

FULL-TIME TRAINEESHIPS in Sport and Recreation

Full-time traineeships are similar to any other full time employment arrangement in that the trainee works for the hours specified in the award. Unlike the normal full-time employee however, the trainee undertakes their traineeship training during work time and is paid at a special award rate.

A full-time trainee completes the same course as part-time or school-based trainees and the time spent in study comes out of the hours they work. In a 38hour week you would expect that the trainee would spend generally 4-6 hours studying. The time it will take to complete the traineeship full time will vary depending upon the individual and the amount of work and study time. Generally one year for a Certificate II traineeship and up to two years for a Certificate III or IV.

Full-time traineeships are open to existing full or part-time employees, although eligibility conditions apply. Depending upon the traineeship outcome (Certificate II, III or IV), whether the person is a new or existing employee and whether they have existing qualifications, an employer may or may not receive federal incentives and have the training subsidised.

Benefits to employers:

- Traineeship training tailored to the business or organisation
- Training at minimal or no cost to employer or trainee
- Affordable wage rates
- Access to Federal and State Government incentive (conditions apply).

Benefits to the trainee:

- Upon completion, trainees will have learnt new skills and gained experience and confidence working in a real job, making them valuable employees
- Earn a wage while they learn
- Affordable training as part of work hours.

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

www.skillsalliance.com.au (Careers Portal)
www.apprenticeshipsinfo.qld.gov.au
www.training.qld.gov.au
www.tafe.qld.gov.au
www.jobsearch.gov.au
www.dest.gov.au
www.gtaqnt.net.au



STEPS FOR OBTAINING A FULL-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.

FULL-TIME TRAINEESHIPS

real-world examples

Evelyn is the owner/manager of a local multi-sport centre. The centre provides a range of sporting activities both competitive and social and she has been having trouble finding the time to get everything done. She has heard about traineeships, but has been concerned that because of the diversity of skills that she needs in a person that the traineeships will not be able to meet her needs.

By doing a bit of research Evelyn finds that there are a number of sport and recreation traineeships that she may be able to use to train a person to assist her in her centre. Evelyn decides that if she were to employ a trainee she would need them at a minimum to receive training in administration, retail skills, risk assessment, occupational health and safety and customer relations. A Certificate II Sport and Recreation traineeship could provide training in all these areas plus more in the first twelve months.

If Evelyn is pleased with the progress of her trainee she could then progress them into a Certificate III Sport and Recreation traineeship in the second year. At Certificate III level there is training in coaching and officiating in a number of specific sports that the trainee can access. When the trainee has these skills, Evelyn can save costs by reducing the number of casual staff she has to bring in to the centre.

As money is a little tight, Evelyn investigates the available incentives and finds that, because her trainee will be a new employee, she may receive some financial incentives from the federal government and have the training paid for or heavily subsidised by the state government.

So Evelyn has a free choice of who she employs, access to flexible and relevant training for her trainee, and possibly financial support. All of these combined convince her of the benefits of the traineeship.



Brian is the executive officer of a state sporting organisation. He is constantly being bombarded by requests from his regional members and clubs for access to better levels of support, particularly in their local areas. Issues include administrative support, assistance in managing and organising events, a more concerted effort to attract and support sponsors, and better communications.

As usual, money is a problem, although Brian is sure that if he get some 'start-up' funding and employ the right person he could make the position self funding within a couple of years. Brian examines his regional structure and how it operates and decides that employing a person to service the Cairns/Townsville area could work. The clubs in this area have agreed that they can provide some financial assistance to help fund a position if the state body can come up with the remainder. They also have good club members who would assist any paid employee

Because money is going to be a little tight initially and because Brian sees the benefits of training, he floats the idea of using a traineeship to employ someone. He feels that a Certificate III traineeship would allow him to employ someone with some existing skills - not necessarily sport and recreation industry specific - and use the traineeship to provide training in areas more related to the industry.

The clubs agree to assist with the local supervision and support of the person and to contribute financially to the wage and salary costs. An agreement is made to employ an older person who has skills that may assist them in the position. These may have been gained through work experience or the person may already hold relevant formal qualifications.