Pre-apprenticeships, Apprenticeships and Traineeships

Be true to you

Web Edition
Updated 20 April 2015
RMIT offers pre-apprenticeship, apprenticeship and traineeship programs which equip you with the necessary skills and knowledge for the workplace.

**Pre-apprenticeships**

Can save up to a year of study by taking this great pathway into an apprenticeship.

— You do not need to be employed.
— Prepares you to undertake an apprenticeship.
— Gives you a sense of what the working environment will be like through theory and practical skills.
— Helps you find employment for an apprenticeship.
— Employers prefer apprentices who have completed a pre-apprenticeship.
— On completion RMIT will assist you to find a job as an apprentice.
— Programs are between 10–12 weeks duration.

**Apprenticeships and Traineeships**

Earn an income while studying a nationally recognised qualification.

— You need to be employed full-time or part-time.
— Develop practical knowledge and apply solutions to problems in the workplace.
— Combining on and off-the-job training for between one to four years.
— Training is developed to suit your needs.
— RMIT recognises past study or work experience, which may reduce the length of your study.

**Programs at RMIT**

**Building and Construction**
— Certificate II in Construction (Pathway program to Carpentry or Plumbing)
— Certificate II in Plumbing (Pre-apprenticeship)
— Certificate III in Plumbing
— Certificate IV in Surveying
— Certificate IV in Building and Construction

**Engineering Trades and Technology**
— Certificate II in Electrotechnology Studies (Pre-apprenticeship)
— Certificate III in Air-conditioning and Refrigeration
— Certificate III in Electrotechnology Electrician
— Certificate IV in Instrumentation and Control

**Community Services**
— Certificate III in Aged Care
— Certificate IV in Disability

**Health Services**
— Certificate III in Allied Health Assistance
— Certificate IV in Allied Health Assistance
— Certificate III in Dental Assisting
— Certificate IV in Dental Assisting
— Certificate IV in Optical Dispensing
— Certificate III in Dental Laboratory Assisting

**Student Profile**

“Learning at RMIT provides a mix of theoretical and practical courses, which gives a solid foundation for the days we spend at work in a real environment. This is the main reason RMIT has such a good reputation within the trade and engineering fields.

“It can be hard to balance work, study and a personal life sometimes, but the rewards are there. Receiving high distinctions for subjects you’d struggled with at first is such a satisfying feeling. It doesn’t matter what gender you are, with the right determination you can be successful.”

Jaclyn Smith (cover)
Certificate III in Electrotechnology Electrician
Why Choose RMIT?

— RMIT University is one of the oldest and most successful educational organisations in Australia.
— Each year, RMIT trains more than 82,000 students for careers in every facet of industry and business.
— RMIT’s programs are particularly successful because they are structured to meet the realities of today’s tough and fast-paced employment markets.
— RMIT enrolls apprentices all year round and provides flexible training and education.
— RMIT offers a range of support services and activities for pre-apprentices, apprentices and employers beyond the services available at many vocational education organisations.
— RMIT recognises your prior learning and experience.
— RMIT apprenticeships often provide credit to further your vocational education studies or university degree studies.

How to Enrol

Pre-apprenticeships
— Enrol anytime—RMIT accepts new intakes each month.
— You don’t need to be employed.
— Contact RMIT Engineering Customer Service Officer on 0418 717 249.

Apprenticeship and Traineeships
— Enrolments are accepted throughout the year.
— You and your employer meet with an Australian Apprenticeships Centre (AAC) representative and sign a training agreement. AAC provides information and advice on your options, visit www.australianapprenticeships.gov.au.
— Your employer chooses a registered training organisation such as RMIT, to provide training support, guidance and assessment.
— Once the registration has been lodged through the AAC, an RMIT representative will contact you/your employer to arrange enrolment.

How do I find an employer?

— Talk to friends and family, visit employment websites and contact companies directly to ask if they have any apprenticeship positions available.
— Contact Group Training Organisation (GTO) who employs apprentices and places them with suitable employers. Phone 1800 819 747 or visit www.grouptraining.com.au.

Student Profile

“My time studying RMIT’s Certificate IV in Optical Dispensing has been invaluable for giving me the skills to advise patients on exactly what they need – from providing advice on their prescription to working through issues they are having with their current specs. The large amount of work-integrated learning meant that I was able to implement everything taught in the program straight into my workplace.

“If I had to pinpoint one thing that stood out in my studies, it would be the hands-on aspect of the teaching. It was fantastic to make a pair of specs from start to finish and visit industry sites like the CR Surfacing grinding lab, to see how lenses are surfaced and coated.”

Mandeep Paul
Certificate IV in Optical Dispensing

RMIT’s strong industry links will ensure on completion you are highly skilled and employable. As an RMIT student, you have access to free support services, clubs and fun activities on campus.

RMIT Trades Tours

If you’ve ever thought about starting a career in the trades, now’s the time to get your questions answered. In 2015, RMIT will be offering a monthly trades tour of our modern facilities and teaching spaces.

Tours will be available every month on a Wednesday morning for future students, employers, industry representatives, and school groups.

Anyone wishing to take a tour of RMIT’s facilities and learn more about a career in trades can book a tour via email sove.eoi@rmit.edu.au
How often do apprentices and trainees attend RMIT?
The number of weeks you attend depends on the qualification you are employed under and whether you are from interstate. Also, any special arrangements with your employer may affect your attendance.

I am under 18, can I still do an apprenticeship?
Yes, but you will need a parent or guardian to co-sign your contract of employment and contract of training.

How does RMIT training tie in with my usual work?
RMIT is a Registered Training Organisation providing structured training that will underpin what you learn at your workplace. You, your employer, and RMIT will develop a training plan to measure your progress and ensure all aspects of your training and assessment have been covered.

Do I get paid for my structured training time?
As part of their apprenticeship or traineeship, apprentices and trainees are entitled to be paid for all the time they spend at work and for off-the-job and workplace-based training undertaken.

What are the fees?
The tuition fees you pay depend on whether you are offered a state government subsidised place or a full-fee place, based on the eligibility criteria.

Are there any other costs?
In addition to tuition fees, you will be charged the student services and amenities fee which is indexed annually.

Who pays the fees?
Most employers pay training fees on behalf of their apprentice or trainee. At the start of each year, you and your employer must complete and sign an official Sponsored Student: apprentice or traineeship acceptance of training charges form.

What financial assistance is available?
Fee concessions and financial incentives are available to eligible apprentices and employers to encourage employment of apprentices in skills-demand occupations. Apprentices can also apply for a trade support loan to assist payment of fees. Trade Support Loans are administered through Australian Apprenticeship Centres.

Further Information
Info Corner
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Melbourne VIC 3000
Tel. +61 3 9925 2260
www.rmit.edu.au/infocorner

Every effort has been made to ensure the information contained in this publication is accurate and current at the date of printing. For the most up-to-date information, please refer to the RMIT University website before lodging your application. Prepared April 2015.

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