

Australian Apprenticeships: One pathway to a better future

Peta Skujins

Australian Apprenticeships and Traineeships Information Service

Who is AATIS?

- Australian Apprenticeships and Traineeships Information Service
- Funded by the Australian Government Department of Education and Training
- Provides relevant, accurate and timely information to students, job seekers, employers and other stakeholders in the Australian Apprenticeships sector

What do we do?



Free call 1800 338 022

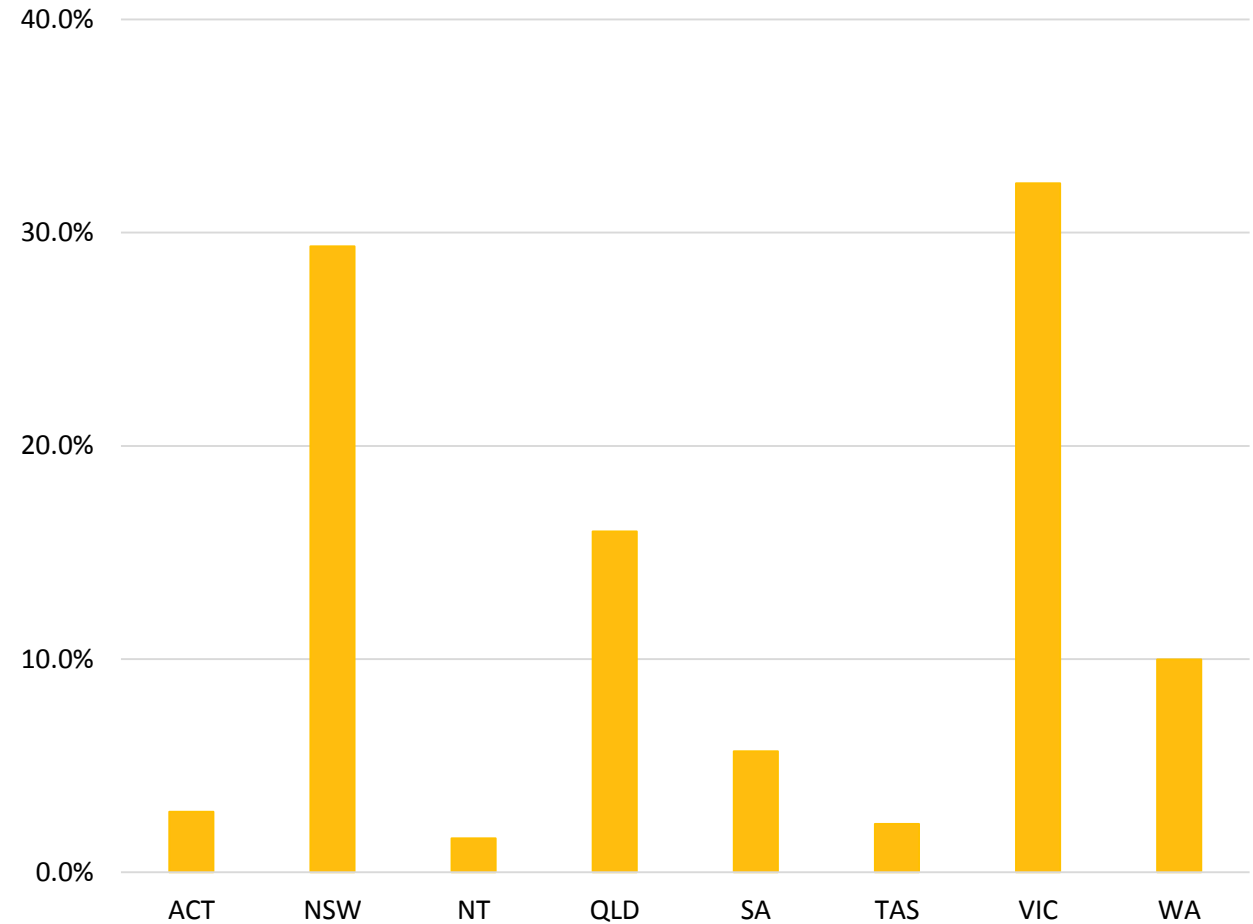
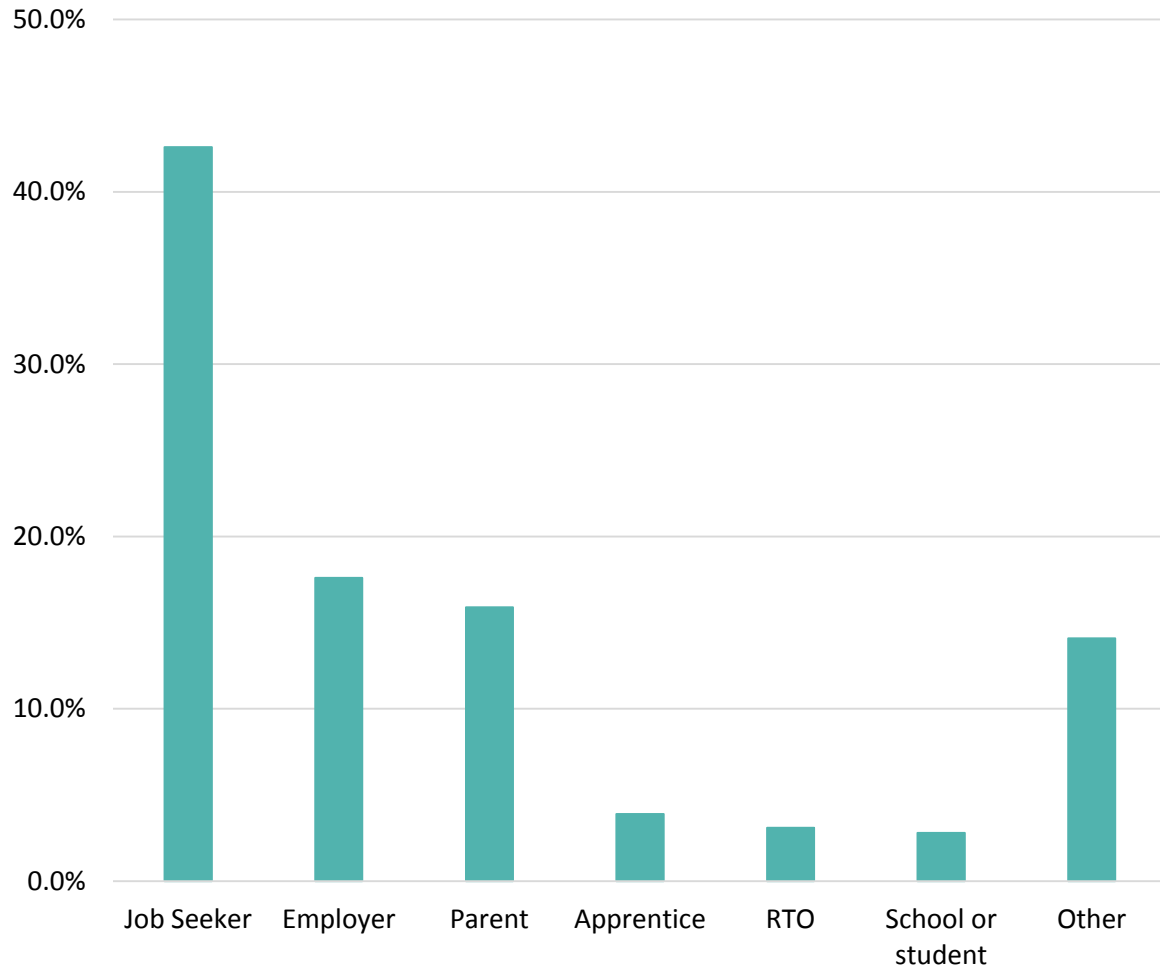


www.aapathways.com.au



www.ausapp.com.au

Who uses our service?

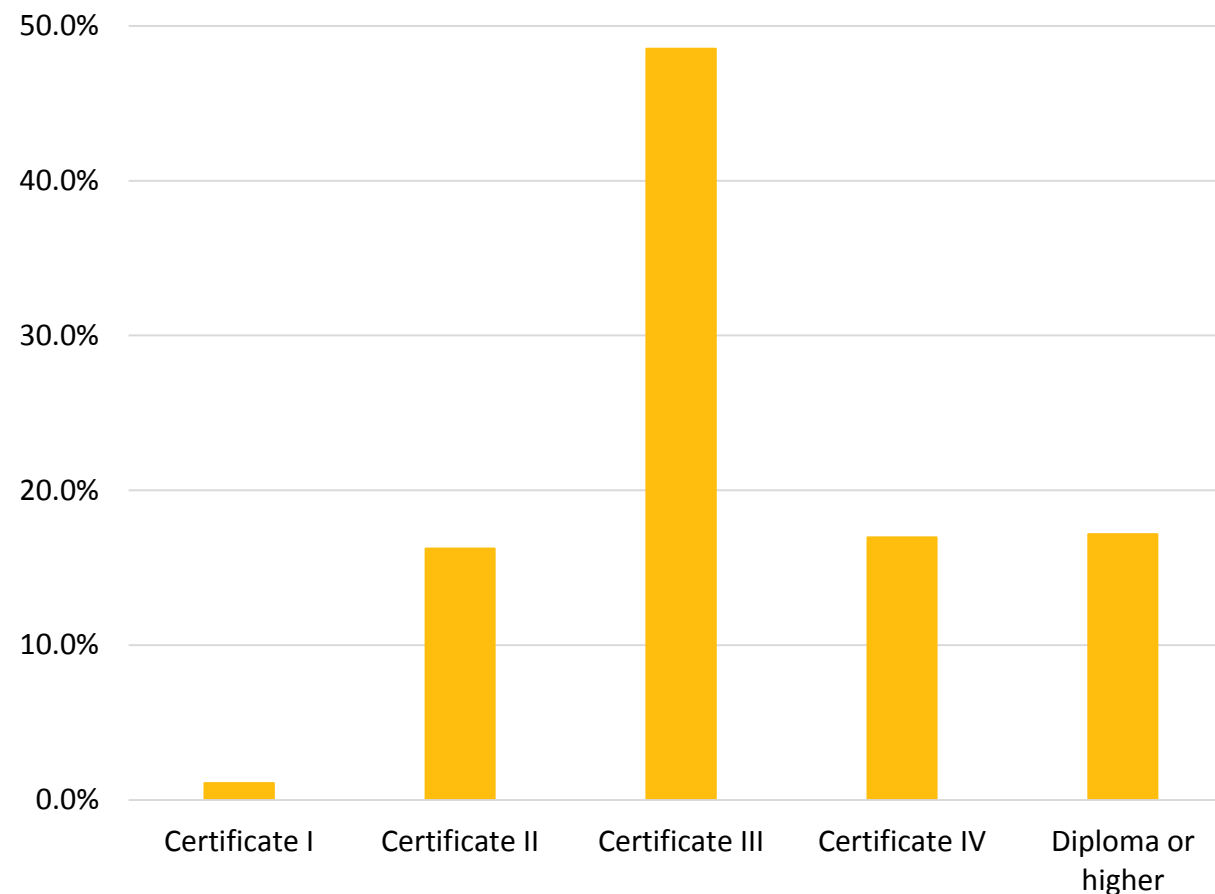


Source: AATIS call register, 2017.

Community Education and Australian Apprenticeships

Community Education and Apprenticeships

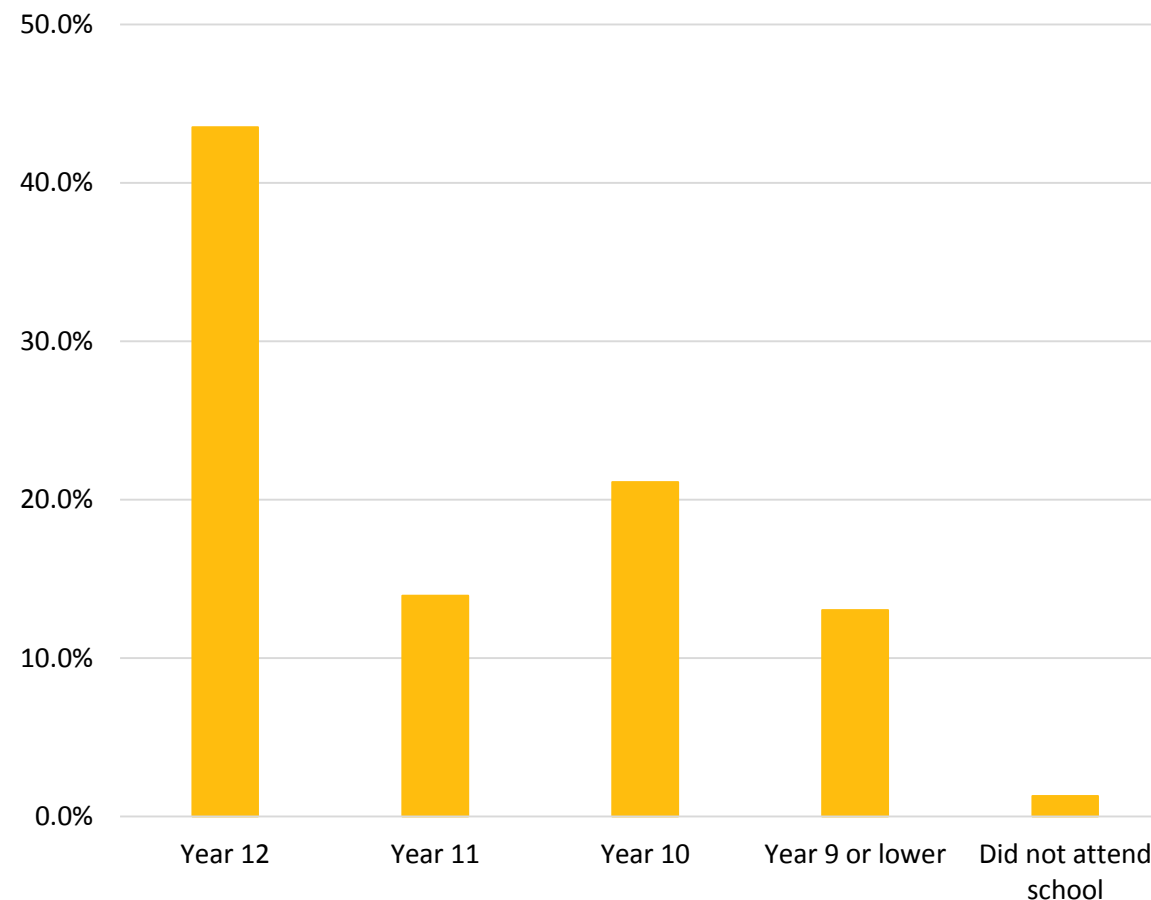
- **2.1%** of apprentices study at community education providers
- **7.5%** of community education students are doing an apprenticeship
- **17.3%** doing a Certificate I or II



Source: NCVET Total VET Students and Courses, 2015 data.

Community Education and Apprenticeships

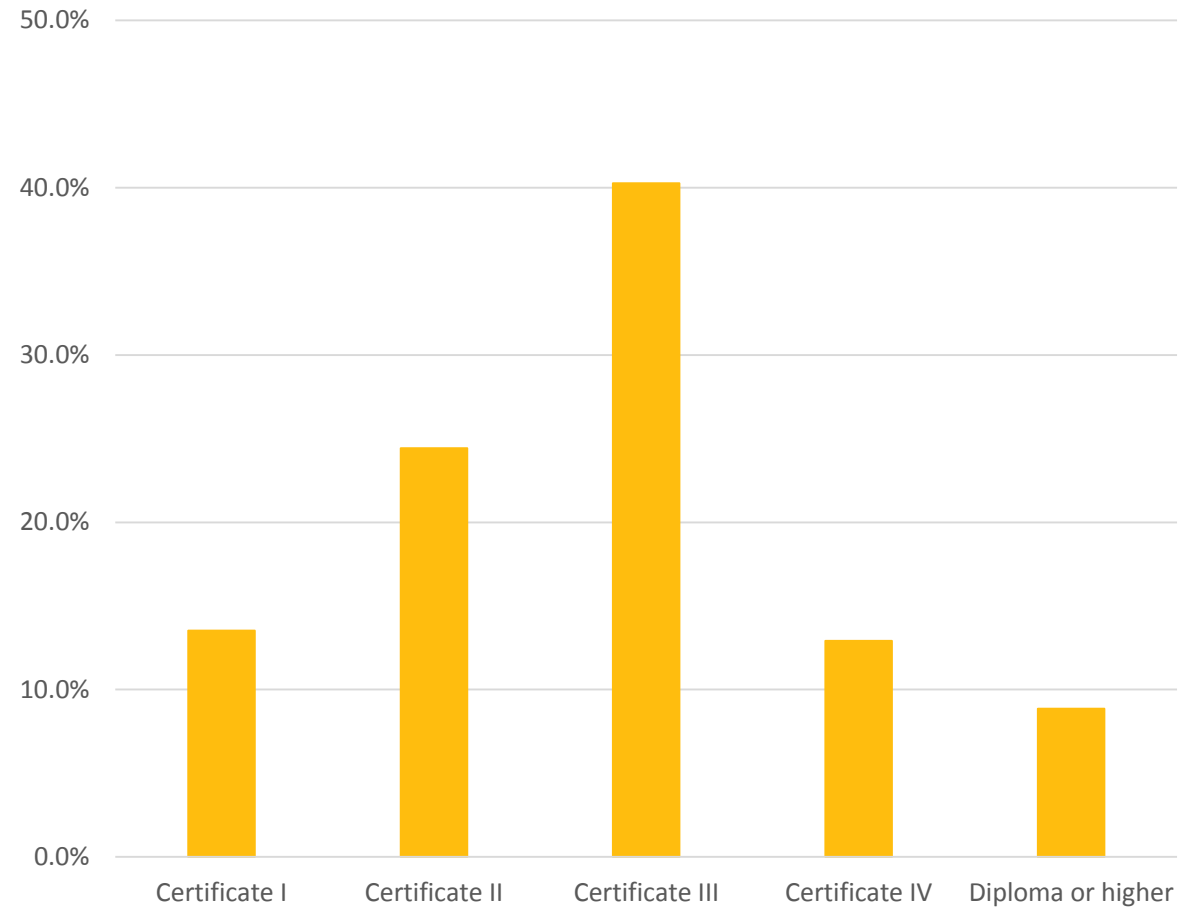
- **14.3%** with schooling below year 10
- **5.9%** in technical and trades apprenticeships
- *Compared with 83% at TAFEs ,37% at private RTOs, and 36% at schools*



Source: NCVET Total VET Students and Courses, 2015 data.

Community Education and Apprenticeships

- **38.0%** non-apprentice students studying a Certificate I or II
- Pathways into apprenticeships at higher level
- *Pre-apprenticeship course finder*



Source: NCVET Total VET Students and Courses, 2015 data.

AATIS Resources

About Australian Apprenticeships

Common Questions

What is an Australian Apprenticeship? 

Who can do an Australian Apprenticeship? 

What are the benefits of doing an apprenticeship or traineeship? 

Steps to becoming an apprentice or trainee 

Who can recruit an apprentice or trainee? 

Training employees through Australian Apprenticeships 

Steps to becoming an apprentice or trainee

Step One – Preparation

Explore career options, industries, and resources to help prepare your resume

Step Two – Research

Research the industry, the benefits of doing an apprenticeship, potential financial incentives, wages, costs of training and job prospects

Step Three – Job Hunting

In this section you will find tips and links to help you find an apprenticeship or traineeship opportunity

Step Four – Sign Up

To organise a sign up the employer will need to contact an Australian Apprenticeship Support Network provider

Career Interest Explorer

Think about your interests, then for each statement select the response that best matches your level of interest.

Work Type
Practical & Manual

Working a lot with tools and equipment, and their hands, to make things.

Select your level of interest by responding to these questions

Using my hands to do things

Not interested Not very interested Neutral Quite interested Very interested

Working to specifications or instructions

Not interested Not very interested Neutral Quite interested Very interested

Working out how things go together

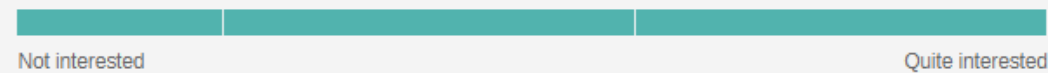
Not interested Not very interested Neutral Quite interested Very interested

- Each of the 7 work types has 12 questions
- Related to skills and tasks for this work type
- Can be done as many times as you like

Your strengths and weaknesses based on your responses



Helping & Advising



BROWSE WORK TYPE



BROWSE INDUSTRIES

Persuading & Service

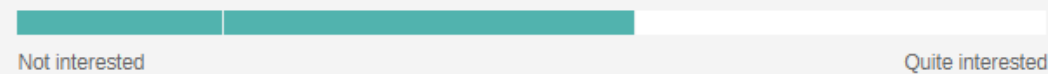


BROWSE WORK TYPE



BROWSE INDUSTRIES

Organising & Clerical

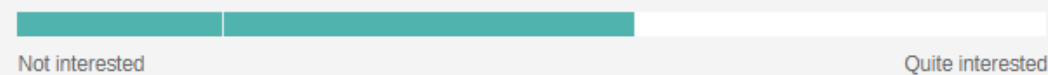


BROWSE WORK TYPE



BROWSE INDUSTRIES

Creative & Artistic



BROWSE WORK TYPE



BROWSE INDUSTRIES

Work Type Explorer

All Certificate Levels ▾

3 Results found

II Certificate II ⓘ

Bicycle Assembler

Certificate II in Bicycle Mechanical Technology

Employees work within a bike shop or equivalent where they assemble and undertake servicing and minor repairs of bicycles.

Bicycle Service and Sales Assistant

Certificate II in Bicycle Mechanical Technology

Employees work in a bicycle store where they undertake routine service, minor repair and sales of bikes.

III Certificate III ⓘ

Bicycle Repair Technician

Certificate III in Bicycle Workshop Operations

Employees undertake full repair and servicing of bikes including diagnosing problems, repair and servicing of wheel hubs, mechanical and hydraulic braking systems, steering, suspension and drive train systems.

An overview of the jobs in this area, listed by the course level for the relevant qualification

Administration Assistant

On this page

[Summary of Training](#)

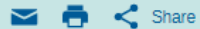
[Videos & Industry Information](#)

[Job Pathways](#)

[Availability Information](#)

[Next Steps](#)

Certificate II in Business - BSB20115



Employees perform a range of routine duties in an office environment.

Summary of Training ⓘ

- Contribute to health and safety of self and others.
- Deliver a service to customers
- Work effectively in a business environment
- Process and maintain workplace information
- Handle mail
- Communicate in the workplace
- Produce simple word processed documents
- Create and use spreadsheets
- Communicate electronically
- Participate in environmentally sustainable work practices
- Organise and complete daily work activities
- Process financial transactions and extract interim reports

Job & Training Descriptions

- Occupation title
- Qualification
- Summary of training

plus

- Job pathways
- Industry and wage data
- Availability information

Job Pathways

Business Services BSB

Expand All

Advertising

Business

Business Administration

II Certificate II	III Certificate III	IV Certificate IV	D Diploma	Ad Advanced Diploma
Administration Assistant	Receptionist Junior Personal Assistant Accounts Payable Clerk Accounts Clerk Office Administrator Assistant	Executive Personal Assistant Office Administrator	Administration Manager	

Business Sales

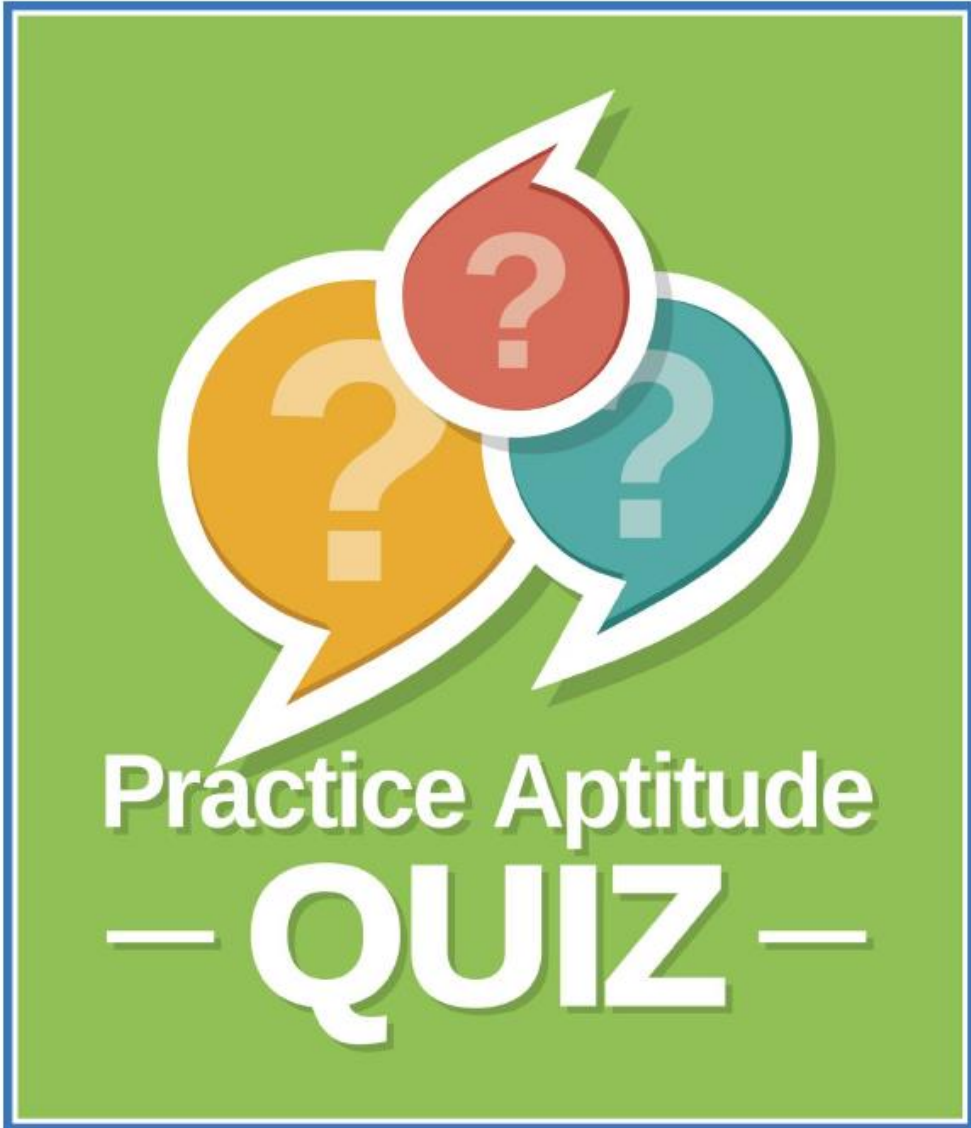
Conveyancing

Customer Engagement

Education

This information illustrates potential pathways in this industry. Generally, entry to this industry can be at any qualification level depending on employment opportunities. People holding lower level qualifications may gain credit toward higher level qualifications. Those with prior experience may undertake a 'Recognition of Prior Learning' assessment to gain credit toward a qualification.

Practice Aptitude Quiz



About this resource

Guidance

This Practice Aptitude Quiz is intended to be a general illustration of some of the key learning standards required of people attempting an Australian Apprenticeships entry level qualification in the Aged Care sector of the Community Services Industry.

This Practice Aptitude Quiz is neither a formal tool nor a direct prerequisite for any job application.

The quiz focuses on literacy and numeracy questions contextualised to this specific industry.

The quiz can be used by a number of different organisations and people such as careers practitioners with young people, and Group Training Organisations and employment providers for job seekers.

Engaging on an individual level

Research project: Engaging young people with careers information

1. What sources or platforms do people use to access information?
2. How effective are these platforms of information and content?
3. What platforms are most engaging?

Take the survey, or contact us to participate in an interview or focus group!



Free Webinars & Information Sessions

Webinars – August 28 to September 1

Information Sessions

Melbourne – Sept 4

Adelaide – Sept 6

Brisbane – Sept 11

Sydney – Sept 13

Perth – Sept 19

Hobart – Sept 21

Or send us your request! From October onwards we will happily do information sessions for 10+ participants by request

Contact us:

peta@aatis.com.au

1800 338 022

aapathways.com.au

Subscribe to our newsletter