

Building EYSAC Capability for Trainees Project

Webinar 2: What's a Traineeship and Who's Involved?

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Mas Experience

Mas is an Australian network Provider

- There are 2 Australian Network Providers (ANPs) in Tasmania – Commonwealth Government appointed:
 - Mas Experience
 - MEGT
- Main role:
 - To sign people into apprenticeships and traineeships ('Into Work')
 - To facilitate payments and claims
 - To support employment, development and growth (individuals, employers and communities)
- Some other services:
 - Workforce development planning
 - Job matching
 - Recruitment
 - Mentoring

Work and Training

- A group training organisation and a registered RTO, purposed with supporting people into employment.
- Group training – purpose is to recruit trainees for placement with ‘host’ employers and support them through their traineeship.
- When a host employer approaches Work & Training, seeking a trainee, Work & Training prepare a package for consideration – 8 to 9 candidates. The host can then choose to interview some or all candidates once or twice in order to get the best fit trainee for their business. When the host selects, the successful candidate is ‘signed up’ by Work & Training. Mas participates at this point to manage the training contract, which is sent through to Skills Tasmania. Work & training manages the employer paperwork, as a Group Training Organisation that is responsible for payroll & HR.
- Manages the process of a traineeship, including selecting the right RTO, through to employment. NOTE: During the traineeship, the trainee is employed by Work & Training and is placed with a host employer.

The Work & Training approach

- Work & Training check the ‘host’ workplace – especially in relation to workplace health and safety.
- Work & Training visit the trainee in their first week in the workplace and manage their induction.
- Work & Training conduct ‘contact visits’ every 4 weeks (initially) after induction (or more frequently, as required). A contact visit form is completed at each visit with opportunities for feedback from the trainee and the employer. This may lead to some performance appraisal and performance management. The intention of this is to keep the trainee on track or get them back on track.
- Work & Training works actively with the trainee to assist them in overcoming barriers to successful work and study participation.
- Work & Training also check in on the RTO to ensure that they are fulfilling their obligations.
- Work & training nominate some of their trainees for the Skills Tasmania awards each year.
- Work & Training actively work with schools to assist students in being work ready.

Strategies to support trainees

- Good communication is helpful in supporting completion of the qualification and retention. Building relationships supports trainees to open up about issues that are challenging them.
- Mas also have an ‘on the ground’ mentor, who provides similar support to Work & Training
- When trainees are expected to take on a full role (as a part of being in ratio), a skills matrix can assist in decision-making about when the trainees needs more or less supervision and scaffolding.
- Existing workers can benefit greatly from external mentoring (e.g., Mas) as this can provide a fresh perspective and challenge existing practices.