

# Thinking about an Apprenticeship?

Australian Apprenticeships are a great way to get a head start in a chosen career or to retrain for the career you have always wanted.

They combine time at work with training and can be full-time, part-time or school-based to give you a nationally recognised qualification and the experience you need to get the job you want.

Australian Apprenticeships are available to anyone of working age with or without a secondary certificate or other qualifications. You can be a school-leaver, re-entering the workforce or an adult worker simply wishing to change careers.

Australian Apprenticeships are available in a variety of qualification levels in more than 500 occupations across Australia, in traditional trades, as well as a diverse range of emerging careers in most sectors of business and industry.

Australian Apprenticeships provide a range of benefits:

- A pathway from school to work, or from one career to another.
- Leads to nationally recognised qualifications and skills which provide the basis for employment, further education and training over the course of your working life.
- Involves paid work and structured training that can be on-the-job, off-the-job or a combination of both.
- Existing skills and prior experience can be recognised and course credit granted, potentially reducing formal training.
- “Competency based” which means you can complete your training faster if you reach the required skills level.

## Educational Requirements

You will need basic literacy and numeracy skills; typically it is preferred to have Year 10 as a minimum, with many employers preferring Year 11 or Year 12. For some apprenticeships (eg. Electrical) employers tend to prefer strong maths skills & would ideally want Year 11 or Year 12 level Maths as a minimum.

## How do I get an Apprenticeship?

It’s just like looking for any job – you can apply for vacancies on websites, in newspapers or apply directly to employers.

### How to choose the best Apprenticeship for you

Gain knowledge and understanding of what the job is all about. You can do this with internet research, work experience, talking to people who are already in the job. Do you think you would enjoy doing this type of work everyday?

*The CDC can help you work out the best apprenticeship direction for you and help you to put a plan into action to achieve it.*

### Give yourself the best opportunity to be the selected for a position

- Do Work Experience (as often as you can and with as many places as you can - after school, school holidays, weekends – show how keen you really are).
  - Allows you to gain workplace skills & experience.
  - Gain knowledge of what the position is really all about.
  - Build networks within the industry.
- Take this time to really impress with your work ethic.
- Use your networks, make sure everyone you know, knows what you are looking for (Do you know someone who works for the company you would like to work for – can they put in a good word for you?).
- Dress to suit the position as much as possible – look like you fit in.
- Show the type of employee you would be – be reliable, punctual, respectful, enthusiastic, a willing learner.

**“What can you be doing to improve your chances of gaining an apprenticeship?”**

**“It is important to make plans to achieve your goals”**



Career Development Centre

## Australia Wide Centres

### Australian Apprenticeships Centres

Australian Apprenticeships Centres provide a one-stop shop for those seeking to take up an apprenticeship or traineeship as a career path or to hire apprentices or trainees.

For more information Ph: 13 38 73

[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

### Traineeship and Apprenticeship Services Information

Free call: 1800 673 097

[www.employment.sa.gov.au](http://www.employment.sa.gov.au)

**Assistance with looking for a job can also be obtained from the following employment and training organisations;**

### Group Training Companies

Group Training Companies employ apprentices and trainees and hire them out to host employers. Some of these companies are industry focused and others are generic regional schemes. Recruitment is conducted directly by the individual group training companies. Free call: 1800 819 747

[www.grouptraining.com.au](http://www.grouptraining.com.au)

### CareerStart SA

CareerStart SA provides traineeship, apprenticeship and cadetship employment opportunities for young people to enter the workforce in the SA Public Sector, while also providing a central recruitment and management service for State Government agencies.

State Government apprenticeships are advertised in June of every year offering placement in a wide range of agencies and vocational areas across SA. Successful applicants start in January the following year.

Free call: 1800 683 534 or mobile users 8463 5600

[www.saworks.sa.gov.au](http://www.saworks.sa.gov.au)

## Useful Local Contacts – Apprenticeships

### Links to Apprenticeships & Traineeships

#### GTE (Group Training Employment)

173 Commercial Street West

Mount Gambier 5290

Phone: 8721 2345

Fax: 8725 5560

Web: [www.gte.org.au](http://www.gte.org.au)

#### Business SA

20 Elizabeth Street

Mount Gambier 5290

Phone: 8723 3313

Web: [www.business-sa.com](http://www.business-sa.com)

#### MAS National

19 Penola Road

Mount Gambier 5290

Phone: 8723 4716

Hotline No. 1800 651 610

Web: [www.masnational.com.au](http://www.masnational.com.au)

#### Tafe SA

Wireless Road West,

Mount Gambier 5290

Phone: 8723 1555

#### L.I.T.A. Recruitment & Training Services – Timber Industry

Wireless Road West

Mount Gambier 5290

Phone: 8735 1470

Fax: 8735 1412

#### SKILLED

37 Helen Street

Mount Gambier SA 5290

Phone: 8726 0020

1300 366 606

Web: [www.skilled.com.au](http://www.skilled.com.au)

#### Training and Apprenticeship Service

290 Commercial Street

Mount Gambier 5290

Phone: 8735 1160

Fax: 8735 1164

#### Trade Schools for the Future

Grant High School

Mount Gambier 5290

Phone: (08) 8726 3100

Email: [burtd@granths.sa.edu.au](mailto:burtd@granths.sa.edu.au)

Email: [keving@granths.sa.edu.au](mailto:keving@granths.sa.edu.au)



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