

Need an extra pair of hands?



Children's Services Traineeships and Apprenticeships

*Substantial financial incentive payments are available
to employers who take on trainees/apprentices.
A great opportunity for child care centres.*

STATE FINALIST
2008 NSW TRAINING AWARDS
2008 Small Training Provider of the Year

STATE WINNER
2007 NSW TRAINING AWARDS
2007 NSW Small Training Provider of the Year

STATE WINNER
2006 NSW TRAINING AWARDS
2006 NSW Small Training Provider of the Year



What is a traineeship or apprenticeship?



Traineeships and Apprenticeships (also known as Australian Apprenticeships) are the major form of entry level employment and training for job seekers in Australia and are increasingly being used by employers to upgrade their existing employees' skills and qualification levels. Traineeships and Apprenticeships provide staff with relevant hands on experience, skills and knowledge through structured (on-the job and off-the-job) training.

Employers provide the employment, on-the-job training, workplace mentor and support.

Australian Apprenticeships Centres provide information, administration services and support to employers and Australian Apprentices. They assist with the signing of training contracts and also, assess, approve and process the payment of Australian Government employer incentives, scholarships, and income support payments to eligible Australian Apprentices specifically to assist them in the early years of their Australian Apprenticeship.

ECTARC provides the off-the-job training, assessment, support, administration and certification.

ECTARC delivers training via the flexible delivery mode (02). This means that the trainee/apprentice receives **training in the workplace** on a regular basis by an ECTARC Training & Development Officer. At sign up trainees/apprentices develop a training plan and employers are required to give time off-the-floor during working hours for study purposes. Trainees/apprentices receive learning materials during training sessions. A trained staff member from the service is given the role of being the Workplace Supervisor to mentor the trainee during the traineeship/apprenticeship.

Traineeships and apprenticeships are an exciting business opportunity for every child care service provider.

ECTARC deliver training for...

Certificate III in Children's Services Traineeship

or

Diploma of Children's Services Apprenticeship

A **Traineeship** (Certificate III level) is twelve (12) months full-time and twenty four (24) months part-time.

An **Apprenticeship** (Diploma level 5) is three (3) years. A full time apprentice who holds a Certificate III level qualification will have a 2-year apprenticeship to reach Diploma level.

User Choice - It is your choice

User Choice is a national program that provides public funding to registered training organisations for the provision of accredited formal training to apprentices and trainees. The program is designed to (but not limited to) further the commitment by the States, the Territories and the Commonwealth, in partnership with industry, to work together to increase the participation of Australians in an integrated national vocational education and training system. The program allows employers, together with their apprentices and/or trainees, to select the registered training organisation that will provide quality accredited training to meet their specific needs.

Employer Eligibility

Employers wishing to employ a trainee/apprentice are required to undertake an employer resource assessment to ensure they can provide the facilities and the range of work to train a trainee/apprentice, and maintain a ratio of one qualified person in the service for each trainee/apprentice for supervision and support.



How employers benefit from taking on a trainee or apprentice

- The federal government pays **attractive financial incentives** to employers of trainees/apprentices to support them for their commitment to training. Additional support and incentives may be available for:
 - i) Disabled Trainee wage support
 - ii) Rural and regional areas where a skill shortage in a non-metropolitan area can be identified
 - iii) Declared drought areas
- **Cost effective staffing solution** - If you employ a trainee/apprentice as an extra staff member/floater, their wage can be offset against your relief staff budget. A trainee/apprentice would also be available to cover staff sick leave, annual leave, RDOs etc
- A full or part time worker with **no absences from the workplace for training**. An ECTARC Training & Development Officer will conduct contact visits at your service throughout the traineeship/apprenticeship for the purposes of training, assessment and maintaining contact with the workplace.
- ECTARC prepares an **individualised training plan** to ensure trainees/apprentices progress through their qualification in line with service and regulation requirements
- **Employers receive regular support** from an ECTARC Training & Development Officer throughout the traineeship/apprenticeship to maximize the performance and development of the trainee/apprentice
- Trainees/Apprentices require withdrawal time from productive work for **off-the-job study**, which are allocated by the employer **at intervals to suit the staff roster**.



Please note:

Eligibility requirements for some traineeships/apprenticeships do apply. Any person under 17 years of age is eligible to undertake a traineeship or apprenticeship. However, trainees and apprentices must be over 17 years of age to be counted in child:staff ratios. Any person undertaking a traineeship or apprenticeship must complete a *Working With Children Check* and obtain a blue card (see <http://www.childcomm.qld.gov.au/employment/index.html> for details).

Trainees/apprentices must be employed for a minimum of 15 hours per week.

How to take on a Trainee or Apprentice

To discuss how a trainee or apprentice could benefit your business and for the free ECTARC Traineeship & Apprenticeship Information Handbook please call ECTARC Queensland on 07 3345 8272 or email qld.ectarc@bigpond.com. An ECTARC Training and Development Officer will talk you through the simple process you need to follow to take on trainee/apprentice. Prior to enrolment employers and students are required to read the ECTARC Traineeship & Apprenticeship Information Handbook. This handbook can be downloaded from the ECTARC website at www.ectarc.com.au (see the *Traineeship Information* link) or contact ECTARC and you will be provided with a copy.

The ECTARC Trainee/Apprentice Information booklet outlines:

- ✓ Commonwealth incentives and allowances due to the employer
- ✓ Roles and responsibilities of all parties
- ✓ Eligibility requirements for employers and trainee/apprentice
- ✓ Steps to employing a trainee or apprentice
- ✓ Steps to becoming a trainee or apprentice
- ✓ Training and assessment procedures
- ✓ Training Plan development
- ✓ Probation periods
- ✓ Requirements for withdrawal for training and support
- ✓ School based and existing workers traineeships
- ✓ Fees and charges
- ✓ A guide for workplace supervisors
- ✓ Assistance available for all parties
- ✓ Disciplinary procedures
- ✓ Cancellation guidelines
- ✓ Completions
- ✓ Issuance of qualifications

PLEASE NOTE: ECTARC recommends you read the ECTARC Traineeship/Apprenticeship Information booklet before making a decision to undertake a traineeship or apprenticeship and signing any contracts.

Employers/Directors must contact their local Australian Apprenticeship Centre (AAC) to discuss eligibility, incentives available and to organise for the trainee or apprentice to be signed up. To locate your local Australian Apprenticeship Centre please call 1800 639 629. Further information about eligibility, rights, roles and requirements for employers, employees, parents and staff is available from the DET web site: www.det.qld.gov.au, or by calling 1300 369 935.

Training Contracts

All parties sign a training contract when an apprenticeship or traineeship is commenced. The training contract is a legally binding document that all parties sign to agree to abide by the conditions laid out in the Vocational Education, Training and Employment Act 2000. The contract duration of an apprenticeship or traineeship can be full-time or part-time. Although each qualification has a nominal duration, competency based training means that once all parties agree that competency has been achieved, the contract can be finalised and completed.



Welcome to **ECTARC**

**The early childhood training and
professional development
specialists**

The Early Childhood Training And Resource Centre (ECTARC) is a registered training organisation (RTO) that specialises in training and professional development for the early childhood industry. ECTARC is a community owned, not for profit, organisation that is managed by Illawarra Area Child Care (IACC). IACC also manages ten (10) child care services in the Illawarra and Shoalhaven regions of New South Wales. The ECTARC team works in association with the child care centre staff to ensure we deliver a up-to-date training product that is relevant and meets the needs of the early childhood community.

The team of ECTARC Training & Development Officers hold both child care and training qualifications and have worked in early childhood services. Our Training & Development Officers understand the demands on management and staff in children's services and can provide support and practical solutions to trainees and apprentices.



ECTARC offers the nationally recognised and VETAB accredited Certificate III in Children's Services . Traineeship (CHC30402) and Diploma of Children's Services (CHC50302) . Apprenticeship programs. Also available by distance study is the Advanced Diploma of Children's Services, Safe Food Handling, Menu Planning, CHCCHILD1C Identify and respond to children and young people at risk of harm and CHCORG14B Manage a Service Organisation.

ECTARC Distance Study programs

Visit www.ectarc.com.au for information on ECTARC's range of nationally recognised and VETAB accredited distance qualifications:

- Certificate III in Children's Services
- Diploma of Children's Services
- Advanced Diploma of Children's Services
- Certificate IV in Out of School Hours Care
- Diploma of Out of School Hours Care
- Certificate II in Community Services Work
- Statement of Attainment in Safe Food Handling
- Statement of Attainment in Menu Planning
- CHCCHILD1C Identify and respond to children and young people at risk of harm



ECTARC delivers a wide range of inservice workshops . visit www.ectarc.com.au for more information or call 07 3345 8272.

Inservice workshops can be customised to meet your training requirements.



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