

Would you like to work with children?



**Child care
Traineeships and
Apprenticeships**

A great way to start your career

What is an apprenticeship or traineeship?

Apprenticeships and traineeships (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. Apprenticeships and traineeship provide staff with relevant hands on experience, skills and knowledge through structured (on-the job and off-the-job) training.

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).

ECTARC delivers training via the flexible delivery mode (02). This means that each trainee/apprentice receives **training in the workplace** on a regular basis from an ECTARC Training and Development Officer. Learning materials are given to trainees/apprentices at the beginning of the program and they are designed for self paced study. A trained staff member from the service is given the role of being your Workplace Supervisor to mentor and provide additional support to trainees/apprentices during the traineeship.

ECTARC offers the following training programs:

**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. Apprentices who hold a Certificate III level qualification will have a 2-year apprenticeship to reach Diploma level.

How you benefit as a Trainee or Apprentice



- **Queensland Department of Employment and Training funds ECTARC** for the **training** and support delivered to trainees and apprentices
- Traineeships/apprenticeships are a great way to **enter the child care industry** and develop a range of skills and knowledge appropriate to working in children's services.
- Trainees and apprentices **earn a wage while studying** . earn while you learn!
- **Exceptional student support** - ECTARC is well known for the high level of support students receive. In addition to the face-to-face visits to the centre, if students require extra support they can call their ECTARC Training and Development Officer any time during office hours or email qld.ectarc@bigpond.com Additional support resources such as the On-Line Student Forum and Interactive Child Care Centre are available 24 hours a day.
- Trainees and apprentices receive training, support and motivation throughout the traineeship/apprenticeship by a **qualified, experienced ECTARC Training and Development Officer**.
- The ECTARC Training and Development Officer will visit the centre to sign up a trainee/apprentice and develop a **Training Plan**, in conjunction with the employer/director, to suit the training needs of the individual and environment they are working in.
- ECTARC offers all trainees and apprentices the opportunity to **fast track** through accelerated progression. Children's Services qualifications are competency based. This means the experience of the trainee/apprentice can result in the recognition of current competency, skills and knowledge.
- ECTARC students use learning materials that reflect the latest in early childhood industry curriculum. The **comprehensive units reflect best practice** in the child care industry.

How do I find an employer offering a traineeship or apprenticeship?

There are a couple of ways you can find an employer offering a traineeship or apprenticeship:

- 1) Check your local newspaper (in the positions vacant section), job internet sites, Job Network offices, Australian Apprenticeship Services (Phone 1800 639 629) and Centrelink offices on a regular basis. Employers looking for trainees often advertise these positions and ask for interested people to apply.
- 2) Visit your local child care centres and ask if they are thinking about putting on a trainee. If the centre has plans to put on a trainee then you can prepare your resume well in advance and you will be ready when the opportunity arises.
- 3) Volunteer at a child care centre. Some people have asked Centre Directors or owners if they can do work experience or volunteer their services at a child care service. Once a Director or owner can see how committed you are to a career they may be interested in taking you on as a trainee. You never know unless you try!



Would you like to know more?

If you would like to know more information about traineeships and apprenticeships please call ECTARC Queensland on 07 3809 2285 or email qld.ectarc@bigpond.com. 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 Traineeship & Apprenticeship Information Handbook outlines:

- ✓ 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
- ✓ Commonwealth incentives and allowances due to the employer
- ✓ 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

NOTE: *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. ECTARC recommends you read this information booklet before signing any contracts.*

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. The federal government also provides an incentive to employers to employ new employees as trainees and, in turn, to assist in alleviating the problem of unemployment in their community. Incentives are also available for apprenticeships for existing workers to meet skill shortages in the child care industry, which is a priority 1 apprenticeship. Additional support and incentives may be available for disabled trainee wage support. rural and regional areas where a skill shortage in a non-metropolitan area can be identified and declared drought areas.

ECTARC is a registered training organisation and is on the QLD governments preferred provider list. ECTARC has a long history of delivering the Certificate III in Children's Services traineeship and Diploma of Children's Services apprenticeship programs.



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 nine (9) 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 and Development Officers hold both child care and training qualifications and have worked in early childhood services. Our Training and 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 by distance study the Certificate III, Diploma & Advanced Diploma of Children's Services, Food Safety Supervisor program, Safe Food Handling, Menu Planning, CHCCHILD1C Identify and respond to children and young people at risk of harm and CHCORG14B Manage a Service Organisation. Visit www.ectarc.com.au for more information.



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