

# AATIS

Australian  
Apprenticeships  
& Traineeships  
Information Service

# SCHOOLS GUIDE



real skills for  
real careers



# WHAT'S INSIDE?

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# HOW TO USE THE SCHOOLS GUIDE



AATIS offers a variety of free resources which government, independent and catholic schools use on their websites, newsletters and in their teaching to guide school students on Australian Apprenticeships pathways. This schools guide covers the key Australian Apprenticeships information you need to support your students, and explains how to use the free resources that are available. You can use this guide to:

#### APPRENTICESHIPS

**Discover** the features of Australian Apprenticeships, and the steps to become an apprentice or trainee.

**Understand** the benefits of apprenticeships and traineeships, and the career opportunities available through this pathway.

**Use** the Pre-apprenticeships Finder to locate pre-apprenticeship or pre-traineeship courses in the industries and locations relevant for your students.

#### RESOURCES

**Consider** the ways that AATIS can assist you and your school with accurate content about Australian Apprenticeships for your website, newsletter and work with students and parents.

**Understand** the roles of organisations involved in the Australian Apprenticeships landscape, and use the Who is Involved information to contact relevant organisations in your area.

**Read** the Job and Training Descriptions and Fast Facts sheets to gain a better understanding of the occupations and industries that students can pursue an Australian Apprenticeship pathway in.

#### JOB HUNTING

**Explore** work types through the Career Interest Quiz and Work Type Explorer, to discover the best apprenticeships and traineeships for each student.

**Download** the resume and cover letter templates for students to use in their job hunting.

**Use** the Job Search Sites to find Australian Apprenticeship relevant roles that your students can apply for.

#### OTHER SERVICES

**Follow** the MyGain YouTube channel and Podcast that showcase stories of apprentices and trainees on the pathway to their career.

**Download** the AusAppPathways mobile app and bookmark occupations for students to refer back to later in their career research and conversations.

**Subscribe** to our Industry Insiders Newsletter to be the first to know about Australian Apprenticeships news and events. Subscribe to our Careers Bulletin for job hunting and career information which is ideal for career researchers and students.

The Schools Guide, and all of the resources and links, can be found on the AAPathways website at [aapathways.com.au/schools-guide](http://aapathways.com.au/schools-guide)

# WHAT IS AATIS?

**[aatisservice.com.au](https://aatisservice.com.au)**

The Australian Apprenticeships and Traineeships Information Service (AATIS) offers pathways information to students, job hunters, career advisers and employers. Our website, app and resources are used by schools, parents, friends and others providing career planning and direction.

The Australian Apprenticeships Pathways website (AAPathways) is a hub for Australian Apprenticeships information. It provides in-depth information about apprenticeships and traineeships, including over 2,000 sample Job and Training Descriptions, steps on how to find an apprenticeship, industry-based Job Pathways Charts and Literacy and Numeracy Quizzes. Our up-to-date information and resources are used by networks delivering Australian Apprenticeships support services, including Australian Apprenticeship Support Network providers and Group Training Organisations.

We are active across online and digital platforms while also providing call, email and messenger support to help people navigate through the Australian Apprenticeships landscape.

AATIS is free to use and is funded by the Australian Government Department of Education, Skills and Employment.

The AAPathways site achieved record levels of traffic with an increased number of organisations referring to the site. AATIS adds multiple communication avenues, with a presence on Facebook, Twitter, Instagram, LinkedIn and enhanced e-newsletter and expanded MyGain channel to include a Podcast.

**2019-20**

**2016-17**

The AATInfo and AAPathways websites were redeveloped, merged into one, and optimised for access via mobile devices. The AAPathways site had the URL retained and the aatinfo site was 'retired'. The relaunched AAPathways site won numerous awards for design and usability.

AusAppPathways mobile app was launched, providing smartphone and tablet access to the search segment of the AAPathways website.

**2015**

**2014**

MyGain YouTube channel was launched featuring apprentices and trainees talking about their job hunting experiences and their job roles.

The Australian Apprenticeships Pathways website was developed and launched in addition to the AATInfo site. The new AAPathways site addressed the public, establishing a search pathway using around 12 broad Industry Groups. The Career Interest Explorer was also developed for this audience. The AATInfo site continued to address 'industry insiders', but with simplified language.

**2006**

The government changed the name of New Apprenticeships to Australian Apprenticeships, prompting several organisations to make changes. Our Service changed to Australian Apprenticeships Training Information Service (AATIS), later to change to the Australian Apprenticeships and Traineeships Information Service.

**2003-04**

The Service is relaunched as the New Apprenticeships Training Information Service. The website (natinfo.com.au) was relaunched as a data base driven site that generated job descriptors dynamically from user requests. Job Pathways Charts were developed out of the existing 'Training Package Chart' PDFs which reflected the structure of training package qualifications.

Industry Training Australia launches the New Apprenticeship Centre Information Service, including the nacinfo.com.au site, under government funding. The site displayed job roles underpinned by training package qualifications. The Australian Qualification Framework had just been launched, creating an industry based structure of qualifications at various certificate levels.

**1998**





# WHAT ARE AUSTRALIAN APPRENTICESHIPS?

[aapathways.com.au/apprenticeships](http://aapathways.com.au/apprenticeships)

The term 'Australian Apprenticeships' covers both apprenticeships and traineeships, which start when an employer creates a job and decides to use this way of employing and training staff. Australian Apprenticeships are available to anyone of working age with eligibility to work in Australia. There aren't specific school levels, certificates or other qualifications needed to start one.

Australian Apprenticeships offer opportunities to train, study and earn an income at a variety of Vocational Education and Training (VET) qualification levels in many occupations including traditional trades and can be either full-time, part-time or school-based. When they finish their Australian Apprenticeship, graduates will have a nationally recognised qualification that is valid anywhere in Australia and is held in high regard in many overseas countries.

## WHO CAN DO AN AUSTRALIAN APPRENTICESHIP?

Anyone of working age and with eligibility to work in Australia can start an apprenticeship or traineeship. Students do not need a secondary school certificate or other qualification before starting, however, employers can set their own requirements when hiring staff. For example, an employer may set a minimum standard of completion of year 11, year 12 or a pre-apprenticeship.

Positions are commonly filled by school students, school leavers and people re-entering the workforce, or by those in the workforce wishing to change careers or gain new skills. To be eligible for an apprenticeship or traineeship a person must be:

- an Australian citizen or
- a permanent resident or
- a holder of a temporary resident or working visa of sufficient duration to undertake the apprenticeship or traineeship.

It is important to talk through individual circumstances and how they may effect eligibility to start an apprenticeship or traineeship. Contact an Australian Apprenticeship Support Network provider for more details.

## WHAT ARE THE BENEFITS OF DOING AN APPRENTICESHIP OR TRAINEESHIP?

Undertaking an apprenticeship or traineeship has many benefits as a pathway into a career. These include:

- Earning a wage while learning
- Developing practical skills specific to the occupation or desired industry
- Experiencing hands-on training and classroom learning
- Gaining a nationally recognised qualification which can provide the basis for further education and training over the course of the apprentice or trainee's working life
- Potentially accessing government financial support and other benefits to assist with the costs incurred whilst undertaking training
- Updating skills in an industry already worked in
- Increasing value as a qualified employee

An apprenticeship or traineeship can be used as a pathway to a higher level qualification, including other vocational education and training qualifications and university qualifications.





# STEPS TO AN AUSTRALIAN APPRENTICESHIP

[aapathways.com.au/steps](http://aapathways.com.au/steps)

It can be difficult knowing what types of apprenticeships and traineeships are out there, and how to find them.

The Australian Apprenticeships and Traineeships Information Service has developed the Steps to an Australian Apprenticeship, which breaks-up the process of finding an apprenticeship or traineeship into four easy steps: Research, Preparation, Job Hunting and Sign Up.

The steps flowchart illustrates the process with detailed write-ups for each step, starting from research all the way to sign-up with an employer. The PDF versions of flowcharts are customisable so schools can easily add their logo and call-to-action.



## RESEARCH

- Discover what apprenticeships and traineeships are all about
- Find out which industry is right for you by using the Career Interest Explorer and Work Type Explorer
- Learn more about apprenticeship and traineeship occupations by using the Job & Training Descriptions

## PREPARATION

- Students and career researchers can test their knowledge by trying a Literacy & Numeracy Quiz
- Learn about pre-apprenticeships and whether they would be suitable
- Learn about the organisations that are involved throughout an apprenticeship and traineeship, and how the training works
- Find out what wages and entitlements apprentices and trainees are entitled to

## JOB HUNTING

- Visit the MyGain YouTube channel and Podcast and talk to family and friends to find out how other people got their apprenticeship or traineeship
- Contact Group Training Organisations and Australian Apprenticeship Support Network providers to see if they have any positions
- Visit job search sites and contact employers directly to find vacancies
- Tailor resumes and cover letters for job specific applications

## SIGN UP

- Once potential apprentice or trainee finds an employer who is interested in taking them on, they will need to contact an Australian Apprenticeship Support Network provider to organise the sign up
- Once signed up, the apprentice or trainee will start work and off the job training with a Registered Training Organisation



# WHAT ARE PRE-APPRENTICESHIPS?

[aapathways.com.au/pre-apprenticeships](http://aapathways.com.au/pre-apprenticeships)

A pre-apprenticeship is entry-level training which can provide a pathway into the industry of choice. Generally, they are offered in the traditional trades such as Carpentry, Electrical, Plumbing and Automotive.

The term pre-vocational or pre-traineeship may also be used when talking about entry level training in non-trade industries, such as Hospitality, and Animal Care and Management.

Pre-apprenticeships can assist in improving literacy and numeracy skills as well as focusing on developing some essential work related skills. These skills can help the student be better prepared for work and be a stand-out job candidate.

These programs can vary between states and territories, and industries. Some may involve a work experience component and some may attract a credit transfer to an apprenticeship level qualification.

## WHO NEEDS TO COMPLETE A PRE-APPRENTICESHIP?

There is no requirement to have completed a pre-apprenticeship before starting an apprenticeship or traineeship. However, it is important to be aware some industries look more favourably upon people that have completed a pre-apprenticeship.

Occupations such as Electrical and Plumbing which have strict licensing requirements will often look for potential apprentices who have completed a pre-apprenticeship. In some cases, employers who are advertising an apprenticeship opportunity will specify that candidates must have completed a pre-apprenticeship. Advise students to monitor job ads to see whether pre-apprenticeships are in demand in the industry of choice.

There are some industries where completing a pre-apprenticeship is not as vital, with employers preferring to employ people directly into an apprenticeship with no previous training. Go to our Industry Information pages to see if pre-apprenticeships are a common pathway into an apprenticeship opportunity. Speak to employers in the industry to find out if completing a pre-apprenticeship is something they look for in their apprentices.

## ADVANTAGES OF PRE-APPRENTICESHIPS

- Explore an industry occupation without committing to a full apprenticeship
- Once the program is complete, some providers may provide supported pathways into employment
- Some employers, particularly in the trade industries, have a preference for people who have completed a pre-apprenticeship
- Participants may receive credit for the study completed, which could shorten the time it takes to complete a full apprenticeship

## PRE-APPRENTICESHIP FINDER

Pre-apprenticeships are offered by Registered Training Organisations such as TAFE, private providers and Group Training Organisations. It can be challenging to find relevant pre-apprenticeship information and courses by searching through numerous websites.

Our Pre-apprenticeship Finder compiles courses offered by providers and has a list of pre-apprenticeships which can be searched by industry and location, which can found at [aapaathways.com.au/jtd](http://aapaathways.com.au/jtd).

While we have numerous pre-apprenticeships listed, the numbers differ based on location and category. If you do not find any search results that fit your criteria, we suggest you contact your local training provider directly.







# WHAT ARE SCHOOL-BASED APPRENTICESHIPS?

[aapathways.com.au/asba](http://aapathways.com.au/asba)

Australian School-based Apprenticeships (ASbA), also known as school-based apprenticeships and traineeships, are like any apprenticeship or traineeship but commenced part-time as part of secondary schooling. ASbAs earn a wage, train with an employer, and work towards an accredited qualification while completing their high school certificate.

ASbAs are a career pathway to learn new things, gain employment experience and get a head start in a career. Similar to a standard apprenticeship, an Australian Apprenticeship Support Network provider must be contacted prior to commencing the ASbA.

For a downloadable copy of the Steps to an Australian School-based Apprenticeship, visit the ASbA page.

## BENEFITS OF AN ASBA

- Get paid while completing studies at school
- May be eligible for government financial assistance
- Might take time off the qualification post high school should students decide to continue with the career path
- Receive industry experience into the industry to see if the career is right for them

## PATHWAY TO UPSKILL

Some ASbAs may be ongoing post school, but upon completion of an apprenticeship or traineeship, students will still be able to go to university, upskill to a higher level qualification or even start their own business.

## DO STUDENTS GET PAID?

Yes! As well as gaining valuable experience and skills, students will get paid a wage. The pay differs by occupations and industries so make sure to read more about Wages and Financial Support at [aapathways.com.au/wages](http://aapathways.com.au/wages)

## DOES THE TRAINING CONTRIBUTE TO SECONDARY SCHOOL CERTIFICATE OF EDUCATION?

It might but the amount of contribution differs for each state or territory and the qualification undertaken. The state or territory education department can assist with further information.

## WORK HOURS

Working hours as part of the apprenticeship or traineeship at school are dependent on the laws of the state or territory.

Students will need to discuss their work hours with their school and employer. Visit your state or territory School-based Apprenticeship and Traineeship website for more information about ASbA legislation.

## SUPPORT SERVICES

Working with an employer while studying at school can be quite daunting. It is best for students to approach any problems with a parent or caregiver, the school, employer, AASN provider or Group Training Organisation. You will find more information on post-recruitment support at [aapathways.com.au/support](http://aapathways.com.au/support).

## WHAT IF THE SCHOOL DOESN'T OFFER SCHOOL BASED APPRENTICESHIPS?

If the school does not offer ASbAs, encourage students to look at Vocational Education and Training (VET) in school or subjects that lead into their occupations of interest. This will help students prepare for an apprenticeship or traineeship once they leave school.





# RESOURCES FOR CAREER ADVISERS



## CONTENT WRITING

**[aapathways.com.au/contact-us](https://aapathways.com.au/contact-us)**

AATIS information and resources are designed for use in schools, to ensure that careers advisers, teachers, students and parents always have accurate information and quality resources. If your school is looking for content about Australian Apprenticeships, for your website, newsletter or other forms of communication, we are here to help.

You are welcome to use content and information from the AAPathways website, remembering to link back to the original source. This includes blog posts and news articles. If this content doesn't suit your needs, get in touch with the team to find out how we can help you with new content.

We are always looking for ideas for information and resources, so if there is something you think would be useful in the Australian Apprenticeships space, let us know.

### BLOG

**[aapathways.com.au/blog](https://aapathways.com.au/blog)**

The AAPathways blog is where the AATIS team and industry experts discuss key trends in the Australian Apprenticeships sector. Visit the blog for regular updates and discussion pieces. If there is a topic you want to hear more about make sure to let us know in the comments, or get in touch to let us know.

## RECOMMENDED LINKS

**[aapathways.com.au/recommended-links](https://aapathways.com.au/recommended-links)**

In addition to the resources for career advisers in this guide, we have a key links section on our AAPathways website which summarises the essential resources that should be recommended to career researchers.

## NEWSLETTERS

**[aapathways.com.au/contact-us](https://aapathways.com.au/contact-us)**


To stay up-to-date with new resources and for all the latest updates in the Australian Apprenticeships sector, be sure to subscribe to our newsletters. To keep information easy to access we've created separate newsletters, one for our industry insiders and another for students, career researchers and job hunters.

### INDUSTRY INSIDERS NEWSLETTER

Our Industry Insider Newsletter is for those that work in the industry, including careers advisers and teachers. Here we share qualification updates, new resources, and important announcements made by key organisations in the sector. This newsletter will also keep you up-to-date on any upcoming events that we're running or webinars for which you can register.

### CAREERS BULLETIN

Our Careers Bulletin is specifically created for those who are learning about apprenticeship career pathways or wish to commence an apprenticeship or traineeship. This bulletin contains employment opportunities, and key links and resources from AATIS and industry partners. Career advisers should encourage students and parents to subscribe for tips on job hunting and career research.



# AUSTRALIAN APPRENTICESHIP AND VET LANDSCAPE

[aapathways.com.au/vet-landscape](https://aapathways.com.au/vet-landscape)

AATIS has developed a comprehensive flowchart that simplifies the VET and Australian Apprenticeships landscape. At one glance, learn about the organisations involved in the policy, planning, and implementation of VET and Australian Apprenticeships.

## SERVICE PROVIDER SEARCH

[aapathways.com.au/sps](https://aapathways.com.au/sps)

Our Service Provider Search has contact information of the key service provider networks that will be used at different points of the apprenticeship journey. The different providers include Australian Apprenticeship Support Network providers who check eligibility of individuals and complete the sign up, Group Training Organisations that recruit apprentices and trainees, Registered Training Organisations that deliver the training, job and career services that provide a range of career information, and other government services. These providers can be filtered by location and provider type.

## VOCATIONAL & EDUCATION TRAINING (VET)

### POLICY

#### Australian Parliament

Approves and sets Vocational education and training legislation for regulators

#### The Council of Australian Governments (COAG) Skills Council

Established by COAG to develop and implement high-level policies that will assist Australian industry to be competitive and motivated to create jobs and investment. Skills Council is responsible for Industry competitiveness, productivity and labour market pressures, skills development and national training arrangements.

### PLANNING

#### Australian Industry Skills Committee (AISC)

Provides advice to Industry and Skills Ministers on the implementation of national VET policies, and approves nationally recognised training packages for implementation in the VET system.

#### Industry Reference Committees (IRC)

Made up of industry representatives and is a formal channel for considering industry skills requirements in the development and review of training packages.

#### Skills Service Organisations (SSO)

Supports IRCs by providing administrative work when developing and reviewing training packages.

### IMPLEMENTATION

#### Australian Skills Quality Authority (ASQA)

The national regulator for the VET sector who regulates courses and training providers to ensure nationally approved quality standards are met.

#### Victorian Registration and Qualification Authority (VRQA)

Apply standards to education and training providers and accredit courses and qualifications in Vic only.

#### Training Accreditation Council Western Australia (TACWA)

Responsible quality assurance and recognition of vocational education and training (VET) services in WA only.

### USER

#### Registered Training Organisations

VET service provider that train enrolled students, apprentices and trainees from certificate I to Advance Diplomas.

## AUSTRALIAN APPRENTICESHIPS

### POLICY & PLANNING

#### Department of Education, Skills and Employment

Oversees and implements related contracts, legislation, incentives and funding arrangements.

#### State Training Authorities

Government departments responsible for the operation of Australian Apprenticeships in their own State or Territory. This includes the VRQA and TACWA.

### IMPLEMENTATION

#### Australian Apprenticeship Support Network

Checks the eligibility of Australian Apprentices and helps employers start an apprentice or trainee then manage incentives and administration, and assist with post-recruitment support.

### USERS

#### Schools

Approves and allows apprentice or trainee to start while studying at school. Arranges school, work and training schedules. Works closely with RTO and Employer.

#### Parent or Guardian

Needed for approval and signing of any legal and binding contracts if the person is under 18 years old and provides ongoing support.

#### Employer

Creates a position for an apprentice or trainee to commence. Pays the apprentice or trainee and provides the on the job training.

#### Group Training Organisations

Recruit apprentices and trainees, places them with host employers and provides ongoing support.

#### Australian Apprentice or Trainee

Creates a position for an apprentice or trainee to commence. Pays the apprentice or trainee and provides the on the job training.



# WHO IS INVOLVED?

**[aapathways.com.au/who-is-involved](https://aapathways.com.au/who-is-involved)**

The 'Who is Involved' sheets give a state and territory based overview of the different organisations involved in an apprenticeship, along with their contact information. They are a more detailed overview of the VET and Australian Apprenticeships landscape, including how the different organisations interact with each other and their key responsibilities. It has contact details of the relevant State or Territory Training Authority, Australian Apprenticeship Support Network providers, Group Training Organisations and Registered Training Organisations.



### DEPARTMENT OF EDUCATION, SKILLS & EMPLOYMENT

Federally oversees and implements related contracts, legislation, incentives and funding arrangements.

### STATE & TERRITORY TRAINING AUTHORITIES

State Government Departments that regulate the apprenticeship system in their respective State or Territory. They provide advice and support to apprentices, trainees and employers.

### AUSTRALIAN APPRENTICESHIP SUPPORT NETWORK PROVIDERS

Delivers free support apprentices, trainees and employers throughout the life of an Australian Apprenticeship, and is your main point of contact for all queries about apprenticeships. **You cannot start an Australian Apprenticeship without an Apprenticeship Network provider.**

### FAIR WORK OMBUDSMAN

Provides advice for employers and apprentices for various entitlements such as: wages, benefits and allowances, employment conditions and award requirements.

### EMPLOYERS

It all starts with an employer! To be able to start an apprenticeship or traineeship, an employer must be willing to employ an apprentice or trainee in the relevant occupation.

### GROUP TRAINING ORGANISATIONS

Employs apprentices and trainees and places them with host employers, and provides ongoing support apprentices, trainees and employers.

### HOST EMPLOYERS

When an apprentice or trainee is employed by a Group Training Organisation, they are placed with a host employer to develop the skills required for their apprenticeship or traineeship.

### PARENT OR GUARDIAN

If an apprentice or trainee is under 18 years of age and in the care of a parent or legal guardian, they will need to sign the training contract.

### REGISTERED TRAINING ORGANISATION

Delivers the formal off the job training for Australian Apprentices. A Registered Training Organisation could be a TAFE or a private training provider.

### SCHOOLS

In the case of an Australian School-based Apprentice or Trainee, the school must approve and be involved in the process.



**TRAINING  
SUMMARIES**

**EMPLOYMENT  
& WAGE DATA**

**STATE  
AVAILABILITY**

# JOB & TRAINING DESCRIPTIONS

[aapathways.com.au/jtd](https://aapathways.com.au/jtd)

Explore potential apprenticeship and traineeship options available in your state or territory. Search by industry group or keyword to discover Australian Apprenticeships or ASbAs, then find out more about the occupation and training, and graduate outcomes.

This is where career researchers can search for pre-apprenticeships in the industry and area of their choice.



# JOB PATHWAYS CHARTS

[aapathways.com.au/jpc](http://aapathways.com.au/jpc)

The Job Pathways Charts are examples of potential career pathways that can begin with an Australian Apprenticeship.

They show the progression from Certificate II all the way to Advanced Diploma for different industries. The PDF versions of this resource can be customised with the school logo and call-to-action.

Use them with students to demonstrate the pathway from a lower level qualification through to more senior roles they may aspire to later in their career.

**CERTIFICATE  
PROGRESSION**

**INDUSTRY  
SPECIFIC**

**DOWNLOADABLE  
PDF VERSIONS**



# LITERACY & NUMERACY QUIZZES

**PRACTICE  
APTITUDE  
QUIZZES**

**INDUSTRY  
SPECIFIC  
QUESTIONS**

**INTERACTIVE  
ONLINE QUIZZES**

**[aapathways.com.au/lnq](http://aapathways.com.au/lnq)  
[aapathways.com.au/paq](http://aapathways.com.au/paq)**

Different occupations require different types of literacy and numeracy skills. For example, an electrical apprentice needs high level numeracy skills, while a business trainee may need to focus more on literacy.

Our Literacy and Numeracy Quizzes are short, online interactive quizzes illustrating the literacy and numeracy levels required when undertaking Australian Apprenticeships qualifications for various industries. The Practice Aptitude Quizzes are longer more detailed pdf versions of the same quizzes which can be taken offline. They are useful resources for students to gauge whether they possess the literacy and numeracy skills to enter the industry of their choice. The online quizzes include next steps information related to their score. This could include focusing on their literacy and numeracy skills or starting job hunting.





# FAST FACTS SHEETS

[aapathways.com.au/fast-facts](http://aapathways.com.au/fast-facts)

The Fast Facts sheets give an overview of industries and occupations relating to Australian Apprenticeships. They contain apprenticeship and traineeship statistics, and information on key trends such as state-based data on the number of commencements, demographics information and other key industry information. These sheets can be used as handouts or posters, to inform students and job hunters about the different options available to them. The Fast Facts sheets are customisable with the school's logo and call-to-action.

**DEMOGRAPHICS  
STATISTICS**

**INDUSTRY  
SKILLS  
NEEDS**

**COMMENCEMENT  
DATA**

**IDENTIFY  
WORK  
INTERESTS**

**BROWSE  
WORK TYPE**

**EXPLORE  
INDUSTRIES**

# CAREER INTEREST EXPLORER

[aapathways.com.au/cie](http://aapathways.com.au/cie)

The Career Interest Explorer quiz helps students identify their career interests in vocational fields. The quiz allows students to answer work type related questions, requiring them to indicate their interest in activities associated with different types of work environments.

The results of the quiz indicate the strength of interest in each of the seven work types. Students can then explore occupations and industries related to these work types.

This quiz is best used with students who are in the early stages of exploring their career options.



# WORK TYPE EXPLORER & INDUSTRIES

[aapathways.com.au/explorer](http://aapathways.com.au/explorer)

The Work Type Explorer helps students discover Job and Training Descriptions within their selected work types.

Explore industry profiles that demonstrate the broad range of industries in which an Australian Apprenticeship can be undertaken. Use the work type filter to find industries specifically related to the student's interest.

See information about the key organisations involved in the industry, with links for further research. Students can also understand the future of the industry through the employment and wage data.

FIND A CAREER

INTEREST-BASED  
SEARCH

INDUSTRY  
SPECIFIC  
DATA

**JOB VACANCY  
SITES**

**APPRENTICE  
EMPLOYMENT  
NETWORKS**

**INDUSTRY  
SPECIFIC  
SEARCH**

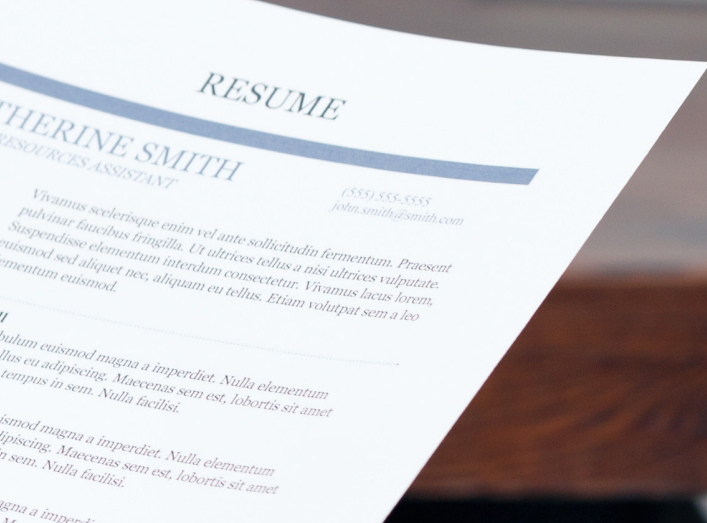
# JOB SEARCH SITES

**[aapathways.com.au/jobsites](http://aapathways.com.au/jobsites)**

The Job Search Sites listing includes different industry-specific and general job-hunting websites where students can apply for upcoming apprenticeship opportunities. It also features links to Apprentice Employment Networks and other groups that publish job opportunities.

This resource can help connect students with apprenticeships and traineeships opportunities.





# RESUMES AND COVER LETTERS

[aapathways.com.au/resumes-and-cover-letter](http://aapathways.com.au/resumes-and-cover-letter)

Having a solid resume and cover letter is a vital part of job hunting. Students will need one or both for most roles that they apply for. We have created resume and cover letter templates that students can customise with their information and use to apply for jobs. These templates are tailored specifically to help students get an apprenticeship or traineeship.

RESUME  
TEMPLATES

COVER LETTER  
TEMPLATES

INTERVIEW  
TIPS



# MYGAIN

MY CAREER • MY BUSINESS • MY EDUCATION • MY INDUSTRY

## YOUTUBE CHANNEL & PODCAST

[mygain.com.au](https://mygain.com.au)

MyGain features everyday stories of apprentices and trainees talking about their apprenticeship journeys – their success, failures, aspects of the job they love, how they found their dream opportunities and more. The MyGain YouTube channel is ideal for students and parents who want to explore the many occupational videos relating to Australian Apprenticeships.

MyGain also comes as a Podcast that can be streamed and downloaded from all major streaming platforms. In addition to apprentices and employers, the MyGain Podcast dives into industry topics and address conversations for the future of the Australian workforce.



**Download** all our latest Podcasts at **[shows.acast.com/mygain-podcast](https://shows.acast.com/mygain-podcast)** or listen to them on our website. We chat with Australian Apprentices and key industry personnel, employers and influencers in the sector.



**Listen** to Australian Apprentices tell their stories. Our interviews on the MyGain YouTube channel are an ideal way to show students the many pathways that can lead to different future career outcomes.

## CONTACT US

You can contribute to our channel! We're always looking for new candidates to share their journey to a career. If you know someone who would like to share their story **CONTACT US!**



# AUSAPP PATHWAYS APPLICATION

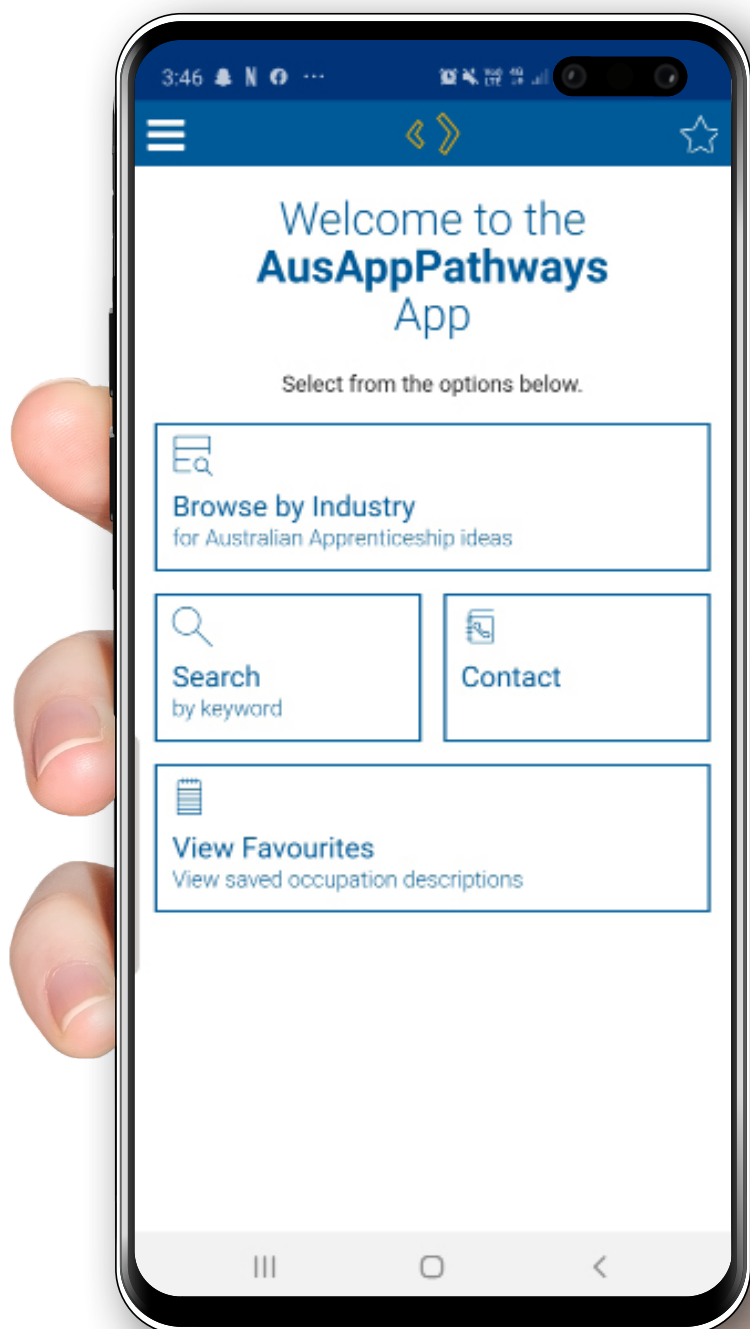
[ausapp.com.au](https://ausapp.com.au)

The AusAppPathways mobile app is used by career researchers to browse industries and occupations that they're interested in. The app is available on both the Play store and the App store.

Searching by industry group and qualification level, they can bookmark favourites for later reference. This mobile version of the Job and Training Descriptions search is perfect for career research on the go.







Search through over 2,000 examples of apprenticeship and traineeship occupations

Browse by industry and find detailed breakdowns of qualifications

User friendly interface

Bookmark favourites



# RESEARCH & DATA

[aapathways.com.au/research-data](https://aapathways.com.au/research-data)

AATIS conducts research into key topics related to the Australian Apprenticeships industry. This includes areas such as how people use careers information, their understanding of the future of work, and trends in industries.

We also publish up-to-date data about training packages and approved qualifications, and collate data on apprenticeship and industry trends.

## RESEARCH: PARENTS AS CAREER INFLUENCERS

Parents are the primary influencers of young peoples' career aspirations. Despite this, little is known about parents' understanding of the future of work and the impact of digital technologies on vocational career pathways. AATIS is working with parents to identify gaps in understanding, and to create resources to assist parents with their children's career research and decision making.

### MANY PEOPLE BELIEVE THAT ROBOTS ARE TAKING JOBS

A survey of nearly 23,000 people across the European Union found that 70 per cent believe that robots steal people's jobs. Across ten countries in Asia, Europe and the Americas a majority of people believe that in the near future, robots will do most of the work that is today done by humans.

**MYTH:** Low-skilled jobs containing routine-and manual-based tasks are disappearing with technological adoption, and a university degree is the best pathway to sustainable employment.

**FACT:** Any job with routine-based tasks is at-risk of automation, regardless of the education pathways into it. VET builds the skills and experience needed for the jobs of the future.

Research shows that a focus on skills is important to quality work into the future. Skills relating to adaptability, collaboration and problem-solving have increased in value with the growth of digitalisation. VET's role in shaping quality, sustainable work opportunities for the digital age is strategically important.

It is vital that in Australia, more people enter into vocational pathways to sustain our economy in the future of work.

## INFORMING PARENTS

How do we inform young people that VET is a valuable and important pathway to good careers? How do young people access information?

Parents often have an outdated view of post-school education, and are not knowledgeable about VET. Even when adults believe that high-quality and respected VET jobs exist, they still promote university pathways and qualifications to young people.

Our research targets parents to determine their levels of knowledge about the future of work and the role that VET will play in shaping skills, qualifications and employment in a digital age.

This research will form the basis of new resources that will help parents understand career pathways for their children. It will inform schools and other education providers on the best ways to work with parents in relation to their children's future career. For more information about AATIS research projects, visit [aapathways.com.au/research](https://aapathways.com.au/research).



# GETTING IN TOUCH

[appathways.com.au/contact-us](https://appathways.com.au/contact-us)

The best way to stay in touch is to subscribe to our newsletters through the Contact Us page on the website or by emailing us. You can also like and follow us on social media to get all the latest updates and news about Australian Apprenticeships.



## INFORMATION SESSIONS

[aapathways.com.au/events](http://aapathways.com.au/events)

Our face-to-face information sessions are designed for people working within the sector to be able to use AATIS resources to aid career conversations with students and job hunters. We regularly run sessions around the country, highlighting new resources.

## WEBINARS

In addition to information sessions and conference appearances, AATIS runs frequent online webinars. Varying in topics, we aim to cover a range of areas that help explain the current Australian Apprenticeship sector and issues around skilled employment and sustainability of Australia's workforce.

To hear more about our upcoming webinars, sign-up to our newsletter and also keep an eye on the events page on the AAPathways website.

## WANT TO HEAR MORE ABOUT A PARTICULAR TOPIC?

We're always looking to hear from our users about issues that they might need more information on. If there's a topic you want AATIS to cover, please contact us with your suggestion.

The AATIS team presents professional development sessions for staff and at conferences. If you are interested in organising a session, get in touch to discuss your needs and AATIS availability.

## MARKETING ORDERS

[aapathways.com.au/marketing-materials](http://aapathways.com.au/marketing-materials)

We have a range of free materials that schools can handout to students and parents interested in Australian Apprenticeships. To order the handouts online, please use the link above or get in touch at [marketing@aatis.com.au](mailto:marketing@aatis.com.au).

## NEWS AND EVENTS

[aapathways.com.au/news](http://aapathways.com.au/news)

To get the latest news and event updates, visit the News and Events page on the AAPathways website. Here we list our upcoming information session details and registration links for webinars. Our News section will help you stay on top of any changes and updates in the sector. News articles are regularly published by our subject matter experts discussing key aspects of the sector.

## CONTACT SERVICE

[aapathways.com.au/contact-us](http://aapathways.com.au/contact-us)

At AATIS we proudly provide information on apprenticeships and traineeships through numerous platforms. For any queries, please contact us on our free call hotline on **1800 338 022**. You can also submit a question at our contact service on the AAPathways website and we will respond as soon as possible.

While we cover general information regarding the apprenticeship sector, we advise to contact FairWork for information regarding wages and entitlements, and an Australian Apprenticeship Support Network provider for incentives, eligibility and queries.

# SUSTAINABILITY

We firmly believe that sustainability is everyone's responsibility. Sustainability is one of our core values.

We care about the environment, our people and the community and will do our best to create positive change. We are implementing more sustainable practices, not only internally but also with external impact. It's more important than ever to focus business efforts on proactively choosing better options and making well-educated sustainable decisions.

This focus is particularly important when it comes to our partnerships with diverse stakeholders, our marketing efforts, our event organisation and our employment and office culture.

Please get in touch if you want to hear more about the AATIS approach.

Our Australian Apprenticeships Schools Guide is printed on recycled paper. We would love for you to share our guide, but we highly encourage you to make use of our online Schools Guide version that can be easily shared as a pdf via your digital channels. As we try to reduce our environmental impact, we would request you to be mindful about handing out printed copies.

The digital version of this guide can be easily accessed at **[aapathways.com.au/schools-guide](https://aapathways.com.au/schools-guide)**



**We thank you for your consideration of our environment!**

## For more information contact:

Australian Apprenticeships & Traineeships Information Service

Phone: 1800 338 022

Email: [contact@aatis.com.au](mailto:contact@aatis.com.au)

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



If you have any questions about this guide, please get in touch with Aditi Narayanan at [aditi@aatis.com.au](mailto:aditi@aatis.com.au) or Ryan De Vincentis at [ryan@aatis.com.au](mailto:ryan@aatis.com.au)

We are always seeking for ways to collaborate on and disseminate reliable Australian Apprenticeship Pathways information. The best way to stay in touch is to subscribe to our newsletter through the contact-us page on the website or by emailing us.

The Australian Apprenticeships and Traineeships Information Service is funded by the Australian Government Department of Education, Skills and Employment.