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# 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 apprenticeship:

**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 career 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 the 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.
- Look for **advertised job vacancies** in your 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).



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- Don't limit yourself to one job search site - search them all. Also search specific employer websites; for example, local government [Central Coast Council](#) and other major employers on the coast such as [North Construction](#) and [BORG](#).
- **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 are not, 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.

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# Apprenticeships & Traineeships Contacts

Central Coast Group Training – Tuggerah

Phone: 4353 2655

Website: [www.ccgat.com.au](http://www.ccgat.com.au)

Apprenticeship Careers Australia – Sydney

Phone: 1300 765 155

Website: [www.apprenticeshipcareers.com.au](http://www.apprenticeshipcareers.com.au)

Novaskill – Tuggerah

Phone: 4357 8600

Website: [www.novaskill.com.au](http://www.novaskill.com.au)

Master Builders Australia - Newcastle

Phone: 4962 4900

Website: [www.newcastle-mba.com.au](http://www.newcastle-mba.com.au)

National Electrical and Communications Association

Phone: 9744 2754

Website: [www.necatrainig.com.au](http://www.necatrainig.com.au)

MEGT – Newcastle

Phone: 4969 8099

Website: [www.megt.com.au](http://www.megt.com.au)



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# Apprenticeships & Traineeships Contacts

Hospitality Training Network - Sydney

Phone: 1300 139 108

Website: [www.htn.com.au](http://www.htn.com.au)

TABMA –Sydney

Phone: 9277 3100

Website: [www.tabma.com.au](http://www.tabma.com.au)

Aboriginal Employment Strategy – Newcastle

Phone: 4939 4500

Website: [www.aes.org.au](http://www.aes.org.au)

Hunter Valley Training Company – Rutherford.

Phone: 4932 4222

Website: [www.hvtc.com.au](http://www.hvtc.com.au)