



**A - Z Guide of
Apprenticeships
& Traineeships**

ABOUT BUSY AT WORK

BUSY At Work has over 40 years' experience launching careers and getting people into work.

As a highly respected and well-established provider, BUSY At Work proudly delivers apprenticeship services, job services, Indigenous employment programs, school-based programs, mature-aged worker programs and disability employment.

WHEN YOU LAUNCH YOUR CAREER THROUGH AN APPRENTICESHIP OR TRAINEESHIP, YOU:

- Decide with your employer on the best possible training provider for you
- Work and learn on the job in an industry of your choice
- Make valuable industry and employer contacts
- Get to earn while you learn
- Can finish your training early with recognised prior learning and work experience
- Graduate with a nationally-recognised qualification

WHEN YOU SIGN UP AN APPRENTICE OR TRAINEE IN YOUR WORKPLACE, WE:

- Source and explain all the information you need
- Complete the Training Contract with you and your new apprentice or trainee
- Induct your apprentice or trainee and explain the rights and responsibilities of both parties under the Training Contract
- Provide information about potential financial incentives available to you or your apprentice or trainee
- Keep in regular contact with you and your apprentice or trainee to ensure reasonable progress is being made
- Offer mentoring assistance to you and your apprentice or trainee to support their success



As the largest GTO in the Great Southern Region, we need a reliable and prompt AASN service to ensure our apprentices and trainees are commenced in an informative and timely manner. **BUSY At Work deliver this and more, and we recommend them to our clients.**

Mark Barrett,
Operations Manager
ATC Work Smart

Hundreds of opportunities to learn your way!

With over 500 apprenticeship or traineeship qualifications to choose from, there is a perfect option for businesses to upskill new or existing staff and for individuals to pursue a career path and a recognised qualification.

From the Arts and Automotive industries to Sports and Tourism, there is an apprenticeship or traineeship qualification to suit you — and the team at BUSY At Work can help you get started!

AGRICULTURE AND PRIMARY INDUSTRIES

Apprenticeships

Farrier

Traineeships

Agriculture Level 2

Agriculture Level 3

Agribusiness

Beekeeper

Beef Production Level 2

Beef Production Level 3

Beef Production Level 4

Cotton Production

Dairy Farmhand

Feedlot Operator

Horticulture

- Turf Management Level 2

- Floriculture Level 2

- Landscaping Level 2

- Horticulture Level 2

- Parks & Gardens Level 2

- Retail Nursery Level 2

- Wholesale Nursery Level 2

Irrigation

- Level 2

- Level 3

Pork Production Stockperson

Poultry Production Level 3

Production Horticulture

Farmhand

Rural Merchandising

Rural Operations Level 3

Shearing Level 3

Wool Handler Level 3

ANIMAL HEALTH

Traineeships

Animal Attendant (Captive)

Animal Attendant (Companion)

Assistant Animal Attendant

Assistant Veterinary Nurse

Veterinary Nurse

ARTS AND ENTERTAINMENT

Traineeships

Arts Administration

Design Worker

Florist

AUTOMOTIVE

Apprenticeships

Automotive Electrician

Automotive Glazing Technician

Automotive Mechanic

- Agricultural Mechanical

- Heavy Vehicle Mobile Plant

- Heavy Vehicle Road

- Transport

- Light Vehicle

- Motorcycle

Automotive Salesperson (Parts

Interpreting)

Automotive Specialist

- Diesel Engines

- Diesel Fuel

- Driveline

- Engine Reconditioning

- Forklift Mechanic

- Underbody

- Trailer Technician - Heavy

Automotive Vehicle Body

Tradesperson

- Panel Beating

- Vehicle Painting

- Vehicle Trimming

Bicycle Mechanic

Bus, Truck and Trailer

Manufacture (L3)

Elevating Work Platform

Technician

Marine Mechanic

Outdoor Power Equipment

Mechanic

Recreational Vehicle

Manufacture L3

Traineeships

Automotive Master Technician

Automotive Mechanical

Serviceperson

Automotive Salesperson

Automotive Serviceperson

Recreational Vehicle Service

and Repair L3

AVIATION

Apprenticeships

Aircraft Maintenance Engineer

- Avionics

- Mechanical

- Structures

Aircraft Surface Finisher

Traineeships

Aeroskills Engineer

- Avionics

- Mechanical

Aircraft Line Maintenance Worker

Aircraft Maintenance

Engineer L2

Flight Operator/Attendant L2

Flight Operator/Attendant L3

Ground Services Operator

Leading Hand/Supervisor

Ground Services Operator L2

Ground Services Operator L3

BEAUTY

Apprenticeships

Hairdressing

Hairdressing - Barbering

Traineeship

Beauty Services

Beauty Services - Nail Technician

Beauty Services - Make-Up Artist

Beauty Therapy

Retail Cosmetic Assisnat

Salon Assistant

BOATING AND MARINE

Apprenticeships

Marine Craft Construction

Traineeships

Aquaculture Operator Level 2

Aquaculture Operator Level 3

Boating Services Level 2

Boating Services Level 3

Boating Services Level 4

Coxswain (grade 1 Near Coastal)

Marina Operator

Marine Engine Driver (Grade 2

Near Coastal)

Marine Engine Driver (Grade 3

Near Coastal)

Marine Operator (Master Class

to 24metres)

Maritime Operator (master Class

up to 35metres)

BUILDING AND CONSTRUCTION

Apprenticeships

Bricklayer

Cabinet Maker

Carpenter

Gas Fitter

Joiner

Painter and Decorator

Plasterer (Wall and Ceiling Lining)

Plumber

Plumber (Mechanical Services)

Roof Plumber
Roof Tiler
Shopfitter
Signwriter
Solid Plasterer
Stonemason
Tiler
Waterproofers

Traineeships

Concrete
Demolition
Dogger
Rigger
Scaffolder
Steelfixer
Surveying Level IV
Surveying Level V

BUSINESS AND FINANCIAL SERVICES

Traineeships

Business Administration
- Education Level III
- International Education
- Legal Level III
- Medical Level III
- Business Administration LIII
- Business Administration LIV

Business Level II
Business Level III
Business Level IV
Business Manager
Business Sales Level IV
Customer Contact Level III
Customer Contact Level IV
Franchising Level IV
Governance Level IV
Human Resources Level IV
Management Level IV
Management Level V
Marketing Coordinator
Procuring Level IV
Project Management Level IV
Project Management Level V
Recordkeeping Level III
Recordkeeping Level IV
Small Business Management
Vocational Trainer
Work Health & Safety Level III
Work Health & Safety Level IV
Work Health & Safety Level V

CIVIL CONSTRUCTION

Traineeships

Plant Operator
Skilled Construction Worker
- Bituminous Surfacing
- Bridge Construction
- Foundation Works
- Pipe Layer
- Road Construction
- Road Marking
- Timber Bridge Maintenance
- Traffic Management
- Trenchless Technology

CLEANING AND ASSET MAINTENANCE

Apprenticeships

Fire Protection Control Tradesperson

Traineeships

Cleaning Management
Cleaning Operations
Cleaning Operations Level III
Laundry Operations
Pest Management Level III
Portable Fire Equipment Operator Level II
Swimming Pool and Spa Technician Level III
Swimming Pool and Spa Technician Level IV
Waste Management Operations Level III
Waste Management Operations Level IV

COMMUNITY SERVICES

Apprenticeships

Children's Services (Para-Professional)

Traineeships

Aged Care Worker
Child Care Worker
Community Care Worker
Community Services Worker
Disability Support Worker
Disability Worker
Job Placement Consultant
Mental Health Worker
Out of School Hours Care Coordinator
Social Housing Worker
Employment Consultant
Youth Worker

CONSERVATION AND LAND MANAGEMENT

Traineeships

Conservation Worker
Conservation Worker Level II
- Indigenous Land Management
- Lands, Parks and Wildlife
- Natural Area Restoration
- Weed Management
Conservation Worker Level III
Conservation Worker Level IV
Conservation Worker Level V
Water Industry Operator Level II
Water Industry Operator Level III

EDUCATION

Traineeships

Education Support Worker

ELECTROTECHNOLOGY AND ELECTRICITY SUPPLY

Apprenticeships

Appliance Servicing
Cable Joint Tradesperson
Data and Voice Communications
Electrical Fitter
Electrical Machine Repair
Electrician
Electrician (Special Class)
Electrician /Electronic Instrument Tradesperson
Electronics and Communications Tradesperson
Fire Systems Technician
Gas Supply Industry Operations Level III
Gas Supply Industry Operations Level IV
Power Traction Lineperson
Powerline Tradesperson (Electricity Supply Distribution)
Powerline Tradesperson (Electricity Supply Transmission)
Refrigeration and Air Conditioning Mechanic
Security Systems Tradesperson

Traineeships

Electrical Distribution - Power Systems Supervisor
Fire Systems Designer

ENGINEERING

Apprenticeships

Engineering Electrical/ Electronic Trade
- Electrical Fitter
- Electrical Mechanic
- Electrical Marine
Engineering Fabrication Trade
- Boilermaking/Welding
- Casting and Moulding
- Light Fabrication
- Patternmaking
- Surface Finishing
Engineering Mechanical Trade
- Machining
- Maintenance - Diesel Fitting
- Maintenance - Fitting and/or Turning
- Refrigeration and Air Conditioning
- Toolmaking
Higher Engineering Trade
Locksmithing
TCF Mechanic

Traineeships

Blast Coater/Cleaner/Industrial Spray Painter/Finisher
Engineering Production Systems
Engineering Production Systems (Marine Craft Surface Finishing Technology)
Engineering Production Technology
Engineering Technician
Engineering Technician (Advanced Trade)
Engineering Technician (Level V)
Manufacturing Systems and

Practices Level III
Manufacturing Systems and
Practices Level IV
Manufacturing Systems and
Practices Level V

FINANCIAL SERVICES

Traineeships

Accounts Clerk
Assistant Accountant
Assistant Financial Broker
Banking Services Manager
Bookkeeper
Branch Team Leader
Claims Officer
Collections Clerk/Process Server
Credit Manager
Credit Officer
Financial Planner
Financial Sector Team Leader
Financial Services (Loss Adjusting)
Financial Services Level IV
Financial Services Level V
Financial Services Worker Level III
General Insurance Broking Support
Insurance Broking Manager
Insurance Officer (General)
Loss Adjusting Level V
Superannuation Fund Administrator

FOOD AND MEAT PROCESSING

Apprenticeships

Meat Retailing

Traineeships

Food processing Level II
Food Processing Level III
Food Processing Technician
Meat Processing Level II Abattoirs
Meat Processing Level II Food
Services
Meat Processing Level III Boning
Meat Processing Level III Food
Services
Meat Processing Level III General
Meat Processing Level III Rendering
Meat Processing Level III Slaughtering
Meat Processing Level IV Meat Safety
Smallgoods Maker

FORESTRY

Apprenticeships

Forest Products Worker
- Saw Doctoring
- Wood Machining

Traineeships

Forest Products Worker
- Level II Forest Growing
- Level II Harvesting and
Haulage
- Level II Sawmilling and
Processing
- Level II Timber
Manufactured Products
- Level II Timber
Merchandising
- Level III Forest Growing

- Level III Harvesting and
Haulage)
- Level III Sawmilling and
Processing
- Level III Timber
Manufactured Products

Level III Timber Merchandising
Level III Wood Panel Processing
Level IV Forest Operations
Level IV Timber Processing
Forestry Products Worker Level V
Timber Fabrications Detailer
Timber Fabrication Estimator or Jig
Setter
Timber Fabrication manager
Timber Fabrication Production Hand
Timber Fabrication Production
Manager
Timber Fabrication Production

FURNISHING AND CRAFTWORKERS

Apprenticeships

Floor Technology
Furniture Finishing
Wood Machining
Glass and Glazing
Picture Framing
Upholstery

Traineeships

Furniture Making Level II
Window Furnishings Technician

GOVERNMENT

Traineeships

Local Government
- Health & Environment
Level 2
- Operational Works Level 2
- Operational Works Level 3
- Planning Level IV
- Regulatory Services Level 3
- Administration Level IV
Local Government Level 2
Local Government Level 3
Public Sector Level III Government
Public Sector Level IV General
Public Sector Level IV Investigation
Public Sector Level IV
Procurement and Contracting

HEALTH

Traineeships

Allied Health Assistant
Dental Assistant
Dietary Assistant
Health Administration Level III
Health Support Services Team Leader
Indigenous Primary Health Care
Worker
Laboratory Assistant
Laboratory Technician - Level VI
Laboratory Technologist
Medical Practice Assistant
Optical Dispenser
Pathology Assistant
Pathology Collector

Patient Services Assistant - Health
Services Operator
Pharmacy Assistant
Practice Manager

HORTICULTURE

Apprenticeships

Arborist
Floriculture Tradesperson
Greenkeeping
Landscape Tradesperson
Nursery Tradesperson (Retail)
Nursery Tradesperson (Wholesale)
Parks & Gardens Tradesperson

Traineeships

Horticulture Level III
Production Horticulture
Tradesperson

HOSPITALITY

Apprenticeships

Baking
Bread Baking
Catering Operations
Commercial Cookery
Commercial Cookery - Demi Chef
Hospitality Specialist - Front of House
Pastry Cooking

Traineeships

Hospitality Manager
Hospitality Operations Level II
Hospitality Operations Level III
Hospitality Operations Level IV
Kitchen Operations
Retail Baking Assistant

INFORMATION TECHNOLOGY

Traineeships

Broadcast Technician
Information Technology Level IV
- Digital Media
- Networking
- Support
- Systems Analysis
- Websites
Information, Digital Media and
Technology Level III
Information, Digital Media and
Technology Level IV
Live Production and Services
Worker Level III
Media Level III
Telecommunications Technical
Specialist
Telecommunications Technician
Telecommunications Technology
Assistant
Telecommunications Trades Worker

JEWELLERY AND WATCHMAKING

Apprenticeships

Jewellery
Watchmaking

JUSTICE AND LEGAL SERVICES

Traineeships

Legal Services Level IV
Legal Services Level V

LIBRARY

Traineeships

Library and Information
Services Assistant Level II
Library and Information Services
Assistant Level III
Library and Information Services
Assistant Level IV
Library Technician
Museum and Gallery Operations

MANUFACTURING

Apprenticeships

Blow Moulding Operator
Blown Film Operator
Composites Technician Level 3
Conveyor Belt Technician Level 3
Extrusion Technician Level 3
Injection Moulding Operator
Plastics Fabricator
Polyurethane Product Manufacturer
Rotational Moulding Operator

Traineeships

Manufactured Mineral Products
Operator
Manufacturing Technology
Cadetship Level IV
Plastics Operator
Process Manufacturing Production
Assistant
Process Manufacturing Production
Support Operator

MINING

Traineeships

Civil Construction Operations
Supervisor
Civil Construction Supervisor
Civil Construction Worker - Labourer
Drilling - Oil/Gas On Shore Level II
Drilling Oil/Gas (Onshore) Level III
Drilling Operations Level II
Drilling Operations Level III
Mine Emergency Response and
Rescue
Mine Operator
Resource Planning Level II
Resource Processing Level III
Senior Driller
Supervisor - Extractive Industry
Surface Extraction Operations Level II
Surface Extraction Operations Level III
Underground Coal Mining Level II
Underground Coal Operations Level III
Underground Metalliferous Mining
Level III
Well Servicing Operations Level II
Well Servicing Operations Level III

PRINTING AND GRAPHIC ARTS

Apprenticeships

Binding and Finishing
Graphic Pre-Press
Print Machining
Screen Printing

Traineeships

Desktop Publishing Support

RACING

Apprenticeships

Jockey

Traineeships

Advanced Stablehand
Stablehand
Trackrider

REAL ESTATE AND PROPERTY MANAGEMENT

Traineeships

Property Manager
Property Services (Agent)
Property Services (Real Estate)
Spatial Information Services Level II
Spatial Information Services Level III
Spatial Information Services Level IV
Spatial Information Services Level V

RETAIL

Traineeships

Community Pharmacy Level II
Community Pharmacy Level III
Community Pharmacy Level IV
Retail Assistant
Retail Manager
Retail Supervisor
Wholesale Sales Representative /
Customer Service Officer

SECURITY AND CORRECTIONAL SERVICES

Traineeships

Correctional Services Officer
Security Operations Level III
Technical Security Level II

SPORTS AND RECREATION

Traineeships

Assistant Junior Coach
Developing Sportsperson
Exercise Instructor
Exercise Trainer
Outdoor Recreation Assistant
Outdoor Recreation Guide (Controlled
Environment)
Outdoor Recreation Manager
Pool Lifeguard
Professional Athlete
Sport and Recreation Assistant
Sport and Recreation Coordinator
Sports Coach

TEXTILE, CLOTHING AND FOOTWEAR

Apprenticeships

Canvas Goods Making
Clothing and Textile Production
Footwear Maker/Repairer
Leather Tradesperson
Sail Making

Traineeships

Clothing Production Assistant
Clothing Production Operator
Computerised Embroidery

TOURISM AND TRAVEL

Traineeships

Event Operations
Holiday Park Operations Level III
Tourism Operations Level II
Tourism Operations Level III
Tourism Operations Level IV
Travel Agent

TRANSPORT, DISTRIBUTION AND STORAGE

Traineeships

Driver
Fleet Controller
Furniture Removal
International Freight Forwarding
Senior Operator
International Freight Forwarding
Operator
Locomotive Driver
Locomotive Drivers' Assistant &
Terminal Operator
Logistics Manager
Mechanical Rail Signalling
Rail Worker
Supply Chain Operator
Tram/Light Rail Driver
Warehouse and Storage Worker
Level II
Warehouse and Storage Worker
Level IV

FREQUENTLY ASKED QUESTIONS

Q. CAN YOU EXPLAIN THE DIFFERENCE BETWEEN AN APPRENTICESHIP AND A TRAINEESHIP?

A. An apprenticeship usually relates to a trade e.g. electrician, hairdresser, chef, plumber or carpenter etc. A traineeship generally relates to industries that don't need a trade certificate, for e.g. business, retail, hospitality and more.

Q. HOW LONG WILL IT TAKE?

A. Full-time apprenticeships will take between 36 to 48 months, depending on the apprentice and how quickly they complete the competencies. An apprentice will undertake qualifications from Cert Level III to Advanced Diploma. Full-time traineeships will take between 12 and 24 months, undertaking qualifications from Cert Level II to Advanced Diploma. Recognition of prior learning, on the job learning and formal or informal experience can all contribute towards competency and completion of the certification.

Q. WHAT IS THE ELIGIBILITY CRITERIA FOR AN APPRENTICESHIP OR TRAINEESHIP?

A. Apprenticeships or traineeships are available to anyone of working age who are Australian Citizens or permanent residents, NZ passport holders or holder of a visa which allows them to work in Australia. You don't need a secondary school certificate or other qualification to be able to do an Australian apprenticeship.

You can do an Australian apprenticeship or traineeship if you're a school leaver, re-entering the workforce or as an adult worker simply wishing to change careers or gain new skills. You can even begin your Australian apprenticeship while you're still at school finishing Years 11 and 12. You will need to be an Australian citizen or hold a New Zealand passport or a visa that allows you to engage in work in Australia.

Q. WHAT ARE THE COSTS INVOLVED AND WHO COVERS THESE?

A. The cost of training is varied amongst qualifications and may be subsidised by the Queensland Government or businesses may be required to pay for the training on a fee-for-service basis. You can talk to a BUSY At Work consultant about the costs and any financial incentives available to assist businesses with the costs or the student with tuition fees.

Q. WHAT TRAINING PROVIDER DO I CHOOSE?

A. There are many training providers to choose from, including public providers (TAFE) or private Registered Training Organisations (RTOs). Some qualifications offered by RTOs are government funded or subsidised, whilst other qualifications are offered on a fee-for-service basis. Choosing a RTO is an important step and BUSY At Work can assist you with a list of RTOs that offer the qualifications you require.

Training providers develop, deliver and assess the training plan and will issue the qualification once completed.

Q. WILL I REQUIRE A UNIQUE STUDENT IDENTIFIER (USI) AND WHAT IS THAT?

A. Anyone undertaking an apprenticeship or traineeship will need to have an USI. This enables them to receive their Certificate of Attainment or trade qualification. For more information, or to apply for a USI, visit usi.gov.au.

Contact Details

13 (BUSY) 28 79

busyatwork.com.au

BUSY At Work is contracted by the Australian Government Department of Employment and Workplace Relations to administer the Australian Apprenticeships Incentive System. BUSY At Work has made every effort to ensure the accuracy of this information at the time of printing. Eligibility criteria applies to all Australian apprenticeships and traineeships. For more information please contact BUSY At Work on 13 28 79. BUSY At Work is a trading division of The BUSY Group Ltd (ABN 17 575 363 535 / ACN 168 870 326) © July 2022.

The BUSY National Coverage

