The Australian Apprenticeships Scheme is an opportunity for new or existing employees to gain a Nationally Accredited Qualification as part of their employment.

The WISE Academy delivers the customised training; your local Australian Apprenticeship Centre (AAC) manages the process and organises the local and Commonwealth Government Funding for the Employer and Trainees. This is a free service to employers.

Process for Beginning a Traineeship Program

1. Advertise / Promote the Opportunity for Traineeship in your Centre
2. Interview potential trainee
3. Contact Australian Apprenticeship Centre to determine eligibility
4. Eligibility determined
   - Yes: Training plan developed by The WISE Academy; enrol in course
   - No: Letter to candidate to state “ineligibility” and Suggest alternative training options
5. AAC, employer, trainee and representative from The WISE Academy meeting to sign off on training plan
6. Candidate begins traineeship

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Employer Commitment and Benefit

**Your Commitment:** Employ a person either:
- Part-Time: minimum 12 hours + 3 hours training @ traineeship wage (minimum)
- Full-Time: minimum 33.5 hours + 3 hours training @ traineeship wage (minimum)

You as the host organisation can receive a Government incentive of a subsidy up to $4000
(Note: The RTO may invoice the employer for balance of the cost of training depending on the qualification to which your subsidy can be applied)

**Who is Eligible?**
- Existing Staff - Been employed more than 3 months full time or 12 months part time/casual
- New Staff - Been employed less than 3 months full time or 12 months part time/casual
- Staff with no formal qualifications

All Australian Apprentices must enter a Training Contract with their employer to be classified as an Australian Apprentice. All Training Contracts are assessed for employer suitability and capacity. An employee can enter a Training Contract if she/he:

- Is in paid work in the respective State / Territory where the traineeship is being offered;
- Is at least 15 years old;
- Is an Australian / New Zealand citizen, permanent resident, New Zealand passport holder resident for more than 6 months or a foreign national with a Trade Skills Training Visa (subclass 471);
- Undertake a minimum of 15 hours combined work and training per week (minimum of 11 hours and maximum of 20 hours for an Australian School Based Apprentice); and
- Undertake an approved Australian Apprenticeships qualification with an approved Registered Training Organisation.

Full or part UC funding is available for employees (depending on individual circumstances) who:

- Are eligible for a Training Contract
- Are not in an existing funded Training Contract
- Are newly employed (less than 3 months full-time or 12 months part-time equivalent) or are an existing employee undertaking a qualification where funding is provided for existing employees
- Have not already completed, or are currently undertaking, another vocational qualification at the same or higher level
- Are progressing to the next level qualification with the same employer within 12 months of completing their last Australian Apprenticeship qualification (varying amounts of funding apply depending on the AQF level progressing from)

**How it works**
- A "National Training Contract" is entered into, and is a legally binding agreement between an employer and a Trainee.
- The contract allows for the Trainee to undertake structured training provided by The WISE Academy that leads to a nationally recognised qualification, and specifies the rights and obligations of both parties.
- The WISE Academy develops a Training Plan that outlines the skills and competencies that the Trainee should achieve during the nominal duration of the traineeship.
- Training Programs includes competency / skills-based training, which is practical and immediately useful in the workplace, with assessments against defined industry standards.
Costs to the Trainee and Host Organisation

It must be noted that Local and the Commonwealth government may contribute partial funds to traineeships; the funding is never intended to cover all the costs towards delivering the qualification. If your candidate is eligible for Commonwealth financial assistance (up to $4000), these monies can be allocated to the trainee's training / education. Additionally, as trainees can be under a traineeship award (approximately $15/hour), the hosting agency can save on employment costs as well as create a benefit for your staff by contributing to their professional development.

The WISE Academy tuition fees are more expensive than other training organisations due to smaller class sizes and customised / personalised training.

All trainees are required to pay $300 towards their traineeship per qualification (although the host organisation may decide to cover his/her costs). The ‘Gap Tuition’ must be paid by the host organisation. The Gap Tuition costs will vary depending on the actual qualification.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Code</th>
<th>NSW Funding paid to WISE</th>
<th>WISE Traineeship price of course 2012</th>
<th>Business to pay tuition difference</th>
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</table>

*Note: Prices are negotiable depending on the number of trainees at a given time per location.

For more information regarding traineeship opportunities, please contact Dr Dion Klein, CEO of The WISE Academy on 0409 817 584 or drdion@wise.edu.au.