



A - Z Guide of Apprenticeships & Traineeships

ABOUT BUSY AT WORK

BUSY At Work has over 45 years' experience launching careers and getting people into work.

As a highly respected and well-established provider, BUSY At Work proudly delivers apprenticeship services, job services, Indigenous employment programs, school-based programs, mature-aged worker programs and disability employment.

WHEN YOU LAUNCH YOUR CAREER THROUGH AN APPRENTICESHIP OR TRAINEESHIP, YOU:

- Decide with your employer on the best possible training provider for you
- Work and learn on the job in an industry of your choice
- Make valuable industry and employer contacts
- Get to earn while you learn
- Can finish your training early with recognised prior learning and work experience
- Graduate with a nationally-recognised qualification

WHEN YOU SIGN UP AN APPRENTICE OR TRAINEE IN YOUR WORKPLACE, WE:

- Source and explain all the information you need
- Complete the Training Contract with you and your new apprentice or trainee
- Induct your apprentice or trainee and explain the rights and responsibilities of both parties under the Training Contract
- Provide information about potential financial incentives available to you or your apprentice or trainee
- Keep in regular contact with you and your apprentice or trainee to ensure reasonable progress is being made
- Offer mentoring assistance to you and your apprentice or trainee to support their success



As the largest GTO in the Great Southern Region, we need a reliable and prompt Apprentice Connect Provider to ensure our apprentices and trainees are commenced in an informative and timely manner. **BUSY At Work deliver this and more, and we recommend them to our clients.**

Mark Barrett,
Operations Manager | ATC Work Smart

Hundreds of opportunities to learn your way!

With over 500 apprenticeship or traineeship qualifications to choose from, there is a perfect option for businesses to upskill new or existing staff and for individuals to pursue a career path and a recognised qualification.

From the arts and automotive industries to sports and tourism, there is an apprenticeship or traineeship qualification to suit you — and the team at BUSY At Work can help you get started!

AGRICULTURE AND PRIMARY INDUSTRIES

Apprenticeships

Arborist
Farrier
Floriculture Tradesperson
Greenkeeping
Landscape Tradesperson
Nursery Hand – Retail
Parks and Gardens Tradesperson

Traineeships

Agribusiness
Agricultural Poultry Production
Agriculture
Beef Production
Beekeeper
Cotton Production Tradesperson
Dairy Farmhand
Feedlot Operator
Horticulture
Horticulture Manager
Horticulture Parks and Gardens
Irrigation
Production Horticulture Farmhand
Production Horticulture Tradesperson
Rural Operations

ANIMAL HEALTH

Traineeships

Animal Attendant

- Animal Care
- Captive Animals
- Customer Service
- Pet Grooming

Assistant Animal Attendant
Shearer
Veterinary Nurse
Wool Handler

ARTS AND ENTERTAINMENT

Traineeships

Design Worker
Florist

AUTOMOTIVE

Apprenticeships

Automotive Electrician
Automotive Glazing Electrician
Automotive Mechanic

- Agricultural Mechanical
- Heavy Vehicle Road Transport
- Light Vehicle
- Motorcycle

Automotive Mobile Plant Technician

Automotive Salesperson – Parts Interpreting

Automotive Specialist

- Diesel Engines
- Diesel Fuels
- Drive Line
- Engine Reconditioning
- Forklift Mechanic
- Trailer Technician - Heavy
- Underbody

Automotive Vehicle Body Tradesperson

- Panel Beating
- Vehicle Painting
- Vehicle Trimming

Bicycle Mechanic

Bus, Truck and Trailer Manufacture

Marine Mechanic

Outdoor Power Equipment Mechanic

Recreational Vehicle Manufacture

Traineeships

Automotive Accessory Fitter
Automotive Electrical Serviceperson
Automotive Master Technician
Automotive Mechanical Serviceperson

- Air Conditioning
- Cylinder Head Reconditioning

Automotive Salesperson
Automotive Serviceperson

- Tyre Fitting
- Underbody

Automotive Vehicle Serviceperson

Recreational Vehicle Service and Repair

AVIATION

Apprenticeships

Aircraft Maintenance Engineer

- Avionics
- Mechanical
- Structures

Aircraft Surface Finisher

Traineeships

Aeroskills Engineer

- Avionics
- Mechanical

Aircraft Line Maintenance Worker
Aircraft Maintenance Engineer
Flight Operator/Attendant
Ground Services Operator - Leading Hand/ Supervisor

BEAUTY

Apprenticeships

Hairdresser
Hairdressing - Barbering

Traineeships

Beauty Services

- Make-Up Artist
- Nail Technician

Beauty Therapy
Retail Cosmetic Assistant
Salon Assistant

BOATING AND MARINE

Apprenticeships

Marine Craft Construction

Traineeships

Aquaculture Operator
Boating Services
Coxswain - Near Coastal
Marina Operator
Marine Engine Driver - Near Coastal
Marine Operator - Master

BUILDING AND CONSTRUCTION

Apprenticeships

Bricklayer
Cabinet Making
Carpenter
Gas Fitter
Gas Supply Industry Operations
Joiner
Painter and Decorator
Plastering - Wall and Ceiling Lining
Plumber

- Mechanical Services
- Roofing and Mechanical
- Roofing

Roof Plumber
Roof Tiler
Shopfitter
Signwriter
Solid Plasterer
Stonemason
Tiler
Water proofer

Traineeships

Chemical Industry Technician
Chemical Plant Operator
Concreter
Demolition
Drainage
Rigging
Scaffolder
Skilled Construction Worker

- Bituminous Surfacing
- Bridge Construction and Maintenance
- Foundation Works
- General
- Pipe Layer
- Road Construction and Maintenance
- Road Marking
- Timber Bridge Maintenance
- Traffic Management
- Trenchless Technology

Steelfixer
Surveying
Work Skills - Construction

BUSINESS AND FINANCIAL SERVICES

Traineeships

Accounts Clerk
Assistant Accountant
Assistant Financial Broker
Banking Services Manager
Bookkeeper

Branch Team Leader
Business
Business Administration

- International Education
- Legal

Business Manager
Collections Officer
Credit Manager
Credit Officer
Financial Sector Team Leader
Financial Services

- Loss Adjusting

Financial Services Worker
Franchising
Human Resources
Insurance Broking Manager
Insurance Officer - General
Loss Adjuster
Management Level
Marketing Coordinator
Mortgage Broking Manager
Project Management
Small Business Management
Superannuation Fund Administrator
Trainee Employment Consultant
Vocational Trainer
Work Health and Safety
Work Skills - Business

CLEANING AND ASSET MAINTENANCE

Apprenticeships

Fire Protection Control Tradesperson

Traineeships

Cleaning Management
Cleaning Operations
Laundry Operations
Pest Management
Portable Fire Equipment Operator
Swimming Pool and Spa Technician
Waste Management Operations

COMMUNITY SERVICES

Apprenticeships

Children Services - Para-Professional

Traineeships

Aged Care Activity Worker
Aged Care Worker
Child Care Worker
Community Care Worker
Community Service Worker
Community Services Worker
Disability Support Worker
Disability Worker

Job Placement Consultant
Mental Health Worker
Out of School Hours Co-ordinator
Social Housing Worker
Youth Worker

CONSERVATION AND LAND MANAGEMENT

Traineeships

Conservation Officer
Conservation Worker
Park Ranger
Senior Water Industry Operator
Water Industry Operator
Work Skills - Conservation and Land Management

EDUCATION

Traineeships

Education Support Worker
OSHC Educator
Vocational Language, Literacy and Numeracy
Vocational Teacher

ELECTROTECHNOLOGY AND ELECTRICITY SUPPLY

Apprenticeships

Appliance Servicing
Cable Jointing Tradesperson
Data and Voice Communications
Electrical Fitter
Electrical Machine Repair
Electrician

- Special Class

Electrician/Electronic Instrument Tradesperson - Dual Apprenticeship
Electronic Instrument Tradesperson
Electronics and Communications Tradesperson
Fire Systems Technician
Gas Supply Industry Operations
Power Traction Lineperson
Powerline Tradesperson - Electricity Supply Distribution
Refrigeration and Air Conditioning Mechanic
Security Systems Tradesperson

Traineeships

Electrical Distribution - Power Systems Supervisor
Fire Systems Designer

ENGINEERING

Apprenticeships

Engineering Electrical/Electronic Trade

- Electrical Fitter
- Electrical Mechanic
- Marine Electrical Mechanics

Engineering Fabrication Trade

- Blacksmithing
- Boilermaking
- Boilermaking/Welding
- Sheetmetal Working
- Surface Finishing
- Welding

Engineering Fixed and Mobile Plant Mechanic

- Diesel Fitter/Mechanic

Engineering Mechanical Trade

- Fitting
- Fitting/Machining
- Machining

Higher Engineering Trade

Locksmithing

Outdoor Power Equipment Mechanic

Plant Operator

Refrigeration and Air Conditioning

Traineeships

Blast Coater Cleaner/Industrial Spray Painter/Finisher

Engineering Production Systems

- Marine Craft Surface Finishing

Engineering Production Technology

Engineering Technician

- Advanced Trade

Manufacturing Systems and Practices

Outdoor Power Equipment Serviceperson

FOOD AND MEAT PROCESSING

Apprenticeships

Meat Retailing

Traineeships

Aquaculture Operator

Beef Production

Food Processing

Food Processing Technician

Meat Processing

- Abattoirs
- Boning
- Food Services
- General
- Leadership
- Meat Safety
- Quality Assurance
- Rendering
- Slaughtering

Pork Production Stockperson

Smallgoods Maker

FORESTRY

Traineeships

Forest Growing and Management

Forest Operations

Forest Products Worker

- Forest Growing and Management
- Forest Operations
- Harvesting and Haulage
- Sawmilling and Processing
- Timber Manufactured Products
- Timber Merchandising
- Timber Processing
- Wood Panel Products

Timber Fabrication Manager

Timber Fabrication Production

Timber Fabrication Production Specialist or Leading Hand

Timber Frame and Truss Designer

Timber Frame and Truss Manufacturer

Timber Merchandising

FURNISHING AND CRAFTWORKERS

Apprenticeships

Floor Technology

Furniture Finishing

Glass and Glazing

Picture Framing

Upholstery

Wood Machining

Traineeships

Furniture Making

Furniture Removal

Window Furnishings Technician

GOVERNMENT

Traineeships

Local Government

Public Sector

- Investigation
- Procurement and Contracting

HEALTH

Traineeships

Allied Health Assistance

Allied Health Assistant

Assistant in Nursing

Dental Assistant

Dietary Assistant

Health Administrator

Health Supervisor

Health Support Services Team Leader

Indigenous Primary Health Care Worker

Laboratory Assistant

Laboratory Technician

Laboratory Technologist

Medical Practice Assistant

Operating Theatre Assistant

Optical Dispenser

Pathology Assistant

Pathology Collector

Patient Services Assistant - Health Services Operating Theatre Assistant

Patient Services Assistant - Health Services Operator

Pharmacy Assistant

Practice Manager

HOSPITALITY

Apprenticeships

Baking

Bread Baking

Catering Operations

Commercial Cookery

- Demi Chef

Hospitality Specialist - Front of House

Pastry Cooking

Production Baking Operator

Production Pastry Operator

Traineeships

Hospitality Manager

Hospitality Operations

Kitchen Operations

Retail Baking Assistant

Work Skills – Hospitality

INFORMATION TECHNOLOGY

Traineeships

Cyber Security Technician

Information Technology

Information, Digital Media, and Technology

Live Production and Services Worker

Media

Telecommunications Technical Specialist

Telecommunications Technician

Telecommunications Technology Assistant

Telecommunications Trades Worker

JEWELLERY AND WATCHMAKING

Apprenticeships

Jewellery
Watchmaker

JUSTICE AND LEGAL SERVICES

Traineeships

Legal Services

LIBRARY

Traineeships

Library and Information Services Assistant
Library Technician
Museum and Gallery Operations

MANUFACTURING

Apprenticeships

Blow Moulding Operator
Blown Film Operator
Composites Technician
Conveyor Belt Technician
Extrusion Technician
Injection Moulding Technician
Plastics Fabricator
Polymer Technician
Polyurethane Products Manufacturer
Recreational Vehicle Manufacture
Rotational Moulding Operator

Traineeships

Manufactured Mineral Products Operator/Pre-Mixed Concrete Operator
Manufacturing Systems and Practices
Plastics Operator
Process Manufacturing Production Assistant
Process Manufacturing Production Support Operator

MINING

Traineeships

Civil Constructions Operations Supervisor
Civil Construction Supervisor
Civil Construction Worker - Labourer
Drilling Oil/Gas - Onshore
Drilling Oil/Gas Onshore and Well Servicing
Drilling Operations
Mine Emergency Response and Rescue
Mine Operator
Resource Planning
Resourcing Processing

Senior Driller
Supervisor - Extractive Industry
Surface Extraction Operations
Underground Coal Mining
Underground Coal Operations
Underground Metalliferous Mining
Well Servicing Operations

PRINTING AND GRAPHIC ARTS

Apprenticeships

Binding and Finishing
Graphic Prepress
Print Machining
Screen Printing

Traineeships

Desktop Publishing Support

RACING

Apprenticeships

Jockey

Traineeships

Advanced Stablehand
Stablehand
Trackrider

REAL ESTATE AND PROPERTY MANAGEMENT

Traineeships

Property Manager
Property Services - Real Estate
Spatial Information Services

RETAIL

Traineeships

Community Pharmacy
Retail Assistant
Retail Manager
Retail Supervisor
Wholesale Sales Representative/
Customer Service Officer
Work Skills - Retail Services

SECURITY AND CORRECTIONAL SERVICES

Traineeships

Security Operations
Technical Security

SPORTS AND RECREATION

Traineeships

Assistant Junior Coach
Developing Sportsperson
Exercise Instructor

Exercise Trainee
Exercise Trainer
Outdoor Recreation Assistant
Outdoor Recreation Guide -
Controlled Environment
Outdoor Recreation Manager
Pool Lifeguard
Professional Athlete
Sport and Recreation Assistant
Sport and Recreation Coordinator
Sport and Recreation Officer
Sports Coach

TEXTILE, CLOTHING AND FOOTWEAR

Apprenticeships

Canvas Goods Making
Footwear Maker/Repairer
Leather Tradesperson
Sail Making

Traineeships

Clothing Production Assistant
Clothing Production Coordinator

TOURISM AND TRAVEL

Traineeships

Event Operations
Tourism Operations
Travel Agent

TRANSPORT, DISTRIBUTION AND STORAGE

Traineeships

Driver
Furniture Removal
International Freight Forwarding Operator
International Freight Forwarding Senior Operator
Locomotive Driver
Locomotive Driver's Assistant and Terminal Operator
Logistics Manager
Mechanical Rail Signalling
Rail Worker
Supply Chain Operator
Tram/Light Rail Driver

FREQUENTLY ASKED QUESTIONS

Q. CAN YOU EXPLAIN THE DIFFERENCE BETWEEN AN APPRENTICESHIP AND A TRAINEESHIP?

A. An apprenticeship usually relates to a trade e.g. electrician, hairdresser, chef, plumber or carpenter etc. A traineeship generally relates to industries that don't need a trade certificate e.g. business, retail, hospitality and more.

Q. HOW LONG WILL IT TAKE?

A. Full-time apprenticeships will take between 36 to 48 months, depending on the apprentice and how quickly they complete the competencies. An apprentice will undertake qualifications from Cert Level III to Advanced Diploma. Full-time traineeships will take between 12 and 24 months, undertaking qualifications from Cert Level II to Advanced Diploma. Recognition of prior learning, on the job learning and formal or informal experience can all contribute towards competency and completion of the certification.

Q. WHAT IS THE ELIGIBILITY CRITERIA FOR AN APPRENTICESHIP OR TRAINEESHIP?

A. Apprenticeships or traineeships are available to anyone of working age who are Australian Citizens or permanent residents, NZ passport holders or holders of a visa which allows them to work in Australia. You don't need a secondary school certificate or other qualification to be able to do an Australian Apprenticeship.

You can do an Australian Apprenticeship or traineeship if you're a school leaver, re-entering the workforce or as an adult worker simply wishing to change careers or gain new skills. You can even begin your Australian Apprenticeship while you're still at school finishing Years 11 and 12.

Q. WHAT ARE THE COSTS INVOLVED AND WHO COVERS THESE?

A. The cost of training is varied amongst qualifications and may be subsidised by the State Government or businesses may be required to pay for the training on a fee-for-service basis. You can talk to a BUSY At Work consultant about the costs and any financial incentives available to assist businesses with the costs or the student with tuition fees.

Q. WHAT TRAINING PROVIDER DO I CHOOSE?

A. There are many training providers to choose from, including public providers or private Registered Training Organisations (RTOs). Some qualifications offered by RTOs are government funded or subsidised, whilst other qualifications are offered on a fee-for-service basis. Choosing a RTO is an important step and BUSY At Work can assist you with a list of RTOs that offer the qualifications you require.

Training providers develop, deliver and assess the training and will issue the qualification once completed.

Q. WILL I REQUIRE A UNIQUE STUDENT IDENTIFIER (USI) AND WHAT IS THAT?

A. Anyone undertaking an apprenticeship or traineeship will need to have a USI. Your USI gives you an online record of your vocational education and training (VET) undertaken in Australia. For more information, or to apply for a USI, visit usi.gov.au.



Visit us online
for more
information.

Contact Details

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BUSY At Work is contracted by the Australian Government Department of Employment and Workplace Relations to administer the Australian Apprenticeships Incentive System. BUSY At Work has made every effort to ensure the accuracy of this information at the time of printing. Eligibility criteria applies to all Australian apprenticeships and traineeships. For more information please contact BUSY At Work on 13 28 79. BUSY At Work is a trading division of The BUSY Group Ltd (ABN 17 575 363 535 / ACN 168 870 326)
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The BUSY National Coverage

