



# Apprenticeships Information Sheet

## What is an Apprenticeship?

An apprenticeship is a job where employees get paid while they learn, resulting, in a nationally recognised credential.

## How do I Get an Apprenticeship?

It's like hunting for a job. The employer creates the position when he needs to employ an apprentice. Follow the steps below to assist you get an apprenticeships:

**Step one** – Select the best industry/apprenticeship that suits you. Use the career quiz and job fit results on [www.skillsroad.com.au](http://www.skillsroad.com.au) to assist you.

**Step two** - Research the industry and apprenticeship that most appeals to you and find out all about it using the above website or other relevant careers websites. Don't forget to talk to people in that industry to get a first-hand perspective.

**Step three** – How do I find one?

- A good place to start is your local **Australian Apprenticeship Centre** - [www.apprenticeshipsupport.com.au/Home](http://www.apprenticeshipsupport.com.au/Home) You can search their site for information. You could also visit them in person - Unit 13 Level 2, 6 Reliance Drive, Tuggerah is our closest one or phone 1300 363 831.
- Get in touch with our local **Group Training Organisation** (GTO). A GTO is an organisation that employs apprentices and trainees and places them with host employers. A GTO takes responsibility for the training and the wellbeing of its apprentices. If you register with a GTO, they'll work to find an apprenticeship for you. Our closest Group Training Organisation is CCGT [www.ccg.com.au/](http://www.ccg.com.au/) located at 3 Bounty Close Tuggerah, phone 4353 2655. Definitely worth contacting them.
- Look for **advertised job vacancies** in local paper and online employment websites such as [www.au.indeed.com](http://www.au.indeed.com) [www.careerone.com.au](http://www.careerone.com.au) [www.jobsearch.gov.au](http://www.jobsearch.gov.au) [www.seek.com.au](http://www.seek.com.au) [www.adzuna.com.au](http://www.adzuna.com.au) [www.au.jora.com](http://www.au.jora.com).



- Don't limit yourself to one job search site search them all. Also search specific employer websites for example, local government [www.wyong.nsw.gov.au](http://www.wyong.nsw.gov.au) and other major employers on the coast - see [www.investcentralcoast.com/careers](http://www.investcentralcoast.com/careers) for our major industries and employers.
- **Let your family, friends and teachers know** that you're looking for an apprenticeship. Someone might know someone who can help. Once you have some names and contact details, you can find out if those employers **are** taking on apprentices or trainees. Even if they aren't, they might know someone who is. Here are some tips for ways to chase down employers:
  - When you hear of a potential lead, get the name and contact details.
  - Go ahead and give them a call.
  - Consider offering to do some work experience first.

### **Other Helpful Information**

Don't forget the ADF (Navy, Army or Air Force), they offer fantastic apprenticeship opportunities. The qualification is recognised nationally not just in the military. Visit their website [www.defencejobs.gov.au](http://www.defencejobs.gov.au) for more information about the range of apprenticeships on offer and how to apply.

### **Links**

#### [Australian Apprenticeships Pathways](#)

Free app to help you explore careers that can begin through an apprenticeship or traineeship. Search for jobs and training and get advice on apprentice and trainee rights.

[www.ausapp.com.au/](http://www.ausapp.com.au/)

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