

# PART-TIME TRAINEESHIPS in Sport and Recreation

**P**art-time traineeships are useful in the sport and recreation industry where there are many organisations that do not have the capacity to employ staff on a full time basis.

A part-time trainee works for a **minimum of 15 hours per week averaged over a 4 week period**. This allows for variations in work, or even allows sportspeople to undertake their training and attend competition events.

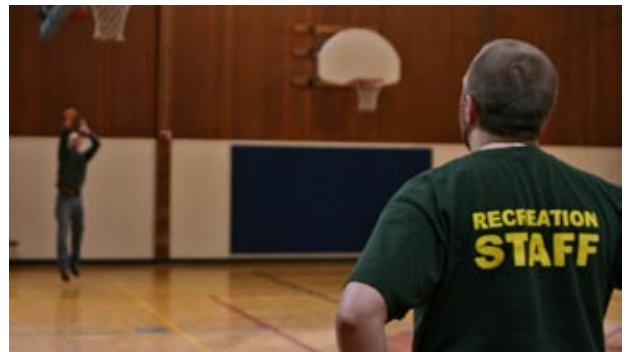
Part-time trainees complete the same course as a full-time or school-based trainee. The time they take to study, comes out of their hours of work. Therefore, in a 15 hour work week, a trainee would be expected to spend a couple of these hours studying.

The time it will take to complete the traineeship part time will vary depending upon the individual and the amount of time they can allow to work and study. Part-time trainees have twice as long as a full-time trainee.

Existing employees are able to be signed up as a trainee, although there are conditions attached to this. Depending upon the traineeship outcome (certificate II, III or IV) and the length of time the person has been employed, an employer may receive federal incentive and may have the training funded or subsidised.

Sport and recreation trainees work in the sport, fitness, outdoor recreation, and community recreation sectors in a diverse range of jobs. Examples include administrators, personal trainers, officials, retail assistants, coaches, pool lifeguards, community recreation assistants and outdoor recreation guides.

**See overleaf for real-world examples of traineeships in our industry.**



## STEPS FOR OBTAINING A PART-TIME TRAINEESHIP

**Step 1. Decide on a Traineeship.** Trainees need to think about what they wish to achieve and what traineeship is available to help achieve their goal.

**Step 2. Source an employer.** There needs to be a workplace where the trainee is employed and can do on-the job training.

**Step 3. Source a training organisation.** A Supervising Registered Training Organisation (SRTO) needs to be selected to undertake the training component of the traineeship.

**Step 4. Sign the paperwork.** A training contract is required to be signed between the trainee (and parent/guardian if necessary), the employer and the SRTO. The legal document will outline each parties responsibilities for the duration of the traineeship. Australian Apprenticeship Centres will assist with this process. A training plan, including the education, training and employment schedule, will also be agreed upon and signed by the SRTO and the trainee. This will outline the time allocated to traineeship training and employment.

**Step 5. Training contract lodgment and commencement.** The training contract is lodged by the Australian Apprenticeship Centre to the Department of Education and Training once the supervising registered training organisation confirms its role and has negotiated the training plan. A probation period applies to all newly employed trainees.

### More information:

**[www.skillsalliance.com.au](http://www.skillsalliance.com.au) (Careers Portal)**  
**[www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au)**  
**[www.training.qld.gov.au](http://www.training.qld.gov.au)**  
**[www.tafe.qld.gov.au](http://www.tafe.qld.gov.au)**  
**[www.jobsearch.gov.au](http://www.jobsearch.gov.au)**  
**[www.dest.gov.au](http://www.dest.gov.au)**  
**[www.gtaqnt.net.au](http://www.gtaqnt.net.au)**

# PART-TIME TRAINEESHIPS

## real-world examples

**Bob runs a sporting club** that has been growing in size over the past few years. The work required to run the club is becoming more than the volunteers can handle and he is looking for a way to employ someone to do the job.

The club is in a position to allocate some financial resources to employ the right person. If they had someone working for them, Bob is confident that money could be replaced through successfully applying for new grants, increasing membership and other fundraising or sponsorship.

Within the club Bob has a number of older volunteers who are unemployed but have skills in administration and financial management that are valuable to the club. Bob would like to offer a job to one of these volunteers, but he also needs them to be trained in coaching or officiating so that they can undertake a range of programmes to service the club's members.

Bob finds some information on traineeships and works out that if he could find the money, he could employ the person as a coach under a Certificate III Sport (Coaching) traineeship. He finds that there are federal government incentives available for employing this person as a Certificate III trainee.

The flexibility offered by a part-time traineeship is very appealing. Even on a part-time basis Bob knows that by having a paid employee he will have more control over when and how the day to day running of the club is managed. He is confident that the club will be able to provide a better level of service to its members. He also knows that the variety of training available through the traineeship will mean he can address any skills that his new employee may lack or need brushing up on.



**Ingrid is a representative athlete** who trains hard and travels with her team to compete, making it difficult to hold down a job. Ingrid is interested in obtaining some qualifications to help her get a job when she finishes her sport and is interested in working in the community recreation field.

Ingrid approaches the local Police Citizens Youth Club (PCYC) about working for them as a Community Recreation Assistant, a job she has identified is covered by a sport and recreation traineeship. Because of her training and competition Ingrid only wants to work part-time, and needs to be able to vary her hours week by week.

The PCYC are interested in employing Ingrid. They could use a part-time employee and recognise that the training provided under the traineeship would help make her a worthwhile employee in the long run. Because of involvement in sport, the PCYC also recognise that she may be able to attract new participants to some of their social competitions.

As a trainee with no formal qualifications, Ingrid may attract federal incentives for the PCYC as well as having most of all her training costs covered. The incentives mean the wage and salary costs the PCYC will incur in employing Ingrid are reduced.

The training that Ingrid will receive through the traineeship will help in her long term career aspirations. The income from the part time traineeship will also make her commitment to her sport easier. For its part, the PCYC gains the services of an employee with valuable skills and contacts at an affordable cost.