



Gold Coast Campuses at Broadbeach & Coolangatta - Ph (07) 5526 6222 | Brisbane Campuses at Carina & South Bank - Ph (07) 3398 4488
Email: info@eagleacademy.com.au | Xamerg Pty Ltd | ABN 12 095 436 034 | CRICOS No 02480G | RTO 30895

User Choice – Traineeship Information Sheet

The Eagle Academy is a pre-qualified supplier (PQS) this means we are approved to deliver training and assessment services funded by the Queensland Government under Annual VET Investment Plan Programs.

There is strict eligibility criteria that each student will need to meet for all funded programs. If you aren't sure if you meet the eligibility requirements please visit the Department of Education and Training website or contact us.

Department of Education and Training

Website: <https://training.qld.gov.au/apprenticeshipsinfo/apprentices/about>

Queensland Training Information Service (QTIS)

QTIS enables you to search for information on apprenticeships and traineeships approved for delivery in Queensland.
<http://www.qtis.training.qld.gov.au/>

User Choice Program (apprenticeship and traineeship funding)

The User Choice 2017-20 program provides a public funding contribution towards the cost of training and assessment services for eligible Queensland apprentices and trainees. The program works in conjunction with the Commonwealth Australian Apprenticeships System, under which apprentices and trainees (also known in some jurisdictions as "Australian Apprentices") enter into legally binding training contracts with their employers and receive structured training to achieve a nationally recognised qualification.

Difference between an apprentice and a trainee

Apprentices are trained in a skilled trade, such as electrical, plumbing, cabinet-making and automotive. Upon completion, apprentices become a qualified tradesperson.

Trainees are trained in vocational areas, such as office administration, information technology and tourism. Upon successful completion, a trainee will receive a qualification in their chosen vocational area.

The Eagle Academy currently only offers traineeships.

Quick facts about traineeships

- Traineeships combine work with structured training.
- Traineeships can be full-time, part-time, or school-based - where some of the training is undertaken while the apprentice or trainee is in high school.
- Existing employees may undertake a traineeship.
- Traineeships require employers to enter into a training contract with the apprentice or trainee, which is a legally binding agreement to work and train together for a length of time. The training contract sign-up and registration is facilitated by Australian Apprenticeship Support Network (AASN) providers.

Types of traineeships

Full-time or part-time

- Full-time trainees work and train an average of 38 hours a week and have ongoing employment.
- Part-time trainees are rostered to work on a regular basis, working and training no less than 15 hours per week, averaged over a four week cycle.
- Existing workers may be employed as a trainee (as long as they are not casual).
- The term of a part-time traineeship is generally double that of the full-time traineeship.

Adult and mature age

Commencing a traineeship is the same for all, no matter what age. As an older trainee, you provide maturity, reliability, life experience and knowledge, not only to an employer but to other staff.

Furthermore, your existing skills and experience (gained from education, training, work and life experiences) may provide you with credit and may reduce your training time. Recognition of prior learning (RPL) is the formal recognition of these skills and can be discussed with the training organisation.

As a mature age trainee, you may earn different wages compared to a young apprentice or trainees.

School-based

- School-based trainees undertake a traineeship as part of their high school studies (generally in years 10, 11 and 12).
- A school-based trainee's employment and/or training arrangements must impact on their school timetable for the program to be considered school-based.
- The term of a school-based apprenticeship or traineeship is generally double that of a full-time apprenticeship or traineeship.

Read further information about [school-based apprenticeships and traineeships](#).

Student eligibility

To be eligible to receive a government contribution, the apprentice or trainee must:

- have entered into a Training Contract for a qualification that is funded by the department
- be registered on DELTA with a commencement date or recommencement date on or after 1 July 2010
- select a training provider that holds PQS status for their nominated qualification.

The government contribution will be detailed in the apprentice or trainee's Letter of Registration from the department, and is subject to student eligibility and their selection of an eligible PQS as their SRTO. Payment of funding is subject to the conditions set out in the VET Pre-qualified Supplier Agreement.

Dual-trade apprenticeship or traineeship

A student undertaking a declared dual trade apprenticeship will receive the government contribution, as specified on the department's User Choice 2017–20 Qualification and Price List.

School-based apprentices and trainees

School-based apprentices and trainees (SATs) receive funding aligned to the priority level of the qualification. The government contribution for the qualification will be detailed in their Letter of Registration from the department. SATs are subject to the same policies as apprentices and trainees, with the following exceptions.

Existing workers

- Existing workers with an active registration number commencement date or recommencement date **from 1 January 2017** are eligible for funding when undertaking Priority One, Priority Two or Priority Three qualifications.
- Existing workers with an active registration number commencement date or recommencement date **up to 31 December 2016**, irrespective of whether they belong to a PPG, are eligible for funding only when undertaking Priority One qualifications.

Priority Population Groups

Individuals identified as belonging to a priority population group (PPG) undertaking a Priority Two or Priority Three qualification will receive 100 per cent of the government contribution.

PPGs are those declared on the national Apprenticeship/Traineeship Training Contract, such as individuals of Aboriginal or Torres Strait Islander origin, individuals from a non-English speaking background and individuals with disability, impairment or long-term condition.

Commencement of Traineeship

The traineeship starts on the day agreed to by the employer and the person who is to become a trainee. Once agreed, the following process must be followed:

1. The training contract must be signed within **14 days** after the start of the traineeship.
2. The employer is to contact an AASN provider to facilitate the signing of a training contract.
3. The AASN provider should visit the workplace to perform an induction and advise the employer and trainee of their obligations under the training contract.
4. The employer must ensure that the signed training contract is given to the AASN provider within **28 days** of the commencement of the traineeship.

5. The employer and trainee need to choose a training organisation to deliver training in the traineeship. The AASN provider will contact that training organisation to obtain acceptance of their involvement in the traineeship.
6. The training organisation will contact the employer and trainee to arrange for an induction to take place and to negotiate a training plan that suits the needs of the workplace. This must happen within **three months** of the agreed date of commencement.
7. On-the-job training should commence as soon as possible and not wait until the training organisation has developed a training plan.

Probation Periods

As a general rule, the probationary period for traineeships is **30 - 60 days** (this includes part-time and school-based traineeships). This period allows the employer and trainee time to assess their compatibility and suitability to the traineeship. The employer should commence training during this period.

The probationary period applies from the first day of the apprenticeship or traineeship and is included in the nominal term (length of the apprenticeship or traineeship) of the training contract.

To confirm the probationary period of a particular apprenticeship or traineeship, visit the [Queensland Training Information Service \(QTIS\) website](#).

Partial exemption — tuition fees

The PQS must charge 40 per cent of the student contribution fee where the participant falls into one or more of the following exemption categories:

- a) The participant was or will be under 17 years of age at the end of February in the year in which the PQS provides training, and the participant is not at school and has not completed year 12.
- b) The participant holds a Health Care Card or Pensioner Concession Card issued under Commonwealth law, or is the partner or a dependant of a person who holds a Health Care Card or Pensioner Concession Card, and is named on the card.
- c) The participant issues the PQS with an official form under Commonwealth law confirming that the participant, his or her partner or the person of whom the participant is a dependant, is entitled to concessions under a Health Care Card or Pensioner Concession Card.
- d) The participant is an Aboriginal or Torres Strait Islander person. Acceptable evidence is as stated on the Training Contract and AVETMISS VET Enrolment Form.

Acceptable Evidence

- Either a copy of the apprentice / trainee's birth certificate or current passport.
- Either a photocopy of the current concession card which has the apprentice / trainee's name listed and captures the cardholder's signature or image captured from Centrelink digital wallet application.
- A copy of correspondence from Centrelink or Federal Department of Human Services outlining entitlement to Health Care Card or Pensioner Concession Card and has the apprentice / trainee's name listed.
- The completion of an AVETMISS compliant enrolment form which captures information regarding the apprentice / trainees Indigenous status

Full exemption — tuition fees

The PQS must apply full exemption from the student contribution fee where the participant falls into one or more of the following exemption categories:

- a) where credit transfer/national recognition has been applied to a unit of competency/module
- b) the participant is a school-based apprentice or trainee
- c) the participant is undertaking a qualification as part of the Skilling Queenslanders for Work – Work Skills Traineeship program.

An Apprentice/Trainee can also apply for special consideration if payment of student contribution fees would adversely affect their ability to cover cost of living expenses. The apprentice / trainee must provide evidence to substantiate an application for financial hardship. More information can be found in the User Choice Policy.

Acceptable Evidence

- Evidence of either a qualification and / or statement of attainment demonstrating competency has been previously achieved within the unit of competency (or its equivalent).
- Evidence the apprentice / trainee is reported on "DETConnect" as being enrolled within a school-based apprenticeship or traineeship and fund source codes 'T21' or 'SAT' have been submitted within AVETMISS data reported by the supplier.

- Evidence the apprentice / trainee is reported on “DETConnect” as being enrolled within a Work Skills Traineeship, limited to those listed on the department’s website: Workskill Traineeships (Ref - P44 of this Guide)

Method & Timing of Fee Collection

Fees can be paid via internet transfer, bank deposit or cash payment on campus. Generally full fees are required to be paid upfront. If you require a payment plan please advise your enrolment officer at enrolment.

Refunds

Refunds of student contribution fees will be paid where

- (a) training delivery has not commenced at the time of the cancellation of enrolment (per unit)
- (b) the participant has withdrawn from a unit of competency/module (proportionate refund per unit)
- (c) there are additional charges paid beyond the participant and government contributions (to employers/industry)

Multiple government contributions

A maximum of two government contributions will be funded per participant under the User Choice 2017–20 program. Criteria apply for applicants wanting to access a second government contribution.

On the following page you will find fee information for subsidised courses delivered by The Eagle Academy.



User Choice – Course List & Co-contribution Fees

Contribution fees are calculated at \$1.60 per nominal hour in accordance with the User Choice Policy.

Qualification Code	Qualification Description	Total NCVER Nominal Hours	Rate Per Nominal Hour	No exemption 100% Contribution	Partial Exemption 40% Contribution	Full exemption 0% Contribution
SIS20213	Certificate II in Outdoor Recreation	188	\$1.60	\$300.80	\$120.32	\$0.00
SIS30413	Certificate III in Outdoor Recreation	515	\$1.60	\$824.00	\$329.60	\$0.00
SIS20115	Certificate II in Sport and Recreation	266	\$1.60	\$425.60	\$170.24	\$0.00
SIS30115	Certificate III in Sport and Recreation	411	\$1.60	\$657.60	\$263.04	\$0.00
SIS30315	Certificate III in Fitness	703	\$1.60	\$1,124.80	\$449.92	\$0.00
BSB10115	Certificate I in Business (SQW ONLY)	195	-	NA	NA	\$0.00
BSB20115	Certificate II in Business	325	\$1.60	\$520.00	\$208.00	\$0.00
BSB30115	Certificate III in Business	350	\$1.60	\$560.00	\$224.00	\$0.00