

A Quick Guide

Establishing a 12-month Industry Traineeship in Your Venue or Company

Background: Lighting technicians and sound technicians are currently listed on the Australian Apprenticeship Priority List. This attracts specific financial incentives.

- Employers can currently apply to receive up to \$5000 federal incentives in the first year on a federal incentive program. The employee also receives the incentive.
- There may be other incentives available to you, such as the WA State funds available if the candidate has been working for the company less than 3 months.

A traineeship is work-based vocational education and training, typically on a 12-month contract. Apprenticeships are typically 2-3 years in length.

You will see the term apprenticeship used in the standard paperwork during this process since these occupations are on the Apprenticeship Priority List. However, due to the length of the contract, live production and technical services is a traineeship.

Where to start: Preparing for a trainee

1. Ensure you are set up for your trainee, with a senior person to train them and a budgeted salary for the trainee. Also decide on a full time or part time work option.
2. Find a Trainee: Whether you are looking for a candidate or already have identified a trainee, explore agencies that can assist you with the process, start with the ones listed below.

Industry Tip: Identifying your trainee candidate can be done through your GTO, or by contacting local theatre organisations, secondary schools, or industry referrals, for example.

3. Contact Agencies: First contact one of the free government agencies who can advise on this:
 - [AASN](#): Australian Apprenticeship Support Network for eligibility & incentives
 - [ACAP](#): Apprentice Connect Australia Provider for advice on traineeships and connections to group training organisations
4. Contact a [GTO](#): Explore Group Training Organisations options, they can assist in several ways, including:
 - Assisting with identifying trainees
 - Creating employment opportunities that might not have previously existed
 - Supporting trainees and companies to increase the retention rate of trainees
 - Managing paperwork and assist with any issues that may arise to support the successful completion of traineeships
 - Once your trainee is determined, the GTO will guide next steps – see contracts
5. Contact an RTO: A Registered Training Organisation ensures rigorous training and structures the delivery and assessment of the qualification. Your GTO can help with selecting an RTO.
 - Arts Centre Melbourne (ACM), WAAPA & TAFE are examples of RTOs.

Where next: Contracts and support

1. The GTO looks after the paperwork. The formal apprenticeship contract is signed by the Applicant (your future trainee!), Employer – this may be you or may be the GTO, and the Training Provider (the RTO)
2. The contract is registered by the AASN with the Department of Training and Workforce Development and administered by the Apprenticeship Office
3. Throughout your apprenticeship contract:
 - a. Connect with your training provider for support and guidance
 - b. Utilize the Apprenticeships Data Management System (ADMS) to manage and track progress (you will be guided through this process)

For more information on apprenticeships or traineeships, follow [this link](#).

Acronyms, Quick Links & Glossary

AASN : Australian Apprenticeship Support Network	For free advice on apprenticeships, eligibility checks and financial incentives, assists with claims
ACAP : Apprentice Connect Australia Provider	Free national service for apprentices and employers on how traineeships work and connecting with GTOs Call Skilling Australia hotline on 1800 020 108
ADMS : Apprenticeships Data Management System	To manage and track trainee's progress
GTO : Group Training Organisation	To organise trainees & training partners, create connections, manage paperwork and support the trainee and employer
RTO : Registered Training Organisation	Ensures rigorous training, structures the delivery of the qualification, including location and qualified instructors

Industry Tip: The order in which you contact organisations may change depending on variations in circumstances, as in the following example:

'Quick Steps' from Jared Ross at BREC when setting up their first traineeship:

1. Find a trainee
2. Contact RTO
3. Contact GTO
4. Sign Up