

## CICA's Traineeship (Phase 1: Launch in NSW) Frequently Asked Questions (FAQs)

### **1. What is a Traineeship?**

A traineeship is a structured training program (approved by the relevant state or territory training authority) that enables an individual to gain a qualification through employment (like an apprenticeship). Under an agreed training contract, practical on-the-job work experience is complemented with off-the-job education. Traineeships are generally shorter programs over 1-2 years while apprenticeships typically are over 4 years.

See the attached NSW Government Guides:

- *A Guide to apprenticeships and traineeships in NSW*
- *Employer Reference Guide, Australian apprenticeships support services*

### **2. Why support the CICA Traineeship?**

By supporting the CICA Traineeship you will be investing in the future of your business and the crane industry. Our industry is in great need of a structured development pathway for Trainees now and into the future. Traineeships are a cost effective way to recruit, train and develop quality, highly skilled employees - which will enhance your business productivity and profitability. Traineeship wages will apply (see below). In addition, financial incentives may apply to eligible employers.

### **3. Where will trainees be sourced from?**

Trainees can come from a variety of sources:

- From family, friends, schools, industry associations or direct approaches from individuals
- By directly advertising a trainee vacancy
- By using a specialist recruitment agency or Group Training Organisation

### **4. What rate of pay will apply?**

The AiGroup has advised CICA that the National Training Wage is now operational under the (modern) Mobile Crane Hiring Award via the Construction and Property Services Industry Skills Council Training Package. Trainees must be covered by Workers Compensation and receive Superannuation Guarantee payments. To determine the minimum pay rate for a Trainee, the employer needs to identify the Trainee's highest level of schooling and the years out of school, at the Certificate III level.

*See the Mobile Crane Hiring Award 2010 Schedule C - National Training Wage attached.*

The AiGroup has also assisted CICA to establish and achieve NSW state training authority approval for the Australian Qualifications Framework (AQF) Certificate III in Construction Crane Operations (CPC32912).

*See the Certificate III details attached.*

### **5. How long is the CICA Traineeship?**

The CICA Traineeship is usually over 2 years including on and off-the-job training. However it is competency based not time based. Recognition of Prior Learning (RPL) can be applied.

### **6. How much time is spent studying at the RTO vs on the job?**

It depends. Typically it could be 1 day a week but it could vary. It is possible to do several days combined in a block or for the RTO to offer work-based delivery.

### **7. Can you advise the Certificate III course unit details?**

Yes. *See the Certificate III in Construction Crane Operations (CPC32912) details attached.*

### **8. Will a Trainee be required to commit to working with an employer after the Traineeship?**

No. The Traineeship requirements are listed in the training contract but do not mandate a post-Traineeship compulsory employment period. Trainees are free to change their employment once the Traineeship has been completed. Trainees are employees and should be well-managed, encouraged and retained as valuable employees.

### **9. What are the rights and responsibilities of the Trainee?**

The training contract details the rights and responsibilities. Trainees must make every effort to acquire the skills and knowledge they need to successfully complete the traineeship by accepting instructions and

training by the employer or workplace supervisor; attending scheduled training delivered by the RTO; completing assignments and other assessment tasks; maintaining the competency record books or work evidence guide. A Trainee must also make all reasonable efforts to discharge his/her obligations as an employee.

#### **10. What are the rights and responsibilities of the employer?**

The training contract details the rights and responsibilities. Employers must ensure the Trainee receives work-based training by providing appropriate supervision, facilities, resources and opportunities to acquire the skills of the vocation; plus ensure the Trainee is given every opportunity to attend the training delivered by the RTO.

#### **11. What is the process (paperwork) for supporting a Trainee?**

A training contract is the basis for the Traineeship, in accordance with the NSW Apprenticeship and Traineeship Act 2001. Each state will have its own relevant legislation. An Australian Apprenticeship Centre (AAC) can assist employers with the paperwork (to locate your nearest centre refer [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)). A Group Training provider (such as the AiGroup) will be able to assist as well.

#### **12. What is AiGroup's role?**

The AiGroup is a member based organisation. AiGroup has assisted CICA on various industrial relations matters re the (modern) Mobile Crane Hiring Award plus on the development of the Traineeship. CICA is in discussion with the AiGroup to further assist CICA to roll-out the program across all states. AiGroup is a Registered Training Organisation (RTO) and offers a Group Training arrangement. AiGroup can assist CICA to promote and manage the Traineeship via a Group Training arrangement. The AiGroup becomes the employer and Trainees are hosted-out to CICA members at the relevant charge-out rate.

#### **13. What is CICA's role?**

As the national industry body, CICA is committed to developing the Traineeship via a Group Training arrangement across all states. CICA will support the process to assist states and members have the opportunity to recruit and develop Trainees. CICA is keen to promote and ensure the Traineeship is well-managed. CICA is hoping the Traineeship and RTO delivery can be operational in Sydney by 1 July 2014.

#### **14. Can an employer share a trainee with another employer?**

Yes. While an employer may choose to directly employ a Trainee full time, via a Group Training arrangement a Trainee can be shared across various employers to suit the circumstances. CICA is recommending a Group Training arrangement be established via AiGroup.

#### **15. Is government funding available?**

Yes, some government incentive funding may be available to employers for new entrants. The AiGroup and AACs can advise further on this matter.

#### **16. What TAFE locations will offer the training? Accessibility?**

Details and confirmation need to be provided by the respective TAFE organisations.

#### **17. Will other RTO's be able to deliver the Certificate III?**

Yes. This will be part of the roll-out discussions and plans. CICA is keen to see the Traineeship available in metro and regional areas across all states.

#### **18. Can I get further information?**

Yes. Further information is available via State Government training services departments e.g. [www.training.nsw.gov.au](http://www.training.nsw.gov.au); plus [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au) (ph: 13 38 73); plus refer to relevant RTOs and the AiGroup e.g. [www.aigts.com.au](http://www.aigts.com.au).

*Please note this information is provided as an initial 'guide only' to assist CICA Members and should not be relied upon as professional advice on the traineeship requirements, award payments, available funding and your legal obligations as an employer. If you have any initial queries re the CICA Traineeship and this FAQ, please contact the CICA Office, an RTO, the AiGroup, an AAC, your state government traineeship service, or your training specialist adviser.*