



New South Wales Traineeship

CICA's Intent:

Responding to concern amongst members, CICA worked with it's NSW branch to establish a national Traineeship which could be recognised and endorsed on a national level to help develop the quality of employees within the industry.

Our industry is in great need of a structured development pathway for Trainees. Traineeships are a cost effective way to recruit, train and develop quality, highly skilled employees.

Taking on a Trainee:

The Trainee:

Ideally the age of the Trainee would be 18 and this is due to the licensing requirement for the high-risk license that are included in the training plan. However there is some discussion at present that you can take on a younger Trainee for them to complete other subjects within the training plan and then complete the high-risk license once the Trainee turns 18.

If you are considering taking on a younger applicant, please contact the CICA NSW Branch for further clarification.

The CICA Board have also offered further support for the participation in the Traineeship, by way of reimbursement for the first high risk license for Trainees.

A payment of up to \$300 will be made available either directly to the Trainee or to the employer, depending on who made the initial outlay for the cost of the high-risk license. The trainee has to be employed by a CICA member.

To be able to claim this incentive, all you need to do is be a CICA member, send a copy of the receipt for the license to CICA for reimbursement, together with confirmation that your Trainee has enrolled in the Cert III Traineeship.

The Trainee will be paid under the Mobile Crane Hiring Award (attached).

The Process:

In NSW the following options are available to take on a Trainee:

- Full Time Trainee Independently
- Full Time Trainee via Group Training
- Part Time Trainee via Group Training



Full Time Trainee Independently:

To take on a Trainee independently it would normally mean you would have a Trainee in mind to put through this Traineeship.

The Employer's process would involve consultation with an Australian Apprenticeship Centre (AAC); in this case CICA has been working with Sarina Russo Apprenticeships. A representative would come to your yard to meet with you and your Trainee and assist in filling out the contract to establish the Trainee as a new entrant for the Traineeship.

It is during this process the AAC would check to see if you were eligible for any federal or state incentives. For eligible companies this could be a payment of \$1,500 as a commencement incentive, which is paid after the first 6 months, as well as a payment of \$2,500 as a completion incentive once the Traineeship has been completed. The AAC will also help you manage the Trainee throughout the duration of the Traineeship.

The Trainee will need to register with TAFE and also register for a Unique Student Identifier (USI), both of these registrations can be done online.

CICA would also assist and help manage NSW members through this option.

Full Time Trainee or Part Time Trainee via Group Training:

To take on a Trainee with the Group Training Option, at this stage CICA is working with Australian Industry Group Training Solutions (AiGTS) in NSW. AiGTS services include:

- Trainee recruitment and selection – You don't need to have a Trainee in mind for this option. AiGTS will arrange to meet with you to sign a Vacancy Agreement to give authority to AiGTS to act on your behalf. They would then advertise, interview and 'shortlist' suitable applicants to be interviewed by you.
- Payroll and administration – all the necessary paperwork for wages, allowances, sick leave and training fees are paid for and managed by AiGTS.
- Counselling and Support – this includes mentoring, monitoring work performance as well as monitoring the training.

To take on a Trainee part time, it would be preferable to have another company join you in employing a Trainee. This can be worked out with AiGTS should this be a better option for you.

The Trainee will also need to register with TAFE and also register for a Unique Student Identifier (USI). both of these registrations can be done online.

CICA would also assist and help manage NSW members through this option.



Contact Information:

This Information Bulletin contains summary information only and further information is available by contacting The Crane Industry Council of Australia:

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