



North  
Regional

# Apprenticeships & Traineeships

NORTH REGIONAL TAFE

harmfree

FlagGee

toxfree

 1300 996 573

 [info@nrtafe.wa.edu.au](mailto:info@nrtafe.wa.edu.au)

 [northregionaltafe.wa.edu.au](http://northregionaltafe.wa.edu.au)

North Regional TAFE acknowledges the Traditional Custodians of both the Kimberley and Pilbara regions of Australia and their continuing connection to the land, sea and community. We pay our respect to them and their cultures, and to the elders both past and present.

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## CAMPUS LOCATIONS

**BROOME**  
68 Cable Beach Road, Broome WA 6725

**DERBY**  
40 Clarendon Street, Derby WA 6728

**FITZROY CROSSING**  
Lot 503 Flynn Drive, Fitzroy Crossing WA 6765

**HALLS CREEK**  
1 Terone Street, Halls Creek WA 6770

**KARRATHA**  
Lot 2598 Dampier Highway, Karratha WA 6714

**KUNUNURRA**  
79 Coolibah Drive, Kununurra WA 6743

**MINURMARGHALI MIA (ROEBOURNE)**  
5 Fraser Street, Roebourne WA 6718

**NEWMAN**  
557 Kalgan Drive, Newman WA 6753

**PUNDULMURRA (SOUTH HEDLAND)**  
18 Parker Street, South Hedland WA 6722

**TOM PRICE**  
Lot 3 Stadium Road, Tom Price WA 6751

**WYNDHAM**  
Sharpe Street, Wyndham WA 6740



**Disclaimer:** Information provided in this publication is a summary, intended for prospective students. All information in this Guide is correct as of April 2022. North Regional TAFE reserves the right to withdraw a subject or course if necessary. NR TAFE also reserves the right to alter, cancel or otherwise modify in any way, material contained in this publication.



## Apprenticeships and Traineeships

North Regional TAFE (NR TAFE) is a leader in training apprentices and trainees in the north of Western Australia. Hosting the largest number of apprentices and trainees in the region, NR TAFE is equipped and experienced in providing high quality and industry relevant training.

### WHAT ARE APPRENTICESHIPS AND TRAINEESHIPS?

Apprenticeships and traineeships combine paid employment with structured training, and result in a nationally recognised qualification. Apprenticeships and traineeships are available to anyone of working age, including school students, school leavers, those re-entering the workforce, mature aged students, or those simply wanting a career change. Offered in a range of industry areas, participants can complete their qualification by learning skills both at work and under the guidance of NR TAFE.

NR TAFE works with the student and employer to develop a training plan, deliver training, provide support, assess skills and then issue the qualification upon successful completion.

#### An apprenticeship or traineeship arrangement includes:

- A training plan, negotiated between the student, their employer and NR TAFE
- Structured off-the-job training
- Paid employment under an appropriate industrial arrangement
- Full-time, part-time or school based options
- The option to undertake Recognition of Prior Learning (RPL) as part of the assessment for completion

### WHAT'S THE DIFFERENCE BETWEEN AN APPRENTICE AND A TRAINEE?

**Apprentices** are trained in a skilled trade.

Apprenticeships typically take three to four years to complete and traditionally cover skilled trade areas such as hairdressing, cookery, engineering and metal fabrication, automotive and mechanical, building and construction and electrical specialisations.

An apprenticeship is a structured program with a combination of on-the-job and off-the-job training, where you gain hands-on skills and knowledge. Upon successful completion, apprentices become a qualified tradesperson.

**Traineeships** can take between one to two years to complete and offer a broader range of vocational and occupational choices – anything from information technology through to agriculture, music, aged care, childcare, logistics, fitness and business.

A traineeship provides hands-on skills and work experience, can improve your employment prospects and open up a range of career choices. Upon successful completion, trainees will receive a nationally recognised qualification in their chosen vocational area.

 1300 996 573

 [info@nrtafe.wa.edu.au](mailto:info@nrtafe.wa.edu.au)

 [northregionaltafe.wa.edu.au](http://northregionaltafe.wa.edu.au)



## Support Throughout Your Training

### EMPLOYMENT BASED TRAINING (EBT) SUPPORT

NR TAFE has a dedicated team of support staff who assist you and your employer throughout the traineeship and apprenticeship process. Once you have officially signed up as a trainee or apprentice, this team of staff can provide assistance in contract management, liaising with lecturing staff and organising travel and accommodation.

**Contact**  
[apprenticeships@nrtafe.wa.edu.au](mailto:apprenticeships@nrtafe.wa.edu.au)

### SUPPORT

Aboriginal and Torres Strait Islander students are eligible for a range of support services through our on-campus Aboriginal Training Services (ATS) team. The ATS team delivers culturally appropriate training support for trainees and apprentices, including assistance with study, talking to lecturers, liaising with service providers and more. Please contact NR TAFE on **1300 996 573** for more information on our student services and support.

### LITERACY, NUMERACY AND STUDY SUPPORT

Literacy, numeracy and study support is available to all apprentices and trainees once they have enrolled in their chosen qualification. This support assists students through the theoretical components of the course including reading, writing and mathematics. If you think you may need extra assistance with your training, please talk to your lecturer about arranging this support.

### ACCESSABILITY SERVICES

We are committed to providing equitable access and inclusion for people with varying ability. We have a dedicated AccessAbility Coordinator and support staff who can provide information, advice and coordinate individualised reasonable adjustment support when required. AccessAbility services are confidential.

To find out more about what resources and support are available to you whilst undertaking your training, please view our Disability Access and Inclusion Plan available on our website, email [AccessAbility@nrtafe.wa.edu.au](mailto:AccessAbility@nrtafe.wa.edu.au) or call our Client Services Team and ask to speak to our AccessAbility Coordinator.



## ? HOW DO I BECOME AN APPRENTICE OR TRAINEE?

Finding an employer to hire you as an apprentice or trainee can be challenging. To give you the best opportunity, NR TAFE recommends the following:

- Research the industry you are interested in
- Participate in a 'Try a Trade' program
- Undertake a pre-apprenticeship, where available, to give you unpaid workplace experience and some credit towards future apprenticeship or traineeship studies
- Volunteer with a business to get work experience
- Introduce yourself to businesses you would like to work for and circulate your resume

For further assistance, you can also contact a local Jobs and Skills Centre (JSC). JSCs located at NR TAFE are staffed full time at our Broome, Karratha, Kununurra, Pundulmurra (South Hedland) campuses and outreach services are available in Newman, Roebourne, Derby, Fitzroy Crossing, Halls Creek, Bidyadanga and Dampier Peninsula. These centres offer a one-stop shop for career, training and employment advice and assistance. The JSCs can help you by providing free:

- Career information and guidance
- Training and course information
- Help with job searching and job matching
- Qualification and skills recognition information

- Apprenticeship and traineeship assistance
- Culturally sensitive employment and career services for Aboriginal people

**For more information, or to start your career journey today, contact your local Jobs and Skills Centre:**

**Phone**  
**13 64 64**

**Kimberley**  
[KimberleyJSC@nrtafe.wa.edu.au](mailto:KimberleyJSC@nrtafe.wa.edu.au)

**Pilbara**  
[PilbaraJSC@nrtafe.wa.edu.au](mailto:PilbaraJSC@nrtafe.wa.edu.au)

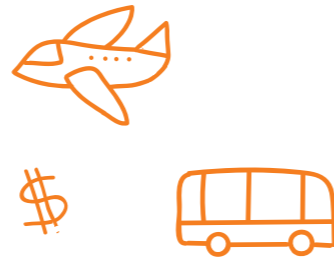


# Travel and Accommodation Allowance

Some apprentices and trainees are required to travel long distances away from their base to access the off-the-job training component of their apprenticeship/traineeship.

If you travel, you may be eligible to claim accommodation and/or travel assistance.

Apprentices/trainees, employers and training providers can access State Government financial assistance through the Travel and Accommodation Allowance (TAA) to assist with these additional costs. For more information on eligibility for financial assistance, please visit the Apprenticeship and Traineeship policy via [dtwd.wa.gov.au](http://dtwd.wa.gov.au).



## ACCOMMODATION INFORMATION

Accommodation is available through NR TAFE's Karratha, South Hedland and Broome campuses.

**Karratha** has its own student accommodation, which consists of seven fully furnished houses located behind the main site. All houses contain five single bedrooms, each with their own key, two bathrooms, communal laundry, kitchen and living room.

**South Hedland** also has student accommodation - 14 self-contained units located at Somerset Drive. There are one and two bedroom units available including two disabled units.

To request NR TAFE student accommodation at Karratha or South Hedland, please visit the Student Accommodation section on our website.

If you are eligible and are required to travel to the Broome campus to attend training, accommodation can be organised by NR TAFE staff on your behalf. Any accommodation organised by NR TAFE in Broome will be off-campus at another local accommodation facility. For Broome accommodation information and support please contact NR TAFE on **1300 996 573**.

Apprentices or trainees attending training (that are eligible to receive an accommodation allowance) that choose to stay in our student accommodation at Karratha and South Hedland, or the accommodation organised via the Broome campus, will not need to pay any costs for their accommodation. NR TAFE will claim students' accommodation allowances on their behalf to cover the accommodation costs.



## BOOKING YOUR OWN ACCOMMODATION

You or your employer are welcome to organise your own accommodation for block training outside of NR TAFE's options. You could be entitled to a partial reimbursement of these costs.

## ACCOMMODATION FOR STUDENTS UNDER 18

Students under the age of 18 requiring accommodation at any of our campuses will be assessed on a case-by-case basis. Please speak to us for further information.

## TRAVEL INFORMATION

If you are eligible and are required to travel to attend training as part of your apprenticeship, NR TAFE can assist with your travel requirements (e.g. flights and bus tickets).

If you wish to drive your own vehicle to attend NR TAFE training away from base you could be eligible for a fuel reimbursement. Please contact us for further information on eligibility.

# Employing an Apprentice or Trainee

In today's ever-changing business world, it is important to have a skilled workforce that can learn and grow with you and adapt to both challenges and opportunities.

A smart employer knows that a focus on their people is just as important as a focus on finance or any other aspect of the business.

NR TAFE offers flexible apprenticeship and traineeship courses to fit in with your business needs. As an established training provider, we understand the trends, demands, challenges and opportunities of our region.

We specialise in training that provides your apprentice or trainee with a solid knowledge base and work readiness skills. This may be done on-campus, online, on-the-job, or through a combination of delivery methods, including Recognition of Prior Learning (RPL). Your employee's apprenticeship or traineeship will be developed in consultation with you, the employer and your employee, and will be designed to meet the needs of your business and the trainee/apprentice. This approach features more flexible options, backed by extra support services.

If you would like assistance in recruiting and supporting a trainee or apprentice, the Jobs and Skills Centres can assist.

For more information, please contact **13 64 64** or visit [jobsandskills.wa.gov.au](http://jobsandskills.wa.gov.au).

## FINANCIAL INCENTIVES

The Federal Government offers employers financial incentives to employ apprentices and trainees.

In addition to this, the WA State Government provides a Jobs and Skills WA Employer Incentive. This financial assistance is for Western Australian businesses who employ an apprentice or new entrant trainee and who have lodged the training contract for registration on or after 1 July 2019. The aim of the incentive is to increase apprenticeship and traineeship commencements by providing employers with assistance to meet the costs of employing an apprentice or trainee. For more information on the incentives, please visit the Employer Incentive page via [jobsandskills.wa.gov.au](http://jobsandskills.wa.gov.au).

The State Government also provides payroll tax exemptions for employers of apprentices and trainees.

For more information on incentives, which you and your potential trainee/apprentice may be eligible for, please contact your local Australian Apprenticeship Support Network (AASN).

## HOW TO EMPLOY AN APPRENTICE OR TRAINEE

You can employ an apprentice/trainee directly, or become a host employer through a Group Training Organisation (GTO).

**Direct Hire:** An employer can recruit an apprentice or trainee in the same way you would recruit other employees. Once you have identified the perfect trainee/apprentice, you will need to make contact with the local Australian Apprenticeship Support Network (AASN) Office to formalise the training contract. Please see their contact details on the following page.

**Group Training Organisations (GTO):** A GTO employs the apprentice or trainee and hosts them to suitable businesses. GTOs can offer a range of support to your business such as ongoing mentoring, pre-employment programs, hiring and placement of candidates. GTOs are also helpful if you cannot guarantee work for the full term of the apprenticeship or traineeship, or do not want the additional administrative workload.

To sign up an apprentice or trainee, please contact one of the AASN providers listed on the following page.

## AUSTRALIAN APPRENTICESHIP SUPPORT NETWORK (AASN) DETAILS

### APPRENTICESHIP SUPPORT AUSTRALIA

1300 363 831

[info@apprenticeshipsupport.com.au](mailto:info@apprenticeshipsupport.com.au)

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

**Kimberley** 0429 106 785

**Karratha** 0488 919 159

**Port Hedland** 0438 716 583

**Newman** 0417 925 554

### THE APPRENTICESHIP COMMUNITY

(08) 6165 3362

[info@apprenticeshipcommunity.com.au](mailto:info@apprenticeshipcommunity.com.au)

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

### BUSY AT WORK:

0456 737 432



# My Training Journey

Every journey is different, but we are here to help you.

## 2 Find an employer



Approach a local employer that you would like to complete your on-the-job training with. Try some volunteering in your preferred industry or participate in a 'Try a trade' program.

Head to page 4

## 3 The important stuff...

You and your employer need to meet with an Australian Apprentice Support Network (AASN) provider to get your Training Contract sorted.

It's time to set up your Unique Student Identifier (USI), where your training records and results will live.

You'll also need to know what your options are when it comes to paying for your training and whether you're eligible to complete any Recognition of Prior Learning (RPL) units.

Head to page 8

## 4 You're in. Nice work!

You are officially a North Regional TAFE student and we can't wait to be a part of your training experience. Need assistance with travel and accommodation for your block training at campus?

Contact our Employment Based Training staff or visit our website to complete your accommodation form at [northregionaltafe.wa.edu.au](http://northregionaltafe.wa.edu.au)



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## We're here for you

Let us support you throughout your training journey with our range of support teams and services.

- Aboriginal Training Services (ATS)
- Employment Based Training (EBT)
- AccessAbility support
- Literacy and Numeracy
- Jobs and Skills Centres
- IELTS and English as a Second Language

Head to page 5 to find out more

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## Ready for more?

Thinking of continuing your studies? Keen to upskill?

Take charge of your future!

## 1 Discover your training options!

You're thinking about becoming an apprentice or trainee?

Not sure where to start? Try researching the industry you're interested in.

Check out page 3 for the first step.

## 5 Explore your campus

Get to know what facilities and surroundings are near you!

Scan the QR code with your phone or head to the Campus page on our website to find out more.



Where can you find us?



North  
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# Apprenticeships & Traineeships









**NORTH REGIONAL TAFE**

 1300 996 573

 [info@nrtafe.wa.edu.au](mailto:info@nrtafe.wa.edu.au)

 [northregionaltafe.wa.edu.au](http://northregionaltafe.wa.edu.au)

# Apprenticeship Opportunities

NATIONAL ID	QUALIFICATION	LOCATION	DURATION	CAREER OPPORTUNITIES
<b>AUTOMOTIVE</b>				
AUR31120 	Certificate III in Heavy Commercial Vehicle Mechanical Technology	Broome, Pundulmurra (South Hedland)	4 years (3 years at TAFE)	Heavy diesel mechanic
AUR30620 	Certificate III in Light Vehicle Mechanical Technology	Broome, Pundulmurra (South Hedland), other campuses by request	4 years (3 years at TAFE)	Light vehicle mechanic
<b>BUILDING AND CONSTRUCTION</b>				
CPC30220 	Certificate III in Carpentry	Broome, Kununurra, Pundulmurra (South Hedland)	4 years (3 years at TAFE)	Carpenter
R1130820 	Certificate III in Civil Construction Plant Operations	Broome, Halls Creek, Karratha, Kununurra, Minurmarghali Mia (Roebourne), Wyndham	3 years	Earthmoving Plant Operator
<b>ELECTRICAL AND ELECTROTECHNOLOGY</b>				
UEE30820 	Certificate III in Electrotechnology Electrician	Karratha, Pundulmurra (South Hedland)	4 years (4 years at TAFE)	Electrician
MEM31219 	Certificate III in Engineering - Industrial Electrician	Karratha	4 years (4 years at TAFE)	Electrician or an electrical regulator
<b>ENGINEERING AND MINING</b>				
MEM30219 	Certificate III in Engineering - Mechanical Trade (Mechanical Fitter ZA)	Karratha, Pundulmurra (South Hedland)	4 years (3 years at TAFE)	Mechanical fitter
MEM30219 	Certificate III in Engineering - Mechanical Trade (Fitter and Machinist ZB)	Karratha, Pundulmurra (South Hedland)	4 years (3 years at TAFE)	Fitter, machinist
MEM30319 	Certificate III in Engineering - Fabrication Trade	Broome, Karratha, Pundulmurra (South Hedland)	4 years (3 years at TAFE)	Boilermaker, welder
<b>HEALTH, BEAUTY AND FITNESS</b>				
SHB30416	Certificate III in Hairdressing	Broome, Karratha	3 years (2 years at TAFE)	Hairdresser
<b>HOSPITALITY, TOURISM AND EVENTS</b>				
SIT30816 	Certificate III in Commercial Cookery	Broome, other campuses by request	3 years (2 years at TAFE)	Chef












## REDUCED PRICE FEES AS PART OF THE SKILLS READY INITIATIVE

Course fees on a number of qualifications and skill sets have been halved and some are even free, as part of the State Government's WA Recovery Plan in response to the COVID-19 pandemic. The best part - these prices are set to continue until 2025!

Course fees in high demand industry areas have been halved for eligible students! To see which courses this initiative applies to, look out for the  stamps. For more information on whether you are eligible and for an up-to-date course list, please visit our website.



# Traineeship Opportunities

NATIONAL ID	QUALIFICATION	DURATION
<b>AQUACULTURE, MARITIME AND LOGISTICS</b>		
SFI20119 	Certificate II in Aquaculture	1 year
SFI30119	Certificate III in Aquaculture	2 years
SFI40119	Certificate IV in Aquaculture	3 years
TLI20420	Certificate II in Supply Chain Operations	1 year
TLI30319	Certificate III in Supply Chain Operations	2 years
<b>AGRICULTURE, ANIMALS, SCIENCE AND THE ENVIRONMENT</b>		
AHC20416 	Certificate II in Horticulture	1 year
AHC30716 	Certificate III in Horticulture	1 year
AHC21020 	Certificate II in Conservation and Ecosystem Management	1 year
AHC31420 	Certificate III in Conservation and Ecosystem Management	2 years
AHC40920	Certificate IV in Conservation and Ecosystem Management	2 years
<b>AUTOMOTIVE</b>		
AUR20520 	Certificate II in Automotive Servicing Technology	1 year
AUR21916	Certificate II in Automotive Tyre Servicing Technology	1 year
<b>BUILDING AND CONSTRUCTION</b>		
CPC20220 	Certificate II in Construction Pathways	6 months
<b>BUSINESS AND FINANCE</b>		
BSB20120	Certificate II in Workplace Skills	1 year
BSB30120	Certificate III in Business	1 year
BSB40120 	Certificate IV Business	1 year
BSB40420 	Certificate IV in Human Resource Management	1 year
BSB41419	Certificate IV in Work Health and Safety	2 years
BSB40520	Certificate IV in Leadership & Management	1.5 years
BSB50420	Diploma in Leadership & Management	2 years
FNS30317	Certificate III in Accounts Administration	1 year
FNS40217	Certificate IV in Accounting and Bookkeeping	1 year




NATIONAL ID	QUALIFICATION	DURATION
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### EDUCATION AND COMMUNITY SERVICES

CHC22015 	Certificate II in Community Services	1 year
CHC32015 	Certificate III in Community Services	1 year
CHC42015 	Certificate IV in Community Services	2 years
CHC33015 	Certificate III in Individual Support	1 year
CHC30113 	Certificate III in Early Childhood Education and Care	2 years
CHC43015 	Certificate IV in Ageing Support	2 years
CHC40413 	Certificate IV in Youth Work	2 years
CHC50113 	Diploma of Early Childhood Education and Care	3 years

### ENGINEERING AND MINING

MEM20105 	Certificate II in Engineering	1 year
MEM40119	Certificate IV in Engineering (Instrumentation)	1 year
RII20220	Certificate II in Surface Extraction Operations	1 year





### HEALTH, BEAUTY AND FITNESS

SHB20116	Certificate II in Retail Cosmetics	1 year
SHB20216	Certificate II in Salon Assistant	1 year
SHB30115	Certificate III in Beauty Services	1.5 years
SHB40115	Certificate IV in Beauty Therapy	3 years
SIS30315	Certificate III in Fitness	2 years




NATIONAL ID	QUALIFICATION	DURATION
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### HOSPITALITY, TOURISM AND EVENTS

SIT20316 	Certificate II in Hospitality	9 months
SIT30616 	Certificate III in Hospitality	2 years
SIT30116 	Certificate III in Tourism	1 year
SIT30316 	Certificate III in Guiding	1 year

### INFORMATION TECHNOLOGY, LIBRARY AND DIGITAL

ICT20115	Certificate II in Information, Digital Media and Technology	1 year
ICT40418 	Certificate III in Information, Digital Media and Technology	1 year



**Can't find what you are looking for?**

Speak to our friendly Client Services Team on 1300 996 573 about how we can assist with your training requirements.

