
</tr>
<tr>
<td>Ensure process improvements are sustained</td>
</tr>
<tr>
<td>Provide training through instruction and demonstration of work skills</td>
</tr>
</tbody>
</table>
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.