

Traineeships with South Coast Community College

Employer Information



What is a traineeship?

A Traineeship combines on the job practical training given by the employer with formal training and assessment with a Registered Training Organisation such as South Coast Community College. Over a one to three year program, depending on qualification, the trainee can learn directly from you or your expert supervisors and grow with your business to complete their traineeship period with a nationally recognized qualification.

A traineeship can be part-time, full-time or school-based.

What are the benefits of traineeships for your workplace

Working in partnership with a Registered Training Organisation, you can have a positive influence on the training of your staff who will complete their training with a nationally recognized qualification and an understanding of your business and its clients. Around 50% of trainees will stay on with their employer after completing their training.

South Coast Community College trainers and assessors are experienced in your industry and make a positive contribution to the training of your young person and bring perspectives that have a positive impact on both the trainee and the business.

Financial incentives are available to employers of trainees and in addition to the direct benefits to your business, you will be contributing to the next generation of skilled workers in your local economy.

How do traineeships work?

When you have selected your trainee you will need to sign a Traineeship Contract with the assistance of an Apprenticeship Network Provider who will give you advice about the most suitable qualification for the trainee in your workplace; incentive payments and traineeship term. This is a legal requirement and the basis on which you will be able to receive incentives for supporting your trainee. This contract will be approved and Registered by Training Services NSW. Who regulate traineeships in NSW. You will also be required to appoint a Registered Training Organisation, such as South Coast Community College. We will help you to:

- Identify training units of competency which will be best suited to your workplace
- Develop a detailed Training Plan to cover the term of the traineeship
- Oversee and support the delivery of training content and conduct formal assessments to confirm the trainee's competence for each unit undertaken.

Once your trainee has completed the term of their traineeship and all their required units of competency, they will receive a Nationally Recognised Qualification from South Coast Community College and a Certificate of Proficiency from Training Services NSW.

What are an employer's responsibilities?

All employers of trainees must ensure that they are paying the right wages, entitlements and conditions. You must ensure that the traineeship is formalized with a Training Contract. An Apprenticeship Network Provider can provide advice to ensure you have all the information you need to do this. This is a free service.

As an employer you must provide your trainee with:

- Every opportunity to learn the skills and acquire the knowledge of the trade or traineeship.
- An adequately qualified or experienced person to run the training and supervise them in the workplace.
- Access to structured on and/or formal training.
- Time off work with pay to undertake training and assessment delivered by the Registered Training Organisation
- A safe working environment.

You must work collaboratively with the Registered Training Provider to establish a Training Plan and ensure that it is followed.

Why choose South Coast Community College for your trainee?

We have an excellent team of staff who work collaboratively with our delivery partners and clients to develop training programs that are relevant to individual workplaces and focused on the needs of our students. We offer flexible, work-based delivery and have a dedicated team of trainers and assessors who are experienced in delivering full qualifications and traineeships in a variety of formats. We work with you to establish a training program that will meet government requirements while still ensuring it is relevant to your workplace. We ensure that trainees are well resourced and employers supported with regular communication about student progress and training needs.

Next steps

- Talk with an Apprenticeship Network Provider about traineeships for your workplace.
- Recruit your trainee
- Contact South Coast Community College for more information about our traineeship delivery. We can assist you to develop a flexible work-based training program that will suit your trainee or trainees.