

## Frequently Asked Questions

### 1. What is 'Apprenticeship Access'?

Apprenticeship Access is a pre-apprenticeship program which provides students with a pathway to an Australian Apprenticeship.

### 2. How long is the Apprenticeship Access Program?

The Apprenticeship Access Program is a full time study program which consists of 3 days of training each week. The program will be conducted over a period of 26 weeks including 20 weeks of training and 6 weeks of vocational placement.

### 3. Am I eligible for the Apprenticeship Access Program?

To be eligible to enrol in the Apprenticeship Access Program participants must be:

- An Australian citizen; and
- A permanent Queensland resident; and
- Over the age of 15.

Who is NOT eligible?

- Secondary school students;
- School based apprentices or trainees;
- persons already engage in an apprenticeship or traineeship;
- persons who already hold an existing qualification in engineering or construction;
- temporary protection visa holders
- existing employees
- seasonal workers
- volunteers
- employees of the supplier (ie: CAIT)
- employees of Government departments and agencies including councils;
- People living in the Cape York region

### 4. How much will the Apprenticeship Access program cost?

The Apprenticeship Access program is fully funded by the Queensland Government and as such the student will not be required to pay any costs to complete training in this program.

### 5. Do I have to organise my vocational placement?

No. Careers Australia Institute of Training will organise your vocational placement. If you have contact details for an employer, family friend or relative who would like to take you on vocational placement please let us know and we will be happy to co-ordinate the placement on your behalf.

### 6. Is the vocational placement paid work?

No. The purpose of the vocational placement is for the participant/student to apply their learned knowledge in a practical work environment and gain relevant practical experience.

### 7. How do I enrol in the Apprenticeship Access Program?

Within your Apprenticeship Access information kit you will receive an enrolment form. You will need to complete this form and return it to Careers Australia. Forms can be accepted by email to [enrolments@careersaustralia.edu.au](mailto:enrolments@careersaustralia.edu.au) or by post.

### 8. How will I know if my application has been accepted?

Once your enrolment has been processed Careers Australia will send you a letter of confirmation regarding your enrolment. You will receive this letter within 5 working days of

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your application being received. The confirmation letter will advise what date and time your training will commence, which training centre you will need to attend and what you will need to bring with you to commence your training.

### 9. What do I need to commence the program?

Students enrolling in the Apprenticeship Access program MUST have prior to commencement Personal Protective Equipment. This includes: long sleeve work wear shirt, long work wear pants; steel capped boots, protective ear and eye equipment.

### 10. Who covers the cost of the Personal Protective Equipment?

Participants registered with a Job Service Australia provider (formerly Job Network) will have the capacity to access this equipment through their case manager. Participants not registered with a JSA provider will need to purchase equipment directly from a supplier.

### 11. Where will the courses be conducted?

- Townsville *Automotive, Construction, Engineering*
- Gladstone *Construction, Engineering*
- Brendale *Construction, Engineering*
- Bowen Hills *Automotive, Electrical*
- Salisbury *Automotive, Construction, Engineering*
- Rockhampton *Construction*
- Toowoomba *Automotive, Construction, Engineering*
- Gold Coast *Construction, Electrical*

### 12. Does the participant break for Christmas?

Yes. Participants enrolled in the Apprenticeship Access Program will conclude training on the 18th of December 2009 and re-commence training on the 11th of January 2010. If there are any changes to the date of re-commencement participants will be notified by their trainer /training centre prior to the Christmas holiday break.

### 13. Can the student exit the program at any time?

Yes. The student can exit the program at any time if they are offered the opportunity to commence full time employment or a full time/part time apprenticeship. Students may have the opportunity to be offered an employment or apprenticeship outcome after being placed with an employer on vocational placement.

### 14. Does the student receive recognition for the training they have completed?

Yes. All Students who are deemed competent for the training they complete will receive a Statement of Attainment for all relevant units.

## YOUR FUTURE CAREER PATHWAY

