



North
Regional

Apprenticeships & Traineeships

NORTH REGIONAL TAFE



North Regional TAFE acknowledges the Traditional Custodians of both the Kimberley and Pilbara regions of Australia and their continuing connection to the land, sea and community. We pay our respect to them and their cultures, and to the elders both past and present.

CAMPUS LOCATIONS

BROOME

68 Cable Beach Road, Broome WA 6725

DERBY

40 Clarendon Street, Derby WA 6728

FITZROY CROSSING

Lot 503 Flynn Drive, Fitzroy Crossing WA 6765

HALLS CREEK

1 Terone Street, Halls Creek WA 6770

KARRATHA

Lot 2598 Dampier Highway, Karratha WA 6714

KUNUNURRA

79 Coolibah Drive, Kununurra WA 6743

MINURMARGHALI MIA (ROEBOURNE)

5 Fraser Street, Roebourne WA 6718

NEWMAN

557 Kalgan Drive, Newman WA 6753

PUNDULMURRA (SOUTH HEDLAND)

18 Parker Street, South Hedland WA 6722

TOM PRICE

Lot 3 Stadium Road, Tom Price WA 6751

WYNDHAM

Sharpe Street, Wyndham WA 6740

Contents

Apprenticeships and traineeships at NR TAFE	3 - 4
Apprenticeship opportunities	5
Traineeship opportunities	6 - 7
Travel and accommodation allowance	8
Support throughout training	9
Employing an apprentice or trainee	10
AASN contacts	11

HOW TO GET IN TOUCH...



1300 996 573



info@nrtafe.wa.edu.au



northregionaltafe.wa.edu.au

Disclaimer: Information provided in this publication is a summary, intended for prospective students. All information in this Guide is correct as of September 2020. North Regional TAFE reserves the right to alter, cancel or otherwise modify in any way, material contained in this publication.



Apprenticeships and Traineeships

North Regional TAFE (NR TAFE) is a leader in training apprentices and trainees in the north of Western Australia.

Hosting the largest number of apprentices and trainees in the region, NR TAFE is equipped and experienced in providing high quality and industry relevant training.

WHAT ARE APPRENTICESHIPS AND TRAINEESHIPS?

Apprenticeships and traineeships combine paid employment with structured training, and result in a nationally recognised qualification. Apprenticeships and traineeships are available to anyone of working age, including school students, school-leavers, those re-entering the workforce, mature aged students, or those simply wanting a career change. Offered in a range of industry areas, participants can complete their qualification by learning skills both at work and under the guidance of NR TAFE.

NR TAFE works with the student and employer to develop a training plan, deliver training, provide support, assess skills and then issue the qualification upon successful completion.

An apprenticeship or traineeship arrangement includes:

- A training plan, negotiated between the student, their employer and NR TAFE
- Structured off-the-job training
- Paid employment under an appropriate industrial arrangement
- Full-time, part-time or school based options
- The option to undertake Recognition of Prior Learning (RPL) as part of the assessment for completion

WHAT'S THE DIFFERENCE BETWEEN AN APPRENTICE AND A TRAINEE?

Apprentices are trained in a skilled trade.

Apprenticeships typically take three to four years to complete and traditionally cover skilled trade areas such as engineering and metal fabrication, automotive and mechanical, construction and building and electrical specialisations; as well as hairdressing, and cookery.

An apprenticeship is a structured program with a combination of on the job and off the job training, where you gain hands-on skills and knowledge. Upon successful completion, apprentices become a qualified tradesperson.

Traineeships can take between one to two years to complete and offer a broader range of vocational and occupational choices – anything from information technology through to agriculture, music, aged care, childcare, logistics, fitness and business.

A traineeship provides hands-on skills and work experience, and can improve your employment prospects and open up a range of career choices. Upon successful completion, trainees will receive a nationally recognised qualification in their chosen vocational area.



HOW DO I BECOME AN APPRENTICE OR TRAINEE?

Finding an employer to hire you as an apprentice or trainee can be challenging. To give you the best opportunity, NR TAFE recommends the following:

- Research the industry you are interested in
- Participate in a 'Try a Trade' program
- Undertake a Pre-apprenticeship, where available, to give you unpaid workplace experience and some credit towards future apprenticeship or traineeship studies
- Volunteer with a business to get work experience
- Introduce yourself to businesses you would like to work for and circulate your resume

For further assistance, you can also contact a local Jobs and Skills Centre (JSC). JSCs located at NR TAFE are staffed full time at our Broome, Karratha, Kununurra, Pundulmurra (South Hedland) campuses and outreach services are available in Newman, Roebourne, Derby, Fitzroy Crossing, Halls Creek, Bidyadanga and Dampier Peninsular. These centres offer a one-stop shop for career, training and employment advice and assistance. The JSCs can help you by providing free:

- Career information and guidance
- Training and course information
- Help with job searching and job matching
- Skills and qualification recognition information

- Apprenticeship and traineeship assistance
- Culturally sensitive employment and career services for Aboriginal people

For more information, or to start your career journey today, contact your local Jobs and Skills Centre:










Phone
13 64 64

Kimberley
KimberleyJSC@nrtafe.wa.edu.au

Pilbara
PilbaraJSC@nrtafe.wa.edu.au




Apprenticeship Opportunities

NATIONAL ID	QUALIFICATION	LOCATION	DURATION	CAREER OPPORTUNITIES
AUTOMOTIVE				
AUR31116 	Certificate III in Heavy Commercial Vehicle Mechanical Technology	Broome, Pundulmurra	4 years (3 years at TAFE)	Heavy diesel mechanic
AUR30616 	Certificate III in Light Vehicle Mechanical Technology	Broome, Pundulmurra, other campuses by request	4 years (3 years at TAFE)	Light vehicle mechanic
CARPENTRY AND JOINERY				
CPC30211	Certificate III in Carpentry	Broome, Kununurra	4 years (3 years at TAFE)	Carpenter
CPC32011 	Certificate III in Carpentry and Joinery	Broome, Kununurra, Pundulmurra	4 years (3 years at TAFE)	Carpenter and joiner
ELECTRICAL AND ELECTROTECHNOLOGY				
UEE30811 	Certificate III in Electrotechnology Electrician	Karratha, Pundulmurra	4 years (4 years at TAFE)	Electrician
MEM31219 	Certificate III in Engineering – Industrial Electrician	Karratha	4 years (4 years at TAFE)	Electrician or an electrical regulator
ENGINEERING				
MEM30219 	Certificate III in Engineering – Mechanical Trade (Mechanical Fitter ZA)	Karratha, Pundulmurra	4 years (3 years at TAFE)	Mechanical fitter
MEM30219 	Certificate III in Engineering – Mechanical Trade (Fitter and Machinist ZB)	Karratha, Pundulmurra	4 years (3 years at TAFE)	Fitter, machinist
MEM30319 	Certificate III in Engineering – Fabrication Trade	Broome, Karratha, Pundulmurra	4 years (3 years at TAFE)	Boilermaker, welder
HAIRDRESSING				
SHB30416	Certificate III in Hairdressing	Broome, Karratha	3 years (2 years at TAFE)	Hairdresser
COMMERCIAL COOKERY				
SIT30816 	Certificate III in Commercial Cookery	Broome, other campuses by request	3 years (2 years at TAFE)	Chef













REDUCED PRICE FEES AS PART OF THE SKILLS READY INITIATIVE

There has never been a better time to get into training! Course fees on a number of qualifications have been reduced as part of the State Government's WA Recovery Plan, in response to the COVID-19 pandemic.

Course fees in high demand industry areas have been halved for eligible students! To see which courses this initiative applies to, look out for the  stamps. For more information on whether you are eligible and for an up-to-date course list, please visit our website.

Traineeship Opportunities

NATIONAL ID	QUALIFICATION	DURATION
AQUACULTURE, MARITIME AND LOGISTICS		
SFI20119 	Certificate II in Aquaculture	1 year
SFI30119	Certificate III in Aquaculture	2 years
SFI40119	Certificate IV in Aquaculture	3 years
TLI20419	Certificate II in Warehousing Operations	1 year
TLI20119	Certificate II in Logistics	1 year
TLI30319	Certificate III in Supply Chain Operations	2 years
AGRICULTURE, ANIMALS, SCIENCE AND THE ENVIRONMENT		
AHC20416 	Certificate II in Horticulture	1 year
AHC30716 	Certificate III in Horticulture	1 year
AHC21016 	Certificate II in Conservation and Land Management	1 year
AHC31416 	Certificate III in Conservation and Land Management	2 years
AHC40916	Certificate IV in Conservation and Land Management	2 years
AUTOMOTIVE		
AUR20516 	Certificate II in Automotive Servicing Technology	1 year
AUR21913	Certificate II in Tyre Servicing Technology	1 year
BUILDING AND CONSTRUCTION		
CPC20211 	Certificate II in Construction Pathways	6 months
BUSINESS AND FINANCE		
BSB20115	Certificate II in Business	1 year
BSB30115	Certificate III in Business	1 year
BSB30415	Certificate III in Business Administration	1 year
BSB40215 	Certificate IV in Business	1 year
BSB40515	Certificate IV in Business Administration	1 year
BSB41015 	Certificate IV in Human Resources	1 year
BSB41415	Certificate IV in Work Health and Safety	2 years
BSB42015	Certificate IV in Leadership and Management	1.5 years
BSB51915	Diploma of Leadership and Management	2 years
FNS30317	Certificate III in Accounts Administration	1 year
FNS40217	Certificate IV in Accounting and Bookkeeping	1 year

NATIONAL ID	QUALIFICATION	DURATION
EDUCATION AND COMMUNITY SERVICES		
CHC22015 	Certificate II in Community Services	1 year
CHC32015 	Certificate III in Community Services	1 year
CHC42015 	Certificate IV in Community Services	2 years
CHC33015 	Certificate III in Individual Support	1 year
CHC30113 	Certificate III in Early Childhood Education and Care	2 years
CHC43015 	Certificate IV in Aging Support	2 years
CHC40413 	Certificate IV in Youth Work	2 years
CHC50113 	Diploma of Early Childhood Education and Care	3 years
ENGINEERING AND MINING		
MEM20105 	Certificate II in Engineering	1 year
MEM40119	Certificate IV in Engineering (Instrumentation)	1 year
HEALTH, BEAUTY AND FITNESS		
SHB20116	Certificate II in Retail Cosmetics	1 year
SHB20216	Certificate II in Salon Assistant	1 year
SHB30115	Certificate III in Beauty Services	1.5 years
SHB40115	Certificate IV in Beauty Therapy	3 years
SIS30315	Certificate III in Fitness	2 years
HOSPITALITY, TOURISM AND EVENTS		
SIT20316	Certificate II in Hospitality	9 months
SIT30616 	Certificate III in Hospitality	2 years
SIT30116 	Certificate III in Tourism	1 year
SIT30316 	Certificate III in Guiding	1 year
INFORMATION TECHNOLOGY, LIBRARY AND DIGITAL		
ICT20115	Certificate II in Information, Digital Media and Technology	1 year
ICT40418 	Certificate III in Information, Digital Media and Technology	1 year

Travel and Accommodation Allowance

Some apprentices and trainees are required to travel long distances away from their base to access the off-the-job training component of their apprenticeship/traineeship.

If you travel, you may be eligible to claim accommodation and/or travel assistance.

Apprentices/trainees, employers and training providers can access State Government financial assistance through the Travel and Accommodation Allowance (TAA) to assist with these additional costs. For more information on eligibility for financial assistance, please visit the Apprenticeship and Traineeship policy via dtwd.wa.gov.au.



ACCOMMODATION INFORMATION

Accommodation is available through NR TAFE's Karratha, South Hedland and Broome campuses.

Karratha has its own student accommodation, which consists of seven fully furnished houses located behind the main site. All houses contain five single bedrooms, each with their own key, two bathrooms, communal laundry, kitchen and living room.

South Hedland also has student accommodation - 14 self-contained units located at Somerset Drive. There are one and two bedroom units available including two disabled units.

To request NR TAFE student accommodation at Karratha or South Hedland, please visit the Student Accommodation section on our website.

If you are eligible and are required to travel to the Broome campus to attend training, accommodation can be organised by NR TAFE staff on your behalf. Any accommodation organised by NR TAFE in Broome will be off-campus at another local accommodation facility. For Broome accommodation information and support please contact NR TAFE on **1300 996 573**.

Apprentices or trainees attending training (that are eligible to receive an accommodation allowance) that choose to stay in our student accommodation at Karratha and South Hedland, or the accommodation organised via the Broome campus, will not need to pay any costs for their accommodation. NR TAFE will claim students' accommodation allowances on their behalf to cover the accommodation costs.

BOOKING YOUR OWN ACCOMMODATION

You or your employer are welcome to organise your own accommodation for block training outside of NR TAFE's options. You could be entitled to a partial reimbursement of these costs.

ACCOMMODATION FOR STUDENTS UNDER 18

Students under the age of 18 requiring accommodation at any of our campuses will be assessed on a case-by-case basis. Please speak to us for further information.

TRAVEL INFORMATION

If you are eligible and required to travel to attend training as part of your apprenticeship, NR TAFE can assist with your travel requirements (e.g. flights and bus tickets).

If you wish to drive your own vehicle to attend NR TAFE training away from base you could be eligible for a fuel reimbursement. Please contact us for further information on eligibility.

Support Throughout Your Training

EMPLOYMENT BASED TRAINING (EBT) SUPPORT

NR TAFE has a dedicated team of support staff who assist you and your employer throughout the traineeship and apprenticeship process. Once you have officially signed up as a trainee or apprentice, this team of staff can provide assistance in contract management, liaising with lecturing staff and organising travel and accommodation.

Kimberley contact
EBT@nrtafe.wa.gov.au

Pilbara contact
EBTPilbara@nrtafe.wa.gov.au

ABORIGINAL TRAINING SERVICES (ATS) SUPPORT

Aboriginal and Torres Strait Islander students are eligible for a range of support services through our on-campus Aboriginal Training Services (ATS) team. The ATS team delivers culturally appropriate training support for trainees and apprentices, including assistance with study, talking to lecturers, liaising with service providers and more. Please contact NR TAFE on **1300 996 573** for more information on our student services and support.

LITERACY, NUMERACY AND STUDY SUPPORT

Literacy, numeracy and study support is available to all apprentices and trainees once they have enrolled in their chosen qualification. This support assists students through the theoretical components of the course including reading, writing and mathematics. If you think you may need extra assistance with your training, please talk to your lecturer about arranging this support.

DISABILITY SUPPORT

Our Disability Support Coordinator is available to provide information and advice, arrange reasonable adjustments, assistive equipment and technologies, interpreters and in-class tutorial support. Students are encouraged to discuss their needs with their lecturer and make contact with the Disability Support Coordinator about the impact of their disability, impairment or medical condition and to gain assistance in determining what support will be needed while undertaking their course. To access this support as part of your training, please discuss your needs with your lecturer upon sign up. All information provided will be treated confidentially. For more information, please contact Disabilitysupport@nrtafe.wa.edu.au



Employing an Apprentice or Trainee

In today's ever-changing business world, it is important to have a skilled workforce that can learn and grow with you and adapt to both challenges and opportunities.

A smart employer knows that a focus on their people is just as important as a focus on finance or any other aspect of the business.

NR TAFE offers flexible apprenticeship and traineeship courses to fit in with your business needs. As an established training provider, we understand the trends, demands, challenges and opportunities of our region.

We specialise in training that provides your apprentice or trainee with a solid knowledge base and work readiness skills. This may be done on-campus, online, on-the-job, or through a combination of delivery methods, including Recognition of Prior Learning. Your employee's apprenticeship or traineeship will be developed in consultation with you, the employer and your employee, and will be designed to meet the needs of your business and the trainee/apprentice. This approach features more flexible options, backed by extra support services.

If you would like assistance in recruiting and supporting a trainee or apprentice, the Jobs and Skills Centres can assist.

For more information, please contact **13 64 64** or visit jobsandskills.wa.gov.au.

FINANCIAL INCENTIVES

The Federal Government offers employers financial incentives to employ apprentices and trainees, including school-based apprentices, adult apprentices and out of contract apprentices.

In addition to this, the WA State Government provides a Jobs and Skills WA Employer Incentive. This financial assistance is for Western Australian businesses who employ an apprentice or new entrant trainee and who have lodged the training contract for registration on or after 1 July 2019. The aim of the incentive is to increase apprenticeship and traineeship commencements by providing employers with assistance to meet the costs of employing an apprentice or trainee. For more information on the incentives Please visit the Employer Incentive page via jobsandskills.wa.gov.au.

The State Government also provides payroll tax exemptions for employers of apprentices and trainees.

For more information on incentives, which you and your potential trainee/apprentice may be eligible for, please contact your local Australian Apprenticeship Support Network (AASN).

HOW TO EMPLOY AN APPRENTICE OR TRAINEE

You can employ an apprentice/trainee directly, or become a host employer through a Group Training Organisation (GTO).

Direct Hire: An employer can recruit an apprentice or trainee in the same way you would recruit other employees. Once you have identified the perfect trainee/apprentice, you will need to make contact with the local Australian Apprenticeship Support Network Office (AASN) to formalise the training contract. Please see their contact details on the following page.

Group Training Organisations (GTO): A GTO employs the apprentice or trainee and hosts them to suitable businesses. GTOs can offer a range of support to your business such as ongoing mentoring, pre-employment programs, hiring and placement of candidates. GTOs are also helpful if you cannot guarantee work for the full term of the apprenticeship or traineeship, or do not want the additional administrative workload.

To sign up an apprentice or trainee, please contact one of the AASN providers listed on the following page.



AUSTRALIAN APPRENTICESHIP SUPPORT NETWORK (AASN) DETAILS

APPRENTICESHIP SUPPORT AUSTRALIA CCI

1300 363 831

info@apprenticeshipsupport.com.au

www.apprenticeshipsupport.com.au

Kimberley 0429 106 785

Karratha 0488 919 159

Port Hedland 0438 716 583

Newman 0417 925 554

THE APPRENTICESHIP COMMUNITY

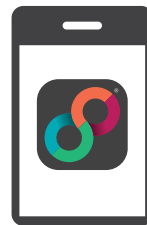
(08) 6165 3362

info@apprenticeshipcommunity.com.au

www.apprenticeshipcommunity.com.au

Take charge of your future.

**WATCH ME
COME TO LIFE!**



1. Download **ACTIV8AR** app
2. Scan the page with your phone.

CONTACT



1300 996 573



info@nrtafe.wa.edu.au



northregionaltafe.wa.edu.au

RTO Provider No: 52788

WYNDHAM

KUNUNURRA

DERBY

BROOME

FITZROY CROSSING

HALLS CREEK

PUNDULMURRA

KARRATHA

MINURMARGHALI MIA

TOM PRICE

NEWMAN



NorthRegionalTAFE