

# Why should I employ a school based apprentice or trainee?



## Are you finding it hard to get apprentices or trainees for your business?

### Apprenticeships and traineeships

combine work and study and lead to nationally recognised qualifications. School based apprenticeships and traineeships are available in all industries.

### School based apprenticeships

give you the opportunity to commence a young person in a trade while they are still at school. School based apprentices complete the first stage of their apprenticeship by the end of their Higher School Certificate (HSC) year.

**School based trainees** complete their traineeship by the end of their HSC year.

The study and work that school based apprentices and trainees do while at school is credited towards their HSC.

### Benefits to you

- School based apprenticeships and traineeships provide the opportunity to employ young people through flexible part-time arrangements
- You will be investing in the future skill needs of your business and industry
- You will become an employer of choice for young people entering your industry
- Government incentives are available to assist and support your business
- School based apprentices and trainees have support from the school, community organisations and State Training Services

### Information and advice

You can get information and advice from your State Training Services regional office.

**State Training Services** provides assistance to employers, school based apprentices and trainees by:

- Providing information about apprenticeships and traineeships that are available and suitable for the workplace
- Advising employers and students about their rights and obligations under a training contract
- Providing advice about a training plan that meets the employer's needs and school requirements
- Providing advice and assistance regarding changes to the training contract
- Helping with problems in the workplace
- Advising on training and assessment services provided by the Registered Training Organisation

**"Questions & Answers about School Based Apprenticeships and Traineeships"** is available at [www.training.nsw.gov.au](http://www.training.nsw.gov.au)

# State Training Services regional offices

## Central & Northern Sydney

Level 13, 12 Help Street  
Chatswood NSW 2067  
Ph: (02) 9242 1700  
Fax: (02) 9415 3979

## Hunter & Central Coast

Level 1  
State Office Block  
117 Bull Street  
Newcastle West NSW 2302  
Ph: (02) 4974 8570  
Fax: (02) 4925 2139

## Illawarra & South East NSW

Level 1, Block E  
State Office Block  
84 Crown Street  
Wollongong NSW 2500  
Ph: (02) 4224 9300  
Fax: (02) 4224 9334

## New England

Level 2, 155-157 Marius Street  
Tamworth NSW 2340  
Ph: (02) 6755 5099  
Fax: (02) 6766 4120

## North Coast & Mid North Coast

Suite 3, Level 4  
29 Molesworth Street  
Lismore NSW 2480  
Ph: (02) 6627 8400  
Fax: (02) 6621 9994

## Riverina

87 Forsyth Street  
Wagga Wagga NSW 2650  
Ph: (02) 6937 7600  
Fax: (02) 6921 0724

## South & South Western Sydney

Level 2, 41- 45 Rickard Road  
Bankstown NSW 2200  
Ph: (02) 8707 9600  
Fax: (02) 9709 5356

## Western NSW

Level 1, State Office Block  
Cnr Kite & Anson Streets  
Orange NSW 2800  
Ph: (02) 6392 8500  
Fax: (02) 6392 8539

## Western Sydney & Blue Mountains

Ground Floor,  
16-18 Wentworth Street  
Parramatta NSW 2150  
Ph: (02) 9204 7400  
Fax: (02) 9635 9775

Visit our website [www.training.nsw.gov.au](http://www.training.nsw.gov.au) or call **13 28 11** within NSW  
to be connected to your nearest State Training Services regional office (local call cost)