



# Traineeships with South Coast Community College

## Student 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 the traineeship type, you can learn directly from expert workplace supervisors and finish your term with a nationally recognized qualification.

A traineeship can be part-time, full-time or school-based and is available to anyone of working age.

### *Why should you do a traineeship?*

The most obvious benefit to you is that you will be paid for your work while you are undertaking training towards a qualification. In addition, this qualification is nationally recognized which means it is considered to be a quality qualification throughout Australia.

Employers all over Australia hold traineeships in high regard. If you have completed a traineeship employers will understand that you have had the dedication, commitment and loyalty to complete a structured training program, designed by industry experts and overseen by workplace expert supervisors.

You will be learning practical skills from experienced people in the workplace and your South Coast Community College assessors have considerable industry experience to add to your learning. When you graduate you won't be worrying about a big debt for your training.

Traineeships are often a path to full-time employment in a business with approximately 50% of trainees remaining to work with their employer after their training period has finished.

### *How do traineeships work?*

To undertake a traineeship you must sign a Training Contract with your employer and an Apprenticeship Network Provider. This is a legal requirement to formalize your training arrangements. Your employer will appoint a Registered Training Organisation such as South Coast Community College to oversee and support your training and assessment and issue you with a nationally recognized qualification at the end of your training. Your employer will work with South Coast College to ensure that the Training Plan and units chosen for your training reflect your role in the workplace and provide a positive experience for you in your learning.

### *What are your responsibilities as a trainee?*

You must make every effort to acquire the skills and knowledge needed to complete your traineeship. You can do this by:

- Accepting instruction and training given by the employer or workplace supervisor
- Attending any scheduled training or meetings delivered by South Coast Community College
- Completing assignments and other tasks set by South Coast Community College
- Maintaining your competency record book or work evidence guide if you are issued one
- Always notifying your supervisor if you are running late, unable to come to work or face to face training if it is required
- Making every effort to acquire the skills and knowledge needed to complete your apprenticeship.

### *Why choose South Coast Community College for your trainee?*

Our trainers and assessors work closely with you and your supervisor to ensure you receive training that is relevant to your job role. We provide support through regular contact to ensure you are comfortable with your learning material and are making progress to achieve your learning goals. Our trainers and assessors are passionate about their industry and are keen to work with trainees to inspire and encourage them on their learning journey.

### *Next steps*

- Work out what industry you would like to target for your traineeship. Consider doing a short course to work out if you will enjoy the industry / job. South Coast College has a variety of short courses available and subsidized by the NSW Government through their Job Trainer Summer Skills program.
- Find an employer who is willing to take on a trainee.
- Contact South Coast Community College for more information about our traineeship delivery.