



# Communities@Work

CENTRE OF PROFESSIONAL  
LEARNING AND EDUCATION  
(RTO 88148)

# Employer Traineeships Handbook

## Contact Details

Communities@Work's Centre of Professional Learning and Education (RTO 88148)

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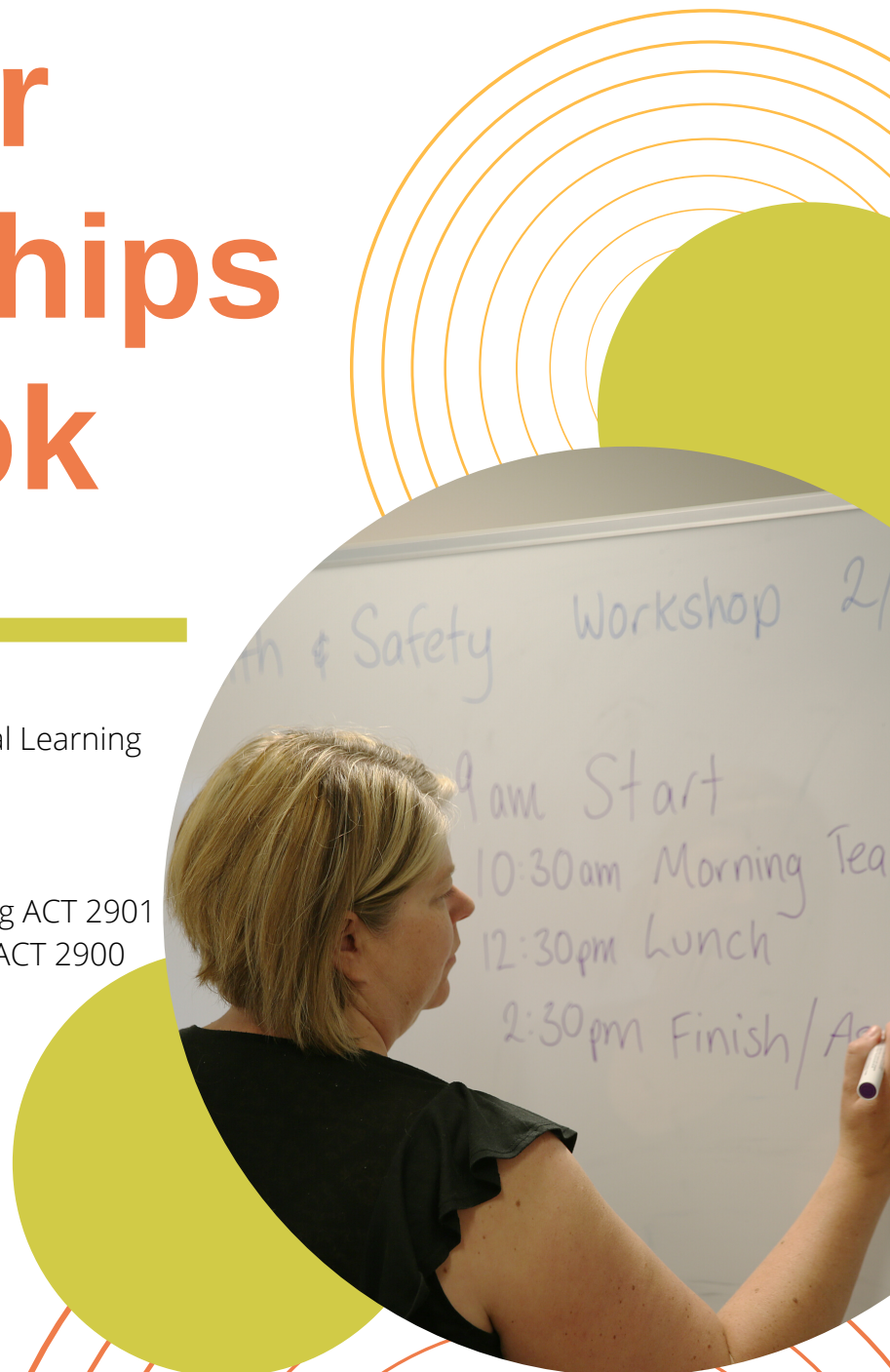
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real skills for  
real careers



# ABOUT US



Communities@Work is a small Registered Training Organisation, trading as Centre of Professional Learning and Education (CPLE) (RTO 88148).

We pride ourselves in delivering exceptional training programs and services that have been developed to meet sector requirements. Our passionate team specialise in delivering vocational education and training (VET) qualifications in early childhood education and care. Our quality, evidence-based approach to delivering early childhood VET qualifications, consists of a range of teaching and learning strategies that are used to deliver the qualification including; face to face classes, workshop tasks, projects and hands on experience in the work environment.

Our training facilitators are qualified professionals who have relevant industry experience, qualifications and are committed to supporting students throughout their enrolment to successfully achieve their qualification.

In addition to delivering early childhood VET qualifications we offer an array of training programs such as professional learning sessions and customised training, across the ACT and the surrounding region.

The professional learning and training programs delivered by CPLE are designed to enhance the quality and capacity of services in providing education and care that aligns with the National Quality Standards (NQS) and the National Standards of Registered Training Organisation's 2015.

## Communities@Work



**FINALIST**  
2019 ACT SMALL TRAINING  
PROVIDER OF THE YEAR

ACT TRAINING  
**AWARDS** 2019

[commsatwork.org](http://commsatwork.org)

# TRAINEESHIPS OUTLINE

Communities@Work's Centre of Professional Learning and Education (RTO 88148), is offering eligible candidates the opportunity to enrol into one of our training courses through a User Choice funded traineeship, for new and existing employees. Our traineeships are combined with structured training and paid work, allowing trainees to earn while they learn and receive a nationally recognised qualification!

## Benefits of a traineeship;

- ✓ Earn while you learn!
- ✓ Networking opportunities for trainees.
- ✓ Training in skills and knowledge to meet the needs of your business.
- ✓ Structured training in a flexible learning environment including; face to face, online learning and on-the-job training.
- ✓ A cost effective way of study with Government funding to subsidise the cost of training.
- ✓ Financial incentives for both the trainee and employer, pending trainee eligibility.
- ✓ Attainment of a nationally recognised qualification on successful completion of the training course.

## What is User Choice Funding?

User Choice funding arrangements provide subsidised apprenticeships and traineeships. User Choice is a national funding policy funded by the ACT and Australian Governments and is available to eligible learners who are undertaking a nationally recognised qualification. The User Choice funded training contract is initiated by an Apprenticeship Network Provider (ANP) and is linked between the employer, trainee and registered training provider.

## What is an Apprenticeship Network Provider (ANP)?

Apprenticeship Network Providers (ANP) are non-government organisations contracted by the Australian Government to help employers and trainees to enter into a training contract for a User Choice funded traineeship with a registered training provider. Trainees cannot commence a traineeship without the involvement of an ANP. ANP's provide free support services to all parties involved with the traineeship from pre-commencement sign up, completion of the training contract and managing all eligible employer incentive payments. For further information on ANP's or to contact an ANP please visit <https://www.australianapprenticeships.gov.au/about-aasn>.

## Trainee Eligibility

### Trainee's must;

- Be employed for a minimum of 15 hours per week on a part-time or permanent basis
- Employed within the ACT
- Is at least 15 years of age
- Be an Australian citizen, permanent resident or New Zealand passport holder resident for more than 6 months, or hold an eligible visa
- Meet the minimum ACSF levels of the Language, Literacy and Numeracy assessment required for the qualification level.
- Cannot be a casual employee or self-employed (sub-contractor)
- Supervised by a suitably qualified person who is permanently employed at the same workplace

# OUR TRAINEESHIP MODEL

Our traineeship model is designed to be flexible for both the student and employer, tailoring the training course to your needs by providing a variety of blended education opportunities. Our quality, evidence-based approach to delivering our training programs, consists of a range of teaching and learning strategies, including;

- face to face workshops
- webinars
- workshop tasks
- online learning
- projects
- on-the-job learning and assessment

## Traineeship Fees

The cost of the traineeship varies on the level of the qualification, our fees consist of \$400 for a Certificate III and \$500 for the Diploma. Fees are payable by the trainee or employer and are invoiced on confirmation of enrolment into the chosen training course. Fees are non-refundable but a fee concession is available to eligible students who either hold a current and valid;

- Australian Government Health Care Card;
- Australian Government Low Income Health Care Card;
- Australian Government Pensioner Concession Card;
- Veteran's Gold Card.

## Financial Incentives for Trainees

Trainees who meet eligibility criteria under the ACT Australian Apprenticeship Guidelines may be eligible for a completion incentive of up to \$300 on successful completion of their traineeship.

For further information in regards to fees and charges please refer to our Fee Schedule.



# DELIVERY MODE

Our traineeships are designed to be flexible and combine structured training and paid work, allowing trainees to access a blend of learning opportunities to successfully complete their qualification.

## ONLINE LEARNING

Via our Learning Management System (LMS) Canvas, trainees get access to all the required study materials they need to complete their studies. Readings, assessments, videos, forums and additional resources are all on offer. Trainees are able to download assessment and upload completed work for marking. Modules open on the start date as allocated in the trainees schedule and remain open until completion, however strict due dates are set and trainees are expected to submit assessment by due dates.

## PRE-RECORDED WEBINARS

Pre-recorded webinars will be released in Canvas as per dates outlined by your Trainer/Assessor, during module delivery. These webinars are recorded PowerPoint presentations which contain information that will support you in the completion of the assessment tasks contained within each module, that facilitate extra support and understanding without the need to leave your workplace or home.

## FACE TO FACE CLASSES

CPLE recognise the importance of face to face learning in a day and age where many training providers are moving towards online-only learning. This delivery mode can be very isolating and lack the support many trainees need. CPLE schedule fortnightly, face to face workshops which provide opportunities for trainees to meet with their assigned Trainer/Assessor, network with other trainees and access learning materials and resources. Classes run from 9am - 4pm on assigned dates and provide learners with the opportunity to ask questions, gain understanding in the assessment requirements and work on assessment tasks in a social group setting.

## ON-THE-JOB LEARNING

Trainees have the opportunity to have a hands on experiences in an environment where they will need to practice the knowledge and skills obtained during their training, and implement it back into the work place. Workplaces can provide teaching and mentoring opportunities for the trainee, providing skills and knowledge needed for employees to perform a specific job within the workplace.

# EMPLOYER OBLIGATIONS

Employers are obliged to support the trainee throughout the duration of the training contract, these obligations include;

- Trainees must be employed to work a minimum of 15 hours per week until the completion of the traineeship.
- Providing on-the-job skill development by providing workplace tasks that relate to the units of competency within the qualification
- Working with the RTO and trainee to support the achievement of competence in required skills and knowledge
- Release the trainee to access the minimum and undertake structured training and assessment (as per Industry Award or 20% of training contract hours per week) until the full qualification and the training contract is completed.

## Structured Training and Assessment

As per requirement AA28 of the ACT Standards Compliance Guide for Australian Apprentices, workplaces must allow their trainee *"access to a minimum of 20% of the training contract hours per week or as otherwise stated in the relevant Modern Award, for structured training and assessment (including RPL) until the full qualification and the training contract have been completed"*.

There are no set forms of what structured training time looks like, however this can include a variety of:

- Paid, off the floor study time for assessment completion
- Roster release for class attendance as per the allocated trainee schedule
- On-the-job mentoring and guidance
- Provision of resources for the sake of assessment completion. This may mean giving a trainee access for a time to a particular age group for the sake of assessment completion or supporting them in sourcing required policy, procedures, documents etc for assessment.
- Completion of the workplace observation report by a suitably qualified supervisor
- Provision of verbal feedback, direction and support.

Provisions do not need to be documented or logged however workplaces have an obligation, legal and ethical responsibility to support all enrolled trainees. With regards to the aspect of 'paid off-the-floor' structured training time, please note the following:

- If your trainee is contracted to work on the day they are scheduled to attend class, this will result in the need for you to release them and offer paid study time during class attendance for normal hours otherwise worked.
- If your trainee is not rostered to work on a scheduled day of class, please speak with CPLE for the sake for determining how your service must fulfill this legal requirement as it will be dependent on your trainees employed hours per week.

# EMPLOYER INCENTIVES

As an employer of a trainee you may be eligible for a range of financial incentives through the Incentives for Australian Apprentices Scheme (IAA) from the Australian Government of up to \$4000.00\* per trainee.

Employees are classified either as a new worker or existing worker. These classifications determine what possible incentives the employer is entitled to if the employee meets the incentive eligibility criteria set out in the IAA scheme.

- 1. New Worker:** An employee who is classified as a new worker has been employed less than 3 month's full time or 12 months part-time.
- 2. Existing Worker:** An employee who is classified as an existing worker has been employed more than 3 month's full time or 12 months part-time.

Apprenticeship Network Providers (ANP) are available to assist employers in regards to eligibility for financial incentive claims. Both new and existing workers can attract different levels of funding. Further incentives and financial support are also available to employers.

To find out further information in regards to these additional incentive payments and claims please visit <https://www.australianapprenticeships.gov.au/>.

## READY TO ENROL?

Our approach to enrolment is to ensure both the trainee and employer have made an informed decision to enrol into a training course that is suitable for them. Enrolment is easy through the following steps;

- 1.** Select your employee candidate and discuss course possibilities
- 2.** Confirm their commitment to the training program, to your service standards, organisational requirements and expectations.
- 3.** Contact us at [cple@commsatwork.org](mailto:cple@commsatwork.org) or phone 02 6293 6220 to inform us of your potential trainee.
- 4.** Organise a time to meet and discuss the training program and course requirements, including trainee eligibility.
- 5.** Register with an Apprentice Network Provider (ANP) prior to formal enrolment to initiate the training contract to access User Choice funding.
- 6.** Commence formal training!

**Please note:** Communities@Work Work's Centre of Professional Learning and Education is not a registered training provider with CRICOS and therefore not eligible or permitted to provide nationally recognised training to international students in Australia on a student visa.

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**Website:** <https://www.asqa.gov.au/>

**Apprenticeship Network Provider (ANP)**

**Sarina Russo Apprenticeships**

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**Fair Work Ombudsman**

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