

APPRENTICESHIPS & TRAINEESHIPS

NORTH REGIONAL TAFE



(08) 9158 5632



apprenticeships@nrtafe.wa.edu.au



northregionaltafe.wa.edu.au

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.

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CAMPUS LOCATIONS

BROOME 68 Cable Beach Road, Broome WA 6725	MINURMARGHALI MIA (ROEBOURNE) 5 Fraser Street, Roebourne WA 6718
DERBY 40 Clarendon Street, Derby WA 6728	NEWMAN 557 Kalgan Drive, Newman WA 6753
FITZROY CROSSING Lot 503 Flynn Drive, Fitzroy Crossing WA 6765	PUNDULMURRA (SOUTH HEDLAND) 18 Parker Street, South Hedland WA 6722
HALLS CREEK 1 Terone Street, Halls Creek WA 6770	TOM PRICE Lot 3 Stadium Road, Tom Price WA 6751
KARRATHA Lot 2598 Dampier Highway, Karratha WA 6714	WYNDHAM Sharpe Street, Wyndham WA 6740
KUNUNURRA 79 Coolibah Drive, Kununurra WA 6743	



Disclaimer: Information provided in this publication is a summary, intended for prospective students. All information in this Guide is correct as of April 2022. North Regional TAFE reserves the right to withdraw a subject or course if necessary. NR TAFE also reserves the right to alter, cancel or otherwise modify in any way, material contained in this publication.



APPRENTICESHIPS AND TRAINEESHIPS

NorthRegionalTAFE (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 hairdressing, cookery, engineering and metal fabrication, automotive and mechanical, building and construction and electrical specialisations.

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, 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.



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.

Contact

9158 5632

apprenticeships@nrtafe.wa.edu.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.

ACCESSABILITY SERVICES

We are committed to providing equitable access and inclusion for people with varying ability. We have a dedicated AccessAbility Coordinator and support staff who can provide information, advice and coordinate individualised reasonable adjustment support when required. AccessAbility services are confidential.

To find out more about what resources and support are available to you whilst undertaking your training, please view our Disability Access and Inclusion Plan available on our website, email AccessAbility@nrtafe.wa.edu.au or call our Client Services Team and ask to speak to our AccessAbility Coordinator.



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, Bidadanga and Dampier Peninsula. 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
- Qualification and skills 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

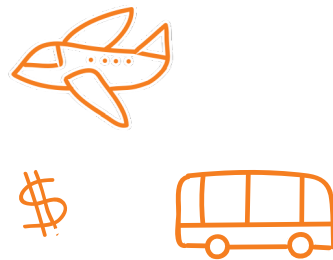
Pilbara
PilbaraJSC@nrtafe.wa.edu.au



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 and South Hedland 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.

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 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 are 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.



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 (RPL). 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.

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 Apprenticeship Connect Australia Providers (ACAP.)

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 Apprenticeship Connect Australia Providers (ACAP) Office 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 ACAP providers listed on the following page.

APPRENTICESHIP CONNECT AUSTRALIA PROVIDERS (ACAP) DETAILS

SKILLING AUSTRALIA HOTLINE
1800 020 108
www.apprenticeships.gov.au

APPRENTICESHIP SUPPORT AUSTRALIA
1300 363 831
info@apprenticeshipsupport.com.au

MEGT APPRENTICE CONNECT PROVIDER
136348
acpinfo@megt.com.au

EMPLOYMENT SERVICES
136963
info@megt.com.au
employmentservices@megt.com.au



MY TRAINING JOURNEY

Every journey is different, but we are here to help you.

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Find an employer



Approach a local employer that you would like to complete your on-the-job training with. Try some volunteering in your preferred industry or participate in a 'Try a trade' program.

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You're in. Nice work!

You are officially a North Regional TAFE student and we can't wait to be a part of your training experience. Need assistance with travel and accommodation for your block training at campus?

Contact our Employment Based Training staff or visit our website to complete your accommodation form at northregionaltafe.wa.edu.au



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We're here for you

Let us support you throughout your training journey with our range of support teams and services.

- ☒ Aboriginal Training Services (ATS)
- ☒ Employment Based Training (EBT)
- ☒ AccessAbility support
- ☒ Literacy and Numeracy
- ☒ Jobs and Skills Centres
- ☒ IELTS and English as a Second Language

Head to page 5 to find out more

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Ready for more?

Thinking of continuing your studies?
Keen to upskill?

Take charge of your future!



Discover your training options!

You're thinking about becoming an apprentice or trainee?

Not sure where to start? Try researching the industry you're interested in. Check out page 3 for the first step.



3

The important stuff...

You and your employer need to meet with an Apprenticeship Connect Australian Providers (ACAP) provider to get your Training Contract sorted.

It's time to set up your Unique Student Identifier (USI), where your training records and results will live.

You'll also need to know what your options are when it comes to paying for your training and whether you're eligible to complete any Recognition of Prior Learning (RPL) units.

Head to page 8

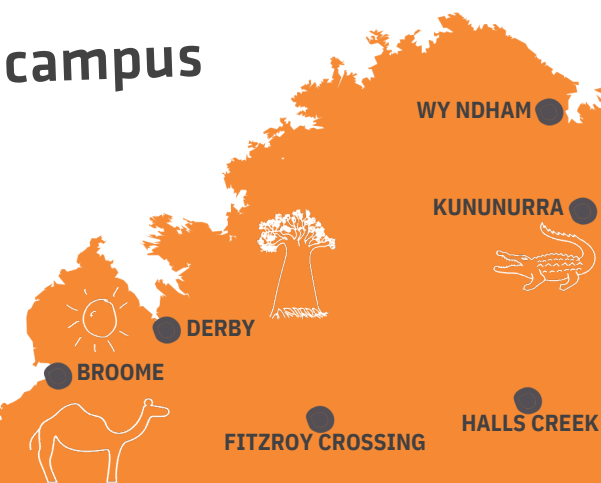


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Explore your campus











Get to know what facilities and surroundings are near you!

Scan the QR code with your phone or head to the Campus page on our website to find out more.



Where can you find us?

APPRENTICESHIP OPPORTUNITIES

NATIONAL ID	QUALIFICATION	LOCATION	DURATION	CAREER OPPORTUNITIES
AUTOMOTIVE				
AUR31120	 Certificate III in Heavy Commercial Vehicle Mechanical Technology	Pundulmurra (South Hedland)	4 years (3 years at TAFE)	Heavy diesel mechanic
AUR30620	 Certificate III in Light Vehicle Mechanical Technology	Broome, Pundulmurra (South Hedland), Mininurmarghali Mia (Roebourne)	4 years (3 years at TAFE)	Light vehicle mechanic
BUILDING AND CONSTRUCTION				
CPC30220	 Certificate II in Construction Pathways	Broome, Minurmarghali Mia (Roebourne) Pundulmurra (South Hedland)	4 years (3 years at TAFE)	Carpenter
RII30820	 Certificate III in Civil Construction Plant Operations	Minurmarghali Mia (Roebourne)	3 years	Earthmoving Plant Operator
ELECTRICAL AND ELECTROTECHNOLOGY				
UEE30820	 Certificate III in Electrotechnology Electrician	Karratha, Pundulmurra (South Hedland)	4 years	Electrician
ENGINEERING AND MINING				
MEM30219 -AD57	 Certificate III in Engineering - Mechanical Trade (Fitting/machining)	Karratha, Pundulmurra (South Hedland)	3 years	Engineering Tradesperson
MEM30219 -AD58	 Certificate III in Engineering - Mechanical Trade (Fitting)	Karratha, Pundulmurra (South Hedland)	4 years (3 years at TAFE)	Engineering Tradesperson
MEM31922 -AE16	 Certificate III in Engineering - Fabrication Trade (Boilermaking/welding)	Broome, Karratha, Pundulmurra (South Hedland)	3 years	Boilmaker/Welder
MEM31219	 Certificate III in Engineering - Industrial Electrician	Karratha	4 years	Industrial Electrician
HEALTH, BEAUTY AND FITNESS				
SHB30416	Certificate III in Hairdressing	Broome, Karratha	3 years (2 years at TAFE)	Hairdresser
HOSPITALITY, TOURISM AND EVENTS				
SIT30821	 Certificate III in Commercial Cookery	Broome, Pundulmurra (South Hedland)	1 year	Commercial Cook, Head Chef

FREE

GET INTO TRAINING WITH NO COURSE FEES!

There are more than 130 fee free* courses and skill sets to choose from across WA TAFE colleges and private training providers. Fee free training is available for courses in priority industry areas like healthcare, IT, building and construction, and hospitality, to help build WA’s skilled workforce.

*some eligibility criteria apply for free training and other fees apply for free qualifications. Exsisting worker traineeships are not eligibile for the fee free arrangements. Visit our FAQs for full details








GET INTO TRAINING WITH LOW FEES!

Take advantage of around 160 low fee* courses reduced by half or more - some up to 72%! There’s also an annual fee cap of \$400 for jobseekers, youth up to 25 and concession holders, and \$1,200 for all other students.

The Lower fees, local skills initiative offers qualifications with skills that employers are looking for.

*Other fees may apply for some qualifications. View our FAQs for full details.

TRAINEESHIP OPPORTUNITIES

NATIONAL ID	QUALIFICATION	DURATION
AQUACULTURE, MARITIME AND LOGISTICS		
SFI30119	Certificate III in Aquaculture	2 years
AGRICULTURE, ANIMALS, SCIENCE AND THE ENVIRONMENT		
AHC20422	 Certificate II in Horticulture	1 year
AHC20122	 Certificate II in Agriculture	2 years
AHC30122	 Certificate III in Agriculture	2 years
AUTOMOTIVE		
AUR20520	Certificate II in Automotive Servicing Technology	1 year
AUR21920	Certificate II in Automotive Tyre ServicingTechnology	1 year
BUILDING AND CONSTRUCTION		
CPC20220	 Certificate II in Construction Pathways	6 months
BUSINESS AND FINANCE		
BSB20120	Certificate II in Workplace Skills	1 year
BSB30120	Certificate III in Business	1 year
BSB30120-AC46	Certificate III in Business (Administration)	1 year
BSB40120	 Certificate IV Business	1 year
BSB40420	 Certificate IV in Human Resource Management	1 year
BSB41419	 Certificate IV in Work Health and Safety	2 years
FNS30322	Certificate III in Accounts Administration	2 years
FNS40222	Certificate IV in Accounting and Bookkeeping	1.5 years
FNS50222	Diploma of Accounting	2 years

TRAINEESHIP OPPORTUNITIES

NATIONAL ID	QUALIFICATION	DURATION
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EDUCATION AND COMMUNITY SERVICES

CHC22015	<div>1/2 PRICE</div> Certificate II in Community Services	6 months
CHC30121	Certificate III in Early Childhood Education and Care	2 years
CHC32015	<div>1/2 PRICE</div> Certificate III in Community Services	6 months
CHC50121	Diploma of Early Childhood Education and Care	1 year

ENGINEERING AND MINING

MEM20105	Certificate II in Engineering	1.5 years
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HEALTH, BEAUTY AND FITNESS

SHB20121	Certificate II in Retail Cosmetics	2 years
SHB40121	Certificate IV in Beauty Therapy	2 years
SIS30122	Certificate III in Sport, Aquatics and Recreation	2 years

HOSPITALITY, TOURISM AND EVENTS

SIT20322	<div>1/2 PRICE</div> Certificate II in Hospitality	1 year
SIT20421	<div>1/2 PRICE</div> Certificate II in Cookery	6 months



Can't find what you are looking for?

Speak to our friendly Client Services Team on 1300 996 573 about how we can assist with your training requirements.

