



# YOUR CAREER STARTS HERE!

A GUIDE TO APPRENTICESHIPS AND TRAINEESHIPS  
WHAT TO DO TO GET WHERE YOU WANT TO GO!



*Your*  
**ub**  
TAFE

[www.ballarat.edu.au/coursefinder](http://www.ballarat.edu.au/coursefinder)  
Course infoline: 1800 811 711

# WHAT CAN I DO?

**It is hard to decide what to do with your life when you are still at school. There are so many choices for you...**

- > What do I want to be?
- > Which job is right for me?
- > Should I get an Apprenticeship or Traineeship?

**If this is what you are thinking, then an Apprenticeship or Traineeship could be for you!**

## Does this sound like you?

- > I like to learn skills on-the-job.
- > I want to learn something practical & hands on.
- > I would like to earn some money.
- > I need help choosing a job or career that suits me.
- > I want my VET (Vocational Education & Training) course to help me get a job.

KEEP READING TO FIND OUT MORE INFORMATION ABOUT APPRENTICESHIPS OR TRAINEESHIPS.



# WHAT CAN I DO?

## Why should I start an Apprenticeship or Traineeship?

If you are 15 years of age (or over), you can do an Apprenticeship or Traineeship in an enormous range of jobs, from Hairdressing to Hospitality and Fabrication to Furniture Making. You can learn on-the-job skills combined with off-the-job training (such as trade school). This means you can learn something new and earn money at the same time!

## How long does an Apprenticeship or Traineeship take?

Traineeships usually take 12–18 months of full-time employment and training to finish and Apprenticeships can take 3–4 years. Training for some Apprenticeships requires you to go to trade school and others can be done entirely at your workplace. It is also possible to study at your own pace, which means you can finish your training quicker.

## Should I do a VET in Schools program (VETiS)?

It is a really good idea to consider doing a VETiS course while you are at school. This will mean that you can study a TAFE course, such as Hospitality or Office Administration and find out if it is the type of area that you would like to work in. This way you can make an informed decision about your future. VETiS courses can also be a fantastic start to an Apprenticeship or Traineeship, as an employer will know that you

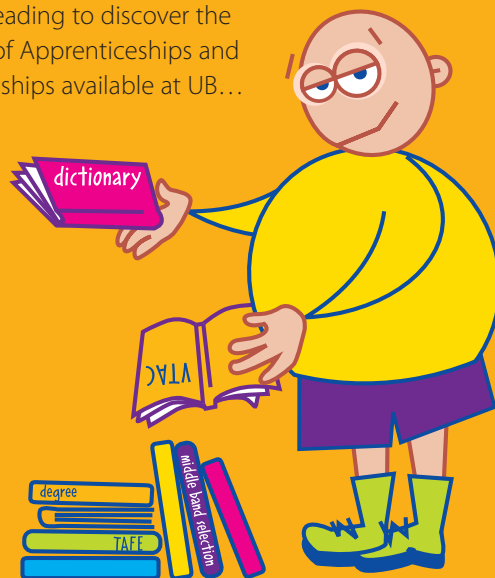
already have some skills and that you have shown interest in a particular area. Speak to your careers teacher or your VETiS Coordinator at your school.

All qualifications that you receive in the VETiS program or as an Apprentice or Trainee are recognised qualifications for the whole of Australia, which means when you have finished your training you can work all over the country.

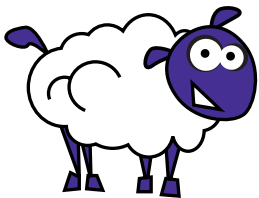
## School Based New Apprenticeships

You can even start an apprenticeship whilst still at school and it can count towards your VCE/VCAL. You can work one day a week, come to TAFE one day and attend school on the other three – just one of the many combinations. That way you can earn some money whilst gaining more skills when you have finished school and obtained employment. See your Careers Teacher for more information.

Keep reading to discover the range of Apprenticeships and Traineeships available at UB...



# AGRICULTURE & HORTICULTURE



WOULD YOU LIKE TO WORK IN THE 'GREAT OUTDOORS'?

DO YOU LIKE WORKING WITH ANIMALS?

WOULD YOU LIKE TO WORK WITH HIGH-TECH MACHINERY AND EQUIPMENT?

The types of jobs that interest me are:

## Agriculture

- > Crop production
- > Livestock production – sheep and cattle
- > Sustainable agriculture
- > Agriculture machinery operation
- > Agricultural marketing
- > Agriculture service industries

## Horticulture

- > Landscape gardener
- > Working in botanical gardens, nurseries, council parks and gardens
- > Maintaining bowling greens, golf courses, orchards or football/cricket ovals etc.

I should look for an Apprenticeship or Traineeship in one of the following areas:

## Horticulture

- > Parks and gardens
- > Landscape
- > Nursery (wholesale and retail)
- > Turf management
- > General horticulture

## Forestry

- > Forest Harvesting

## Agriculture

- > Beef cattle production
- > General agriculture
- > Grain production
- > Rural operations
- > Sheep and wool production
- > Wool handling

## What do I need to do?

- > Continue secondary school. Employers look for Apprentices and Trainees who have good English and Numerical skills.
- > Find an employer willing to employ me as an Apprentice or Trainee.



# FOOD AND ALLIED SCIENCES

## WOULD YOU LIKE TO WORK IN THE FOOD INDUSTRY?

### The types of jobs that interest me are:

- > Food technician
- > Food quality assurance worker
- > Working in food research development
- > Food production management
- > Baker
- > Pastry cook
- > Butcher

### I should look for an Apprenticeship or Traineeship in one of the following areas:

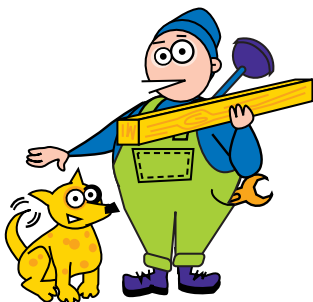
- > Food processing
- > Agriculture (poultry production)
- > Baking
- > Pastry cooking
- > Bread making
- > Meat processing
- > Smallgoods manufacturing
- > Meat retailing
- > Abattoirs
- > Small goods
- > Boning
- > Laboratory
- > Meat safety
- > Rendering
- > Slaughtering

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# BUILDING PLUMBING & ELECTRICAL



DO YOU LIKE WORKING WITH YOUR HANDS?

ARE YOU INTERESTED IN BUILDING OR CARPENTRY?

WOULD YOU LIKE TO BE A PLUMBER?

DO YOU LIKE WORKING WITH ELECTRICAL EQUIPMENT, TV'S, VIDEO'S AND DVD'S?

The types of jobs that interest me are:

- > Plumber
- > Carpenter
- > Builder
- > Bricklayer
- > Painter & decorator
- > Joiner
- > Cabinet maker
- > Furnishing
- > Electrician
- > TV/Video/DVD repair

I should look for an Apprenticeship or Traineeship in one of the following areas:

## Plumbing

- > Plumbing and gasfitting

## Electrical

- > Electrical (Systems Electrician)
- > Electronics (Entertainment & Servicing)

## Building

- > Furnishing
- > Cabinet assembly
- > Wood assembly
- > Wood machining
- > Cabinet making
- > Chair and couch making
- > Furniture polishing
- > General construction
- > Bricklaying / blocklaying
- > Painting and decorating
- > Building construction administration
- > Carpentry – framework /formwork /finishing
- > Carpentry and joinery (joinery/stairbuilding/shopfitting)

What do I need to do?

- > Continue secondary school. Employers look for Apprentices and Trainees who have good English and Numerical skills.
- > Think about increasing your chances of employment by completing a Pre-Apprenticeship course at the University of Ballarat, SMB Campus.
- > Find an employer willing to employ me as an Apprentice or Trainee.



# BUSINESS

WOULD YOU LIKE TO  
WORK IN AN OFFICE?

DO YOU SEE YOURSELF IN A  
RETAIL OUTLET?



The types of jobs that interest me are:

- > Administrative
- > Supervisory
- > Retail

I should look for an Apprenticeship or Traineeship  
in one of the following areas:

- > Retail Operations / Supervision
- > Business Services

What do I need to do?

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# ENGINEERING & automotive

DO YOU LIKE DESIGNING AND MAKING THINGS WITH METAL?

DO YOU WANT TO REPAIR OR MODIFY YOUR OWN CAR?

WOULD YOU LIKE TO CONSTRUCT SOMETHING?

**The types of jobs that interest me are:**

- > Motor mechanic
- > Mechanical engineering
- > Fabricator / welder
- > Machinist

**I should look for an Apprenticeship or Traineeship in one of the following areas:**

- > Fabrication / welding
- > Sheet metal
- > Fitting and machining
- > Automotive
- > Mechanical engineering
- > Civil engineering
- > Production engineering



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# HAIR AND BEAUTY

WOULD YOU LIKE TO BE A HAIRDRESSER?

ARE YOU CREATIVE?

The types of jobs that interest me are:

- > Hairdresser
- > Beauty therapist
- > Cosmetic retail sales
- > Nail technician
- > Salon management
- > Resort work
- > Working in a day spa
- > Hair & make-up artist in the TV, film and theatre industry
- > Technical adviser for companies

I should look for an Apprenticeship or Traineeship in the following area:

- > Hairdressing
- > Beauty

What do I need to do?

- > Continue secondary school. Employers look for Apprentices and Trainees who have good English and Numerical skills.
- > Find an employer willing to employ me as an Apprentice or Trainee.



# fitness



ARE YOU INTERESTED IN THE FITNESS INDUSTRY?

The types of jobs that interest me are:

- > Gym Instructor
- > Personal Trainer

I should look for an Apprenticeship or Traineeship in the following area:

- > Fitness

What do I need to do?

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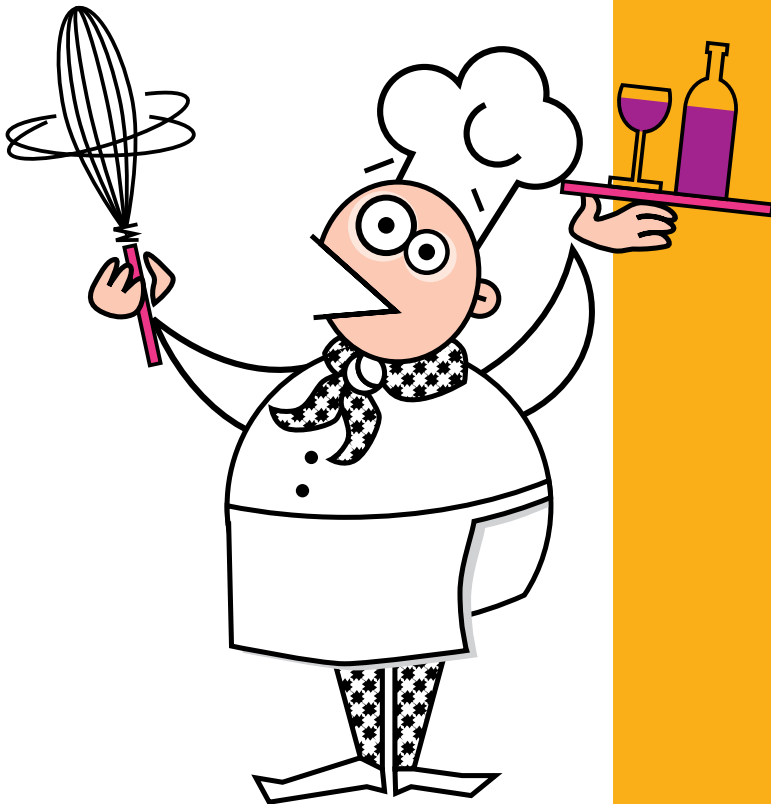
# HOSPITALITY & TOURISM

WOULD YOU LIKE TO WORK IN A DYNAMIC AND VIBRANT INDUSTRY?

DO YOU ENJOY WORKING WITH, AND FOR, OTHER PEOPLE?

ARE YOU KEEN TO GET A JOB THAT WILL ALLOW YOU TO WORK AND TRAVEL IN AUSTRALIA, OR OVERSEAS?

THE HOSPITALITY AND TOURISM INDUSTRY OFFERS FANTASTIC EMPLOYMENT OPPORTUNITIES ALL OVER THE WORLD.



The types of jobs/industries that interest me are:

## Hospitality industry

- > Chefs – commercial cookery, catering operations, large-scale food processing outlets, hospitals and specialist cookery eg. Asian
- > Kitchen attendants and short order cooks
- > Food and beverage attendants – including fine dining, barista (coffee service), sommelier (wine waiter)
- > Front office attendants
- > Housekeepers
- > Concierges and porters
- > Customer service, sales and marketing assistants
- > Working in restaurants, cafes, bars, function centres, pubs, clubs or hotels!
- > Accommodation – hotels, motels, B&B's, boutique hotels, caravan parks
- > Function/convention centres or large scale catering operations

## Tourism Industry

- > Tour guides at tourist attractions, theme parks and specialist attractions (such as wineries)
- > Meetings and events assistants
- > Tourist attractions and theme parks assistants
- > Tourism sales, marketing assistants and office operations
- > Visitor information services
- > Tour operators – airlines, cruise boats, bus companies
- > Museums, entertainment and sporting attractions
- > Local government eg. Land management, environment, outdoor recreation areas

## I should look for an Apprenticeship or Traineeship in one of the following areas:

- > Commercial Cookery
- > Hospitality Operations – this is entry-level training for all aspects of the hospitality industry eg. Food and beverage, food production/kitchen attending, gaming, housekeeping, front office, retail.
- > Tourism Operations – this is entry-level training for all aspects of the tourism industry eg. Meetings, tourist attractions, sales/office operations, attractions and theme parks, guiding, visitor information services.



## What do I need to do?

- > Continue secondary school. Employers look for Apprentices and Trainees who have good English and Numerical skills.
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# HUMAN SERVICES

WOULD YOU LIKE TO CARE FOR PEOPLE?

DO YOU LIKE WORKING WITH OTHERS?

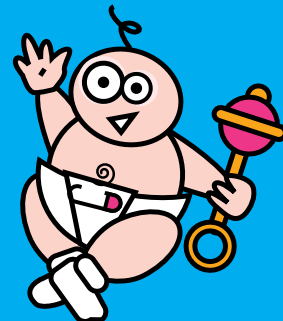
The types of jobs that interest me are:

- > Childcare worker
- > Working with people who have a disability
- > Community welfare work
- > Alcohol and other drug work



I should look for an Apprenticeship or Traineeship in one of the following areas:

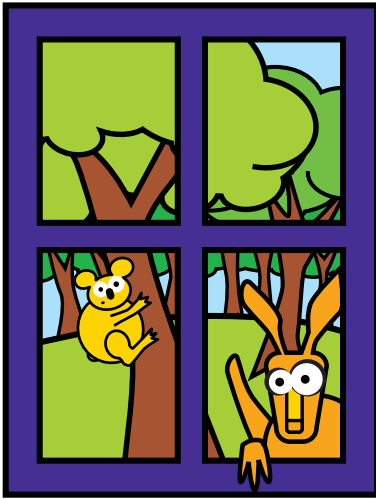
- > Children's Services
- > Aged Care Work
- > Disability
- > Patient Services
- > Health – Nursing
- > Massage



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  - > Find an employer willing to employ me as an Apprentice or Trainee.

# I WANT TO FIND OUT MORE!



To find out more about starting an  
Apprenticeship or Traineeship speak to the  
following people:

- > Your careers teacher.
- > Staff at the University of Ballarat.

**1800 811 711**

**[www.ballarat.edu.au](http://www.ballarat.edu.au)**

**[info@ballarat.edu.au](mailto:info@ballarat.edu.au)**



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*Information in this brochure was current at the time of printing, May 2008.  
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