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JOBS EDUCATION TRAINING

**2011**

*SCHOOL LEAVERS GUIDE*

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## GROUP TRAINING COMPANIES

GROUP TRAINING COMPANIES are independent, not-for-profit organisations. Some specialise in servicing a particular industry, while others will work with many industries in their region.

GROUP TRAINING COMPANIES work with many enterprises and they provide employment for apprentices and trainees.

### WHAT DO GROUP TRAINING COMPANIES DO?

Employ Apprentices and Trainees, then place them with 'host' employers, usually from small to medium enterprises.

### WHO DO GROUP TRAINING COMPANIES EMPLOY?

Over 40,000 Apprentices and Trainees are employed by group training companies, making the network the largest employer of Apprentices and Trainees in Australia.

### WHAT CORE SERVICES ARE PROVIDED?

- Arranging and monitoring on and off the job training.
- Acting as consultants and trouble-shooters for both employers and Apprentices or Trainees throughout the period of employment and training.
- Arranging rotations to broaden training opportunities.
- Arranging alternative work placements when required.
- Counselling and caring for apprentices and trainees.

### WHO CAN USE GROUP TRAINING COMPANIES?

- People of any age seeking Apprenticeships or Traineeship positions.
- Any enterprise interested in employing one or more apprentices or trainees, even if only for a relatively short period of time.
- Secondary schools running vocational courses or wanting industry placements organised.

- Training providers, both public and private.



### Group Training Australia - (SA) Inc.

147 William Street  
BEVERLEY SA 5009  
P (08) 8244 1919  
E [group.training@adelaide.on.net](mailto:group.training@adelaide.on.net)

## MAIN GROUP TRAINING ORGANISATIONS

### Adelaide Training and Employment Centre (ATEC)

P (08) 82401233  
(All industries)  
[www.atec.asn.au](http://www.atec.asn.au)

### AFL Sports Ready Ltd

P (08) 8354 1116  
[www.afisportsready.com.au](http://www.afisportsready.com.au)

### Australian Industry Group

P (08) 8300 0133  
(Engineering)  
<http://www.aigroup.com.au/>

### Group Training Australia (SA) Inc

P (08) 8244 1919  
(All schemes except Engineering)  
[www.gtasa.com.au](http://www.gtasa.com.au)

### CMC Training At Work Pty Ltd (SA)

P 1300 364 383  
(Community Services and Health)  
[www.trainingatwork.com.au](http://www.trainingatwork.com.au)

### Hospitality Group Training Inc

P (08) 8223 6766  
(Cookery, Butchery and Patisserie, Kitchen-hand, Cooking, Food and Beverage (Customer Service), Accommodation, General Office)  
[www.hospitalitysa.com.au](http://www.hospitalitysa.com.au)

### HIA Group Apprenticeship Scheme (SA) Ltd

P (08) 8346 5091  
(Building and Construction)  
[www.hia.asn.au](http://www.hia.asn.au)

### Master Builders Association of SA Inc

P (08) 8211 7466  
[www.mbasa.com.au](http://www.mbasa.com.au)  
FREE CALL 1800 067 466

### Maxima Group Training

P (08) 8241 0522  
(Traineeships & Apprenticeships of all vocations)  
[www.maxima.com.au](http://www.maxima.com.au)

### Motor Trade Association Group Training Scheme

P (08) 8241 0522  
(Motor trade focus – Apprenticeships & Traineeships)  
[www.mtagts.asn.au](http://www.mtagts.asn.au)

### MTA Group Training Scheme Inc

P (08) 8291 2000  
(Automotive)  
<http://www.mta-sa.asn.au/cgi-bin/index.cgi>

### Painting Apprentice Industry Training Group Scheme

P (08) 8331 0226  
(Building and Construction)  
[www.masterpainterssa.com.au](http://www.masterpainterssa.com.au)

### PEER VEET

P (08) 8348 1200  
(Building and Construction)  
[www.peer.com.au](http://www.peer.com.au)

### Statewide Group Training

P (08) 8844 4000  
(All industries)  
[www.statewidetrain.com.au](http://www.statewidetrain.com.au)

### Trainee and Apprentice Placement Service Inc (TAPS)

P (08) 8433 1200  
(Building and Construction)  
[www.tapssa.com.au](http://www.tapssa.com.au)

## RECRUITMENT AGENCIES

Labour hire and recruitment agencies are also resources that are available to job seekers to help them obtain employment. These include:

### ADECCO Adelaide

P (08) 8306 8200  
(White & Blue Collar recruitment provider)  
[www.adecco.com.au](http://www.adecco.com.au)

### Adelaide Industrial Labour Service

P (08) 8348 3333  
(Engineering, Mechanical, Food Processing, Manufacturing etc)  
[www.ails.com.au](http://www.ails.com.au)

### Chandler & Macleod, Adelaide

P (08) 8172 7744  
(Labour hire to Management)  
[www.chandlermacleod.com](http://www.chandlermacleod.com)

### Clements Recruitment Pty Ltd Adelaide

P (08) 8111 8500  
(Labour hire to Management)  
[www.clements.com.au](http://www.clements.com.au)

### Head Hunters International

P (03) 9560 3077  
(Overseas jobs – all sectors)  
[www.headhunters.com.au](http://www.headhunters.com.au)

### Hender Consulting

P (08) 8100 8888  
(Labour hire to Management)  
[www.hender.com.au](http://www.hender.com.au)

### Hudson Global Resources Adelaide

P (08) 8223 8800  
(Across a broad range of job categories and industry sectors)  
[www.hudson.com](http://www.hudson.com)

### Industrial Labour Hire Australia

P (08) 7071 7302  
(Manufacturing & Industry)  
[www.employment.byron.com.au](http://www.employment.byron.com.au)

### Integrated Group

P (08) 8125 8125  
(Labour hire to Communications, Construction,  
[www.intgroup.com.au](http://www.intgroup.com.au)  
(Engineering & Mining, Industrial Science and Technology etc)

### Manpower

P (08) 8114 6700  
(All staffing solutions across all industry sectors)  
[www.manpower.com.au](http://www.manpower.com.au)

### Rendezvous Allegra Hotel

P (08) 8115 8888  
(Hospitality)  
[www.rendezvoushotels.com/adelaide/](http://www.rendezvoushotels.com/adelaide/)

### REXCO

P (08) 8332 7210  
(Industrial)  
[www.rexco.com.au](http://www.rexco.com.au)

### Weslo Staff Pty Ltd

P (08) 8223 1450  
(Leader in event/hospitality recruitment)  
[www.weslostaff.com/](http://www.weslostaff.com/)

## Are you interested in doing a traineeship or apprenticeship?

Maxima can help.

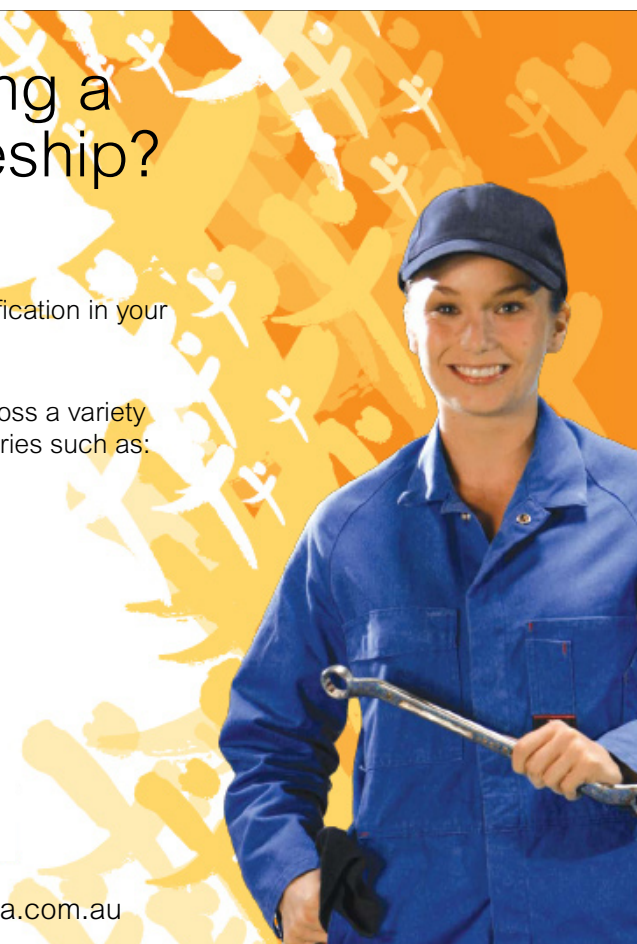
Get hands-on experience and a nationally recognised qualification in your chosen industry - all while earning a wage!

Maxima have been employing trainees and apprentices across a variety of industries for more than 20 years. We specialise in industries such as:

- > Administration
- > Horticulture
- > Building and Construction
- > Automotive
- > Civil Construction
- > Retail and Food Trades



Contact us on 8340 7766 or visit us online [www.maxima.com.au](http://www.maxima.com.au)



# GOVERNMENT SUPPORT AND TRAINING

## APPRENTICESHIPS AND TRAINEESHIPS



You could be starting your career or looking for the change in lifestyle that a new job can provide. Australian Apprenticeships are available to anyone of working age and do not require any entry qualifications. You can be a school-leaver, already working within industry or re-entering the workforce or simply wishing to change careers. All have the opportunity to become an apprentice or a trainee and be paid whilst learning at the same time. In some states and territories, Australian Apprenticeships are known as apprenticeships and/or traineeships.

Apprenticeships and traineeships offer employment and the chance to gain skills in qualifications that are recognised throughout Australia.

Apprenticeships and traineeships are two options for people who want to combine work with accredited training as the first step to their future career.

Your employer pays you an income while you are being trained. Your training wage will depend on the industry you are working in, the type of Apprenticeship and the level of schooling and training you have completed.

Apprenticeships and traineeships are flexible. They can be tailored for full-time and part-time employment.

### What is an Apprenticeship?

An apprenticeship is a training program designed to provide an apprentice with paid employment that enables them to learn a trade and gain nationally recognised trade qualifications.

It provides the opportunity for structured training on and off-the-job, in a full-time paid position, which can last up to 4 years.

The apprenticeship is a contract of training between the apprentice, an employer, a training provider like TAFE SA and the state government.

### What is a Traineeship?

A traineeship is a training program designed to provide a trainee with employment that enables them to learn about a non-trade area and gain nationally recognised qualifications.

Traineeships provide the opportunity for training courses on and off-the-job, in a full-time, part-time or school-based, which usually lasts for up to 12 months to 3 years, depending on the area of employment undertaken. Traineeships can also lead to apprenticeships or other qualifications, if desired.

### What is the Australian Apprenticeships program?

The Australian Apprenticeships program refers to all traineeships and apprenticeships.

Australian Apprenticeships involve paid work and structured training, and can be full-time or part-time, started while at school or accessed through a group training arrangement which can involve placement with one or more employers and involve entering a training agreement with your employer.

The training can be on-the-job, off-the-job or a mix of both, and is provided by your employer and/or a TAFE institute or other training provider.

Australian Apprenticeships provide a nationally recognised and profitable qualification that can provide a pathway to further education and training opportunities.

Australian Apprenticeships are now available in new and emerging industries and they cover just about every field of employment from small business to multi-media, sports to engineering, and retail to tourism.

Visit website: [www.employment.sa.gov.au](http://www.employment.sa.gov.au) and follow the prompts on the Traineeship and Apprenticeship Services for answers to frequently asked questions about Apprenticeships.

## For more information and assistance on Australian Apprenticeships?

Australian Apprenticeships Centre can give you information and help on all your Apprenticeships needs.

There are Australian Government funded Australian Apprenticeships Centres in some 500 locations across Australia ready to provide Apprenticeships services you need.

They help you cut through the red tape, assist with the sign-up of new Apprentices, and help you get the right incentive payments.

They can also help with the paper work. Talk to someone at Australian Apprenticeships Centre and you will probably be surprised at what they can offer. And their service is **FREE!**

## How an Australian Apprenticeships Centre can help you?

They can:

- Provide information on Apprenticeships in your chosen industry.
- Help you find the right type of training and the right training provider for your business.
- Assist you with the paper work involved in starting as a new Apprentice.
- Help you find a job agency or other organisation that specialises in finding a suitable Apprentice.
- Help employers get a range of financial and other incentives for employing an eligible new Apprentice.
- Help you find information on wages and employment conditions.
- Help you organise your training and register your training agreement.
- Assist new Apprentices with information on allowances and entitlements.

<http://www.australianapprenticeships.gov.au/>

## They can also:

- Help you if you are an Australian Apprentice with a disability.
- Help you to reach your full potential as a skilled worker.

## How can I find an employer to take me on?

There are a number of ways to find an employer who will take you on as an Apprentice:

- Contact your local **AUSTRALIAN APPRENTICESHIP CENTRE**
- Contact your local **JOB NETWORK AGENCY** to find any vacancies they have registered
- Contact **EMPLOYER GROUPS** and associations for industries which you are interested
- Check the **DAILY NEWSPAPERS**
- **APPROACH EMPLOYERS DIRECTLY. USE THE YELLOW PAGES** to identify employers and write to, telephone or visit them to inquire about vacancies.

## These services are provided FREE to you!

To find out more about Australian Apprenticeships in the industry you are interested in call **13 38 73** or go to the Australian Apprenticeships website:

[www.australia.gov.au/australianapprenticeships](http://www.australia.gov.au/australianapprenticeships) (there are more than 300 sites across Australia) or [www.jet.org.au](http://www.jet.org.au) (you can register here for free)

## ABORIGINAL EMPLOYMENT PROGRAM (AEP)

AEP is a unit within the Employment Programs Directorate, Employment and Training Services, Department of Further Education, Employment, Science and Technology. AEP provides ongoing support to clients on the Aboriginal Employment Register, current State Public Sector employees and agencies.

AEP provides a variety of employment and skills development opportunities to assist you in achieving your career goals in both State Public and the Private Sectors. This program is an initiative of South Australia Works which helps to create work and learning opportunities for all Australian Aboriginal and Torres Strait Islander people who are residents of South Australia.

## APPRENTICESHIP MANAGEMENT PLUS



AiGTS is a national group training company that recruits and places quality apprentices and trainees in prominent South Australian companies in the engineering manufacturing trades, including:

- Refrigeration mechanics
- Electricians (commercial/industrial)
- Electronics trade
- Forklift mechanics
- Engineering mechanical trade
- Engineering fabrication trade
- Vehicle body builders
- Warehousing and storage
- Plant mechanics

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

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