



A-Z Guide for Apprenticeships & Traineeships



A U S T R A L I A N
A P P R E N T I C E S H I P
S U P P O R T N E T W O R K
An Australian Government Initiative



Hundreds of opportunities to learn your way!

With over 600 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

Farrier

Traineeships

Agriculture

- Beekeeper
- General
- Advanced Wool Handling
- Beef Production
- Cotton Production
- Dairy Production
- Feedlot Operator
- Irrigation
- Pork Production
- Poultry Production
- Production Horticulture
- Rural Merchandising
- Shearing
- Rural Operations

ANIMAL HEALTH

Traineeships

Animal Attendant
Animal Technology
Captive Animals
Companion Animals
Animal Management Officer
Assistant Animal Attendant
Veterinary Nurse

ARTS AND ENTERTAINMENT

Traineeships

Arts Administration
Broadcast Technician
Community Cultural Development
Design Worker
Florist
Live Production Theatre and Events Worker
Media

AUTOMOTIVE

Apprenticeships

Automotive Electrician
-Automotive Mechanic
-General
-Agricultural Mechanical

-Heavy Vehicle Mobile Equipment
-Heavy Vehicle Road Transport
-Light Vehicle
-Motorcycle
Automotive Motorsport Mechanic
Automotive Salesperson (Parts Interpreting)
Automotive Specialist
-Diesel Fitting
-Diesel Fuel
-Driveline
-Elevating Platform
-Engine Reconditioning
-Forklift Mechanic
-Gas Vehicle
-Trailer Technician
Automotive Vehicle Body Tradesperson
-General
-Panel Beating
-Vehicle Painting
-Vehicle Trimming
Bicycle Mechanic
Bus, Truck and Trailer Manufacture (L3)
Marine Mechanic
Outdoor Power Equipment Mechanic

Traineeships

Automotive Electrical Serviceperson
Automotive Mechanical Serviceperson
-General
-Air Conditioning
-Cylinder Head Reconditioning
-Tyre Fitting Light
-Underbody Automotive Retail, Service and Repair
Automotive Salesperson
Automotive Serviceperson
Automotive Vehicle Body Serviceperson
-General
-Paint Preparation
-Panel Preparation
-Vehicle Glazing
-Vehicle Presentation
-Window Tinting
Automotive Vehicle Serviceperson
Bicycle Serviceperson
Bus, Truck and Trailer Manufacture (L2)

Outdoor Power Equipment Serviceperson
Recreational Vehicle Manufacturing
Recreational Vehicle Servicing

AVIATION

Apprenticeships

Aircraft Maintenance Engineer
-Avionics
-Mechanical
-Structures
Aircraft Surface Finisher

Traineeships

Aeroskills Engineer
-Avionics
-Mechanical
Aircraft Maintenance Engineering
Flight Operator/Attendant
Ground Service Operator
-Leading Hand/Supervisor
-Ground Services Operator

BEAUTY

Apprenticeships

Hairdressing

Traineeships

Beauty Services Practitioner
Beauty Therapist
Retail Makeup and Skin Care
Salon Assistant

BOATING AND MARINE

Apprenticeships

Marine Craft Construction
Marine Mechanic

Traineeships

Aquaculture Operator
-Level 2
-Level 3
Boating Services - Coxswain
Commercial Fishing Operations
Marine Engine Driver
-Grade 2
-Grade 3
Marine Serviceperson

Maritime Operator
-Master Class 4
-Master Class 5

BUILDING AND CONSTRUCTION

Apprenticeships

Bricklayer
Cabinet Maker
Carpenter
Gas Fitter
Joiner
Painter and Decorator
Plant Operator
Plasterer (Wall and Ceiling Lining)
Plumber
Plumber (Mechanical Services)
Roof Plumber
Roof Tiler
Shopfitter
Signwriter
Solid Plasterer
Stair Builder
Stonemason
Surveying Assistant
Tiler
Waterproofers

Traineeships

Concreter
Construction Material Testing
Dogger
Essential Services for Aboriginal and Torres Strait Islanders
Rigger
Scaffolder Steelfixer

BUSINESS AND FINANCIAL SERVICES

Traineeships

Business Administration
-General
-Education
-Legal
-Medical Business Sales
Customer Contact
Frontline Management
Human Resources
Legal Services Management
Marketing
Occupational Health and Safety

Project Management
Purchasing
Recordkeeping
Small Business Management
Unionism & Industrial Relations
Vocational Trainer

CIVIL CONSTRUCTION

Traineeships

Civil Construction
-Design Supervisor
-Operations Supervisor
Civil Construction Supervisor
Civil Construction Worker (Labourer)
Skilled Construction Worker
-Bituminous Surfacing
-Bridge Construction and Maintenance
-Foundation Works
-Pipe Laying
-Road Construction and Maintenance
-Road Marking
-Timber Bridge Construction and Maintenance
-Trenchless Technology

CLEANING AND ASSET MAINTENANCE

Traineeships

Carpet Cleaning
Cleaning Management
Cleaning Operations
Laundry Operator
Pest Management
Portable Fire Equipment Operator
Waste Management Operations

COMMUNITY SERVICES

Apprenticeships

Children's Services (Para-Professional)

Traineeships

Aged Care Worker
Alcohol and Other Drugs Worker
Child Care Worker
Child, Youth and Family Intervention Worker
-Child Protection

-Family Support
-Residential Care
Community Development Worker
Community Services Worker
Community Services Worker (Community Care)
Disability Support Worker
Disability Worker
Employment Consultant
Indigenous Primary Health Care Worker
Job Placement Consultant
Out of School Hours Care Coordinator
Service Coordinator Disability
Service Director (Child Care)
Social Housing Worker
Youth Worker
Youth Worker (Youth Justice Services)

CONSERVATION AND LAND MANAGEMENT

Traineeships

Conservation Worker
-General
-Conservation Earthworks
-Indigenous Land Management
-Lands, Parks and Wildlife
-Natural Area Restoration Weed Management
Water Industry Operator
Water Industry Supervisor/Planner

EDUCATION

Traineeships

Education Support Worker

ELECTROTECHNOLOGY AND ELECTRICITY SUPPLY

Apprenticeships

Appliance Servicing
Business Equipment Servicing
Cable Joint Tradesperson
Data and Voice Communications
Electrical Fitter
Electrical Machine Repair
Electrician
Electrician and Instrument and Control (Dual Apprenticeship)

Electronics and Communications
Fire Protect Tradesperson
Fire Systems Technician
Fire Systems Designer
Instrumentation and Control
Power Traction Linesperson
Powerline (Electrical Supply
- Distribution)
Tradesperson Powerline
(Electrical Supply -
Transmission)
Tradesperson Refrigeration
and Air Conditioning Mechanic
Switchgear and Control Gear

Traineeships

Computer Systems Engineering
Data and Voice Communications
Electrical Engineering
Electronics and Communications

ENGINEERING

Apprenticeships

Engineering Electrical/
Electronic Trade
-Electrical Fitter
-Electrical Mechanic Marine
Electrical Mechanics
Engineering Fabrication Trade
-General
-Boilermaking/Welding
-Casting and Moulding
-Light Fabrication
-Sheetmetal
-Patternmaking
-Surface Finishing Engineering
Mechanical Trade
-General
-Machining
-Maintenance - Diesel Fitting
-Maintenance - Fitting and/or
Turning
-Refrigeration and Air
Conditioning
-Toolmaking
Higher Engineering Trade
Locksmithing
Marine Craft Construction

Traineeships

Blast Coater Cleaner/Industrial
Spray Painter/Finisher
Competitive Manufacturing
Engineering Production
-General
-Systems
Systems (Marine Craft Surface

Finishing Technology)

Engineering Technician
Engineering Technician
(Advanced Trade)

FINANCIAL SERVICES

Traineeships

Accounts and Payroll Clerk
Accounts Clerk
Accounts Manager Assistant
Accountant Bookkeeper
Claims Officer
Collections Clerk/Process
Server
Credit Officer
Credit Manager
Finance/Mortgage Broking
Worker
Financial Planner
Financial Services Worker
Insurance Officer
General Insurance
Broking Support
Loss Adjusting
Mobile Banking Consultant
Superannuation Worker

FOOD AND MEAT PROCESSING

Apprenticeships

Meat Retailing

Traineeships

Food processing
-General
-Sales
-Technician Meat Processing
-Abattoirs
-Advanced Technician
-Boning
-Food Services
-General
-Leadership
-Meat Safety
-Quality Assurance
-Rendering
-Slaughtering
-Smallgoods (Manufacturing)
Meat Retailing
Technician Meat Salesperson/
Packer
Seafood Processing Operator
Seafood Sales and Distribution
Operator

FORESTRY

Apprenticeships

Forest Products Worker
-Saw Doctoring
-Wood Machining

Traineeships

Forest Products Worker
-General
-Forest Growing and
Management
-Forest Operations
-Harvesting and Haulage
-Sawmilling and Processing
-Timber Manufactured Products
-Timber Merchandising
-Timber Processing
-Wood Panel Products
-Timber Fabrication Estimator/
Jig Setter

FURNISHING AND CRAFTWORKERS

Apprenticeships

Floor Technology
Furniture Finishing
Furniture Making
Glass and Glazing
Mattress and Base Making
Picture Framing
Soft Furnishing Upholstery
Wood Machining

Traineeships

Furniture Making (L2)
Soft Furnishing (L2)
Upholstery (L2)

GOVERNMENT

Traineeships

Local Government
-Administration
-Health and Environment
Operational Works
-Planning
-Regulatory Services Public
Sector
-Financial Services
Fraud Control
-General

- Government
- Investigation
- Procurement
- Project Management
- School Support Services
- Service Delivery
- Statutory Compliance

- Floriculture
- Landscaping
- Parks and Gardens
- Retail Nursery
- Turf Management
- Wholesale Nursery
- Farmhand

HEALTH

Traineeships

Allied Health Assistant
 Dental Assistant
 Dental Technician
 Dietary Assistant
 Indigenous Primary Health Care Worker
 Health Administration
 Health Supervisor
 Health Support Services Team Leader
 Laboratory
 -Assistant
 -Technician
 -Technologist
 -Trainee
 Medical Practice Assistant
 Mental Health Support Worker
 Operating Theatre Assistant
 Optical Dispenser
 Pathology Assistant
 Patient Services Assistant - Health Services
 Patient Support Assistant
 Pharmacy Assistant
 Pharmaceutical Manufacturing
 Phlebotomist
 Practice Manager
 Sterilising Services Assistant

HORTICULTURE

Apprenticeships

Arborist
 Floriculture Tradesperson
 Greenkeeping
 Landscape Tradesperson
 Nursery Tradesperson (Retail)
 Nursery Tradesperson (Wholesale)
 Parks & Gardens Tradesperson

Traineeships

Horticulture
 -General
 -Arboriculture

HOSPITALITY

Apprenticeships

Bread Baking
 Bread Baking/Pastry Cooking
 Catering Operations
 Commercial Cookery
 Pastry Cooking

Traineeships

Hospitality Manager
 Hospitality Operations
 Kitchen Operations
 Event Operations

INFORMATION TECHNOLOGY

Traineeships

Information Technology
 -Digital Media
 -General
 -Media
 -Networking
 -Programming
 -Support
 -Systems Analysis
 -Testing
 -Websites Telecommunications
 -Broadcast Technician
 -Trades Assistant
 -Trades Worker
 -Television Reception Technician

JEWELLERY AND WATCHMAKING

Apprenticeships

Jewellery
 Watchmaking

JUSTICE & LEGAL SERVICES

Traineeships

Legal Services Youth Worker

LIBRARY

Traineeships

Arts Administration
 Library and Information Services Assistant
 Library Technician
 Museum and Gallery
 Operator Trustee and Estate Administrator

MANUFACTURING

Apprenticeships

Blow Moulding Operator
 Blown Film Operator
 Composites Technician
 Conveyor Belt Technician
 Extrusion Technician
 Injection Moulding Operator
 Plastics Fabricator
 Polyurethane Product Manufacturer
 Rotational Moulding Operator

Traineeships

Chemical Industry Technician
 Chemical Plant Operator
 Manufactured Mineral Products Operator
 Manufacturing Technology Cadetship
 Pharmaceutical Manufacturing
 Plastics Operator
 Polymer Processing Technician
 Process Manufacturing Production
 -Assistant
 -Support Operator

MINING

Traineeships

Drilling
 -Oil/Gas Off Shore
 -Oil/Gas On Shore
 -Operations Gas Industry
 -Field Worker
 -Operations Frontline Manager
 Mine Emergency and Rescue
 Mining
 -Exploration
 -Field/Exploration Operations

Resource Processing
Senior Driller
Small Mining Operations
Supervisors - Extractive Industry
Surface Extraction Operations
Underground Coal
-Mining
-Operations
-Metalliferous Mining Utilities
Industry Operator Well
Servicing Operator

PRINTING AND GRAPHIC ARTS

Apprenticeships

Binding and Finishing
Graphic Pre-Press
Print Machining
Screen Printing

Traineeships

Desktop Publishing Support
General Print Shop Assistant

RACING

Apprenticeships

Jockey

Traineeships

Advanced Stablehand
Stablehand
Trackrider

REAL ESTATE AND PROPERTY MANAGEMENT

Traineeships

Property Services (Agent)
Property Services (Real Estate)
Spatial Information Services

RETAIL

Traineeships

Community Pharmacy Retail Assistant
Retail Manager
Senior Retail Assistant/Supervisor
Wholesale Assistant

Wholesale Sales Representative
Customer Service Officer

RELIGION

Traineeships

Ministry Worker

SECURITY AND CORRECTIONAL SERVICES

Traineeships

Correctional Services Officer
Security Operations
Senior Correctional Services Officer
Technical Security

SPORTS AND RECREATION

Traineeships

Aquatic Industry Worker
Assistant Junior Coach
Assistant Sports Official
Athlete Support Officer
Career Orientated Participant
Community Recreational Officer
Exercise Instructor
Exercise Trainer
Outdoor Recreation Assistant
Outdoor Recreation Guide (Controlled Environment)
Outdoor Recreation Manager
Sport and Recreation
-Assistant
-Coordinator Sports Coach

TEXTILE, CLOTHING AND FOOTWEAR

Apprenticeships

Bespoke Boot and Shoe Making
Boot and Shoe Repairer
Canvas Goods Making
Clothing Production
Cotton Ginning
Leather Tradesperson
Sail Making
Textile Production

Traineeships

Clothing Production

Computerised Embroidery
Cotton Ginning
Footwear Repairer
Textile Production

TOURISM AND TRAVEL

Traineeships

Holiday Park Operations
Tourism
-Manager
-Operations
Travel Agent
Retail Travel Sales
Events Operations

TRANSPORT, DISTRIBUTION AND STORAGE

Traineeships

Driver
Fleet Controller
International Freight Forwarding Operator
Logistics Manager
Logistics Operations
Mechanical Rail Signalling Rail
-Customer Service Worker
-Infrastructure Worker
-Operations Worker Stevedore
Warehouse and Storage Worker

Frequently Asked Questions

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

A: An apprenticeship usually relates to a trade, eg electrician, hairdresser, chef, plumber or carpenter etc. A traineeship generally relates to industries that don't need a trade certificate, for eg 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 Level VI. Full time traineeships will take between 12 and 24 months, undertaking qualifications from Cert Level II to Level VI. 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 passports holders or holder 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. You will need to be

an Australian citizen or hold a New Zealand passport or a visa that allows you to engage in work in Australia.

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 Queensland 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 (TAFE) 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 plan 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. This enables them to receive their Certificate of Attainment or trade qualification. For more information, or to apply for a USI, visit www.usi.gov.au.



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One day in the future I would like to work as one of the head painters but in the meantime I am enjoying learning as much as I can from the tradesmen around me!



LUCY WILLIAMS

Apprentice Auto Spraypainter

About BUSY At Work

BUSY At Work has over 40 years' experience launching careers and getting people into work. BUSY are a well-established provider of 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

60,000

We have helped over 60,000 job seekers per year find their ideal job

40,000

Assisted over 40,000 businesses with Australian Apprenticeship Support Services



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Right from day one they made the sign up process very easy for us. I am delighted to work with BUSY and wouldn't consider going anywhere else!



JEREMY SCANLAN

Golding Homes

There's a BUSY At Work office near you.

 busyatwork.com.au

 13 BUSY (13 28 79)

• Our National Coverage



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