

Employing Apprentices and Trainees Fact Sheet

What are they?

Apprenticeships and traineeships are formal on-the-job training arrangements between an employer and an employee that can lead to a nationally recognised qualification.

Apprenticeships and traineeships can be full time, part time or school based, and they can be in more than 500 different occupations.

Apprentices develop a skilled trade, such as electrical work, plumbing and cabinet making. When an apprentice completes their apprenticeship successfully, they become a qualified tradesperson.

Trainees train in a vocational area such as office administration, hospitality, information technology. When a trainee completes their traineeship successfully, the trainee receives a minimum of a Certificate II in their chosen vocation.

More Information

There are a number of stakeholders involved in the process, all with different areas of expertise. Links to key sources of information and assistance are provided below.

Business.gov: [How to hire an apprentice or trainee](#)

Australian Apprenticeships: [Advice on subsidies and funding](#)

Skills Tasmania: [Options for training your staff and information about funding programs](#)

My Skills: [Finding a training provider](#)

[Finding a training course or qualification](#)