



**EYSAC  
Workforce**

# EDUCATION AND CARE IN TASMANIA

Stakeholder Guide to Traineeships for Employers



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## INTRODUCTION

The Australian education and care sector is growing at an exponential rate and this is predicted to continue into the foreseeable future.

*'The children's education and care workforce is essential to Australia's economic and social prosperity. Staff in the sector lay the foundations for children's learning and development, to set children up for success in their later lives and enable them to reach their full potential. The sector is projected to need around 7,900 additional educators and an additional 10,600 early childhood teachers by 2026. Demand for services continues to grow, increasing the need for the sector's workforce to also expand and develop.'*

Department of Employment and Workplace Relations. (n.d.). Early childhood education and care: Industry workforce priorities. Retrieved from <https://www.dewr.gov.au/download/.../pdf>

This means that the Tasmanian education and care sector needs a pipeline of qualified and skilled educators, developed and supported through a robust and responsive vocational education and training (VET) system.



## WHY AN EMPLOYER GUIDE TO TRAINEESHIPS IN EDUCATION AND CARE?

Traineeships in early childhood education and care are a proven workforce planning solution for employers who are concerned about growing or sustaining their workforce and growing their business.

'Good fit' trainees bring enthusiasm to existing teams, but their success is dependent on the support and collaboration of a number of stakeholders. From recruitment to completion, productive professional relationships, incorporating clearly defined roles and responsibilities, provide trainees with the certainty and scaffolding they need to develop professionally and thrive.

This guide provides essential information for employers on stakeholders and their responsibilities and highlights when and how stakeholders need to work together.



## TRAINEESHIPS AND WORKFORCE PLANNING

A traineeship in education and care combines employment with training towards a nationally recognised qualification, including the Certificate III in Early Childhood Education and Care, which is the minimum qualification for work in the sector. Successful traineeships rely on a partnership between the trainee, a workplace mentor or manager and a registered training organisation (RTO). This partnership is captured within a training contract.

The training contract is a legally binding agreement between the employer and the trainee. It protects both the employer's and employee's interests and outlines each party's obligations, including the training and supervision that must be provided.

A traineeship can be either part-time, full-time or school-based. Upon successful completion, the trainee is issued with a nationally recognised qualification by the RTO.



*“I have worked with many trainees over the years and find they are a great addition to my team. They bring a passion for learning and their enthusiasm is infectious. I always ensure I give my trainees a good experience and plenty of opportunities for learning quality practices in the early childhood education and care environment.”*

Fi Morley - Rosny Early Learning

## **ARE TRAINEES IMPORTANT TO MY BUSINESS?**

Yes. Traineeships are an important workforce planning and development strategy you can use to support the viability of your business and develop your team’s capability. Additionally, employing a trainee will more broadly contribute to the sustainability of the Tasmanian education and care workforce.

Employing a trainee can offer many benefits.

You:

- provide on-the-job training in ‘your way of doing the job’ that reflects the service philosophy, workplace culture and quality.
- can choose the registered training organisation (RTO) that works for you in meeting your needs as an employer e.g., type of delivery methods.
- can choose to be the employer or access a Group Training Organisation (GTO).
- can choose a full-time or part-time trainee.
- can recruit from your current workforce e.g., for traineeships towards a Diploma of Early Childhood Education and Care.
- gain motivated staff members. Trainees are commonly motivated and invested in their position throughout the traineeship as they gain new skills and put their knowledge into practice.
- develop a capable and sustainable local workforce and a sustainable pipeline of employees.
- build positive relationships and connections with other stakeholders.
- future-proof your business.

and:

- by employing a new or existing employee as a trainee, you may be eligible for funding incentives to help with the costs.

## WHAT DO I NEED TO KNOW ABOUT TRAINEESHIPS?

To successfully manage a traineeship in education and care, you need to:

1. understand the Australian Apprenticeship system
2. understand your options for attracting and hiring a suitable trainee
3. understand the processes and your responsibilities involved in signing up a trainee
4. understand the support your trainee will need throughout the term of the training contract.



## WHAT IS THE AUSTRALIAN APPRENTICESHIP SYSTEM?

It's critical to understand the Australian Apprenticeship system if you're thinking about signing up a trainee. Research can start through conversations with sector colleagues and stakeholders, along with a few well-placed keyboard clicks. The Australian Apprenticeships Pathways website is a good place to begin.

Australian Apprenticeships Pathways  
<https://www.aapathways.com.au/>

The term 'Australian Apprenticeships' refers to both apprenticeships and traineeships. Australian Apprenticeships are available to anyone of working age with eligibility to work in Australia. In the education and care sector, traineeships are offered to candidates who possess attributes suited to working in a professional capacity with children. There are no specific school levels, certificates or other

qualifications required to commence. As an employer you can, however, set a minimum standard of year 11 or 12 completion or enquire about prevocational training and screening with RTOs and Apprentice Connect Australia Providers (ACAPs).

## WHAT ATTRIBUTES SHOULD I LOOK FOR WHEN RECRUITING A TRAINEE?

No two trainees are the same, so consideration to the professional and personal attributes compatible with a career working with children, families and colleagues in education and care is always important when recruiting. Whilst professional knowledge and skills can be developed through the traineeship, a range of human skills (or soft skills) are also essential for retention and for successful completion of a training contract.

These include:

- emotional intelligence
- effective communication
- patience and empathy
- flexibility and initiative
- equity and fairness
- integrity
- diversity inclusion
- curiosity and
- a strong interest in continuous learning.

Find out if candidates are a good fit at <https://eysac.com.au/good-fit-tool/>

Apprentice Connect Australia Providers (ACAPs) aid recruitment with tools like aptitude tests, career guides, funding access, and alignment with key learning standards, ensuring candidates have the skills and motivation for successful traineeships.

## HOW CAN I MAXIMISE MY CHANCES OF RECRUITING A 'GOOD FIT' TRAINEE?

Your organisation's philosophy statement or strategic plan is a good starting point to determine and confirm the personal and professional attributes a trainee will need to thrive and succeed in the workplace.

Additionally, a written position description will be a critical tool in supporting your decision-making during the recruitment process.

Useful considerations include:

- What are their current skills? Do they have the capacity to fulfil the role?
- What is their motivation to succeed in achieving the qualification?
- What is their experience in working in teams and communicating with others?

## OPTIONS - FULL TIME OR PART TIME?

The Australian Apprenticeship system supports either full-time, part-time or school-based traineeships. This means that you can set up a traineeship that supports your business needs.



## HOW DO I RECRUIT AND SIGN UP A TRAINEE?

There are a number of ways in which to source a trainee compatible with your business needs. You can utilise online recruitment or move an existing employee into a traineeship. Additionally, you can talk to local schools offering vocational education, RTOs, Group Training Organisations (GTOs) or ACAPs.

Apprentice Connect Australia Providers (ACAPs):

- provide general information on traineeships
- provide information on financial assistance and incentives
- can provide names of RTO's that deliver the required qualifications
- can assist with recruitment
- support employers and trainees to establish traineeships and apply for Australian and State Government financial incentives, subsidies, and concessions
- advise employers and trainees of their rights, responsibilities including the administrative requirements of the training contract
- assist in completing and lodging training contracts facilitate the training contract approval and registration process

Additionally, ACAPs:

- conduct regular visits to ensure the traineeship is progressing
- support the employer and trainee with information about any changes to the programs.

**IMPORTANT** - If the trainee is under 18 a parent or guardian must co-sign the training contract.

## YOU HAVE A CHOICE OF APPRENTICE CONNECT AUSTRALIA PROVIDERS (ACAPS)

To find an ACAP, you can:

- search the Australian Apprentice website by region <https://www.apprenticeships.gov.au/who-to-contact/.../>  
call the Skilling Australia hotline on 1800 020 108
- At time of printing, the ACAPs in Tasmania for education and care are:
- Apprenticeship Support Australia - [https://www.apprenticeships.gov.au/who-to-contact/.../\(Generalist\)](https://www.apprenticeships.gov.au/who-to-contact/.../(Generalist))
- MAS National - [https://www.apprenticeships.gov.au/who-to-contact/.../\(Generalist\)](https://www.apprenticeships.gov.au/who-to-contact/.../(Generalist))

## **CAN I USE A GROUP TRAINING ORGANISATION?**

Yes. Group Training Organisations (GTOs) employ apprentices and trainees and place them with host employers. They take on many of the employer responsibilities such as:

- management of wages, allowances, superannuation, workers compensation and other employment benefits
- managing the quality and continuity of training, both on and off the job
- managing ongoing host participation, finding a new host when needed
- providing ongoing support for the trainee and the host employer throughout the traineeship.
- (source: Australian Apprenticeship Pathways <https://www.aapathways.com.au/about/who-is-involved> and National Apprentice Employment Network <https://www.grouptrainingdirectory.com.au/> )

Group Training can be particularly helpful to small and medium sized businesses that:

- find committing to a traineeship difficult
- lack the resources to manage a trainee
- are unable to provide the full on the job training required for a traineeship.( source: Australian apprenticeships <https://www.australianapprenticeships.gov.au/group-training> )

In Tasmania, MEGT is a Group Training Organisation.

<https://www.megt.com.au/about-us/services/group-training>

## **WHEN WOULD I SOURCE A TRAINEE FROM MY CURRENT WORKFORCE?**

At the time of publishing this document the Diploma of Early Childhood Education and Care is accessible through a traineeship (with subsidies available). This means that you can sign up a current Certificate III qualified employee, support them towards a higher qualification and manage your current and/or future workforce needs

## **WHAT'S INVOLVED IN SIGNING-UP?**

Trainees in education and care workplaces must be signed up into a formal training contract, usually within 14 days of being employed. This ensures that you and the trainee are aware of your responsibilities, and the trainee is registered correctly with the government. Ask the Australian Apprenticeship Support Network (AASN) provider of your choice to conduct your sign up. In Tasmania this is Mas National or MEGT.

Your provider will organise a visit to your workplace. They will then lodge the contract of training with the Tasmanian State Government, assess your eligibility for incentives and whether your trainee is entitled to any additional support.

After the sign up the trainee can be enrolled to start the training with an approved RTO.

## WHAT ABOUT SELECTING AN RTO?

Before entering into a traineeship arrangement with an RTO, you should be certain:

- the RTO is registered by the Australian Skills Quality Authority (ASQA). The RTO will have a unique RTO number. Check this at [www.training.gov.au](http://www.training.gov.au)
- the qualification they are offering is on their 'scope'? Check this at [www.training.gov.au](http://www.training.gov.au)
- they are a Skills Tasmania Endorsed Provider (check at [www.skills.tas.gov.au](http://www.skills.tas.gov.au)). Being an Endorsed RTO means that the RTO is eligible to deliver publicly subsidised training in Tasmania. To become endorsed, an RTO must meet selection criteria based around quality, so choosing an endorsed RTO could provide a service added reassurance.

(source: ECA Tasmania Branch – The Qualifications Guide)

Questions to consider before engaging an RTO:

- What is the RTO's history of provision of training in the education and care sector?
- Do the RTO's trainers and assessors have current education and care experience and qualifications and how do they maintain these qualifications?
- How can the RTO provide contextualised training in a way that meets the needs of your service and educators? (e.g., face-to-face training, online or a mix of both, choice of electives)
- What is the expected duration of the course/ traineeship?
- How many hours of study (attendance at training/study/assessment time) will be required?
- What fees do the RTO charge, the breakdown of fees and are all fees explicit?
- How does the RTO provide language and literacy support, if required?
- How does the RTO support recognised prior learning (RPL) and is there an additional cost?
- Can the RTO suggest any funding subsidies that are available?
- What additional support does the RTO provide to students? (e.g., mentoring, coaching)
- Will you receive any progress reports?
- Is the RTO committed to a long-term partnership with your service?
- Does the RTO provide a key contact person?



*“A strong partnership with our RTO is critical in ensuring a successful traineeship experience for both the trainee and the employer. Having an established and positive relationship with our RTO has enabled us to adapt service delivery to match the needs of services and trainees, creating healthy environments for study whilst meeting the workforce needs of individual services.”*

Courtney Hobbs – Lady Gowrie Tasmania

## EMPLOYER RESPONSIBILITIES

Employers hold a critical role in the successful completion of traineeships. This requires the management of a number of key relationships and responsibilities.

### Let's clarify your responsibilities as an employer

You:

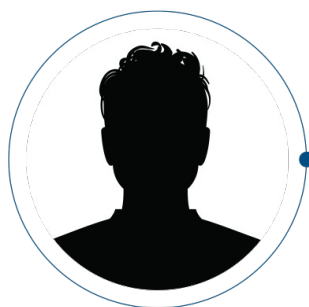
- consult with RTOs to enable you to decide which RTO meets your needs, including fees (upfront and ongoing for traineeships).
- contact and work with an ACAP (the ACAP can provide additional support throughout the traineeship)
- understand that a trainee is an employee and therefore you (and the trainee) have entered into a legal agreement
- sign the training contract with the RTO, ACAP and trainee all present (best practice)
- follow all obligations outlined in the training contract
- complete and submit relevant paperwork required to source any incentives due.
- understand that, if the trainee is under 18 years of age, a parent or guardian must co-sign the training contract
- follow all legislative requirements including WHS and Fair Work requirements either under a Modern Award or an Enterprise Agreement
- provide a comprehensive workplace induction for the trainee and assign a mentor and/or coach (sometimes referred to as a workplace supervisor)
- provide effective support, including practical experience and mentorship
- provide access to, full range of facilities/tools/work and other staff to complete the traineeship requirements
- work in collaboration with the RTO and trainee in the development and subsequent updates to the training plan/record

- ensure trainees are allocated paid time to attend or complete training activities provided by the RTO
- develop a plan to continuously monitor the trainee's progress, including informal and formal meetings with the RTO and trainee
- liaise with the RTO regarding the trainee's attendance in formal training and progress
- provide a supportive communication mechanism for the trainee
- provide on the job training and support in the workplace for the trainee
- liaise with the ACAP regarding any changes of circumstances with the trainee or the workplace.

You retain the following records:

- Training contract approval letter
- Employer's copy of the training contract
- Contract of employment
- Records of roster, including release time, and wages paid to the trainee
- A copy of the award or workplace agreement under which the trainee is employed
- Employer's copy of the training plan/record developed in collaboration with the RTO
- Information received on trainee attendance at RTO's training sessions, if applicable
- Results of formal training undertaken by the trainee – this will support the 'actively working towards' qualification evidence (Education and Care National Quality Law and Regulations).

## KEY STAKEHOLDERS IN TRAINEESHIPS



### EMPLOYER

An employer is the education and care service/organisation, or individual who offers one or more people wages or a salary in exchange for their work. Trainees may be employed directly by the service/organisation or individual.

Alternately, a Group Training Organisation (GTO) can employ a trainee and place them with a 'host employer'. GTOs employ Australian Apprentices and trainees and hire them out to different businesses on a short or long-term basis. The GTO takes on the contractual and administrative responsibilities of the employer, recruits the trainee, and provides support with work and training for the trainee and host employer for the full term of the contract.

A GTO assists trainees to make a successful transition into the skilled workforce.



### TRAINEE

#### **New Entrant**

A new employee of any age with less than three months full-time service with the current employer or twelve months part-time service.

#### **Existing Worker**

Employees of any age with more than three months full-time service with the current employer or twelve months part-time service and wanting to develop their knowledge and skills.

#### **School Based**

A school-based traineeship is a paid, employment-based training arrangement where Year 10, 11 or 12 students are able to combine paid employment, training and education to gain a nationally recognised qualification, while still attending school and working toward their Tasmanian Certificate of Education (TCE).

Students are required to have their training contract endorsed by their school principal and be employed under an award or other appropriate agreement at the Education and Care Service. If the trainee is under 18, a parent or guardian must co-sign the training contract.

School-based traineeships are a good option for employers who are interested in employing part-time staff.



Whilst the trainee is under 18 and still dependent, all parties, including a parent/guardian must co-sign the training contract, and any changes to that contract during their training. The training contract is a legally binding traineeship agreement to provide employment and structured training for the duration of the contract.

## PARENT/ GUARDIAN

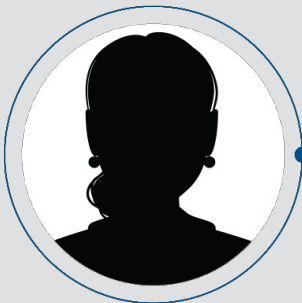


### School Based Traineeships

In Tasmania, the Department of Education, Children and Young People (DECYP) RTO supports and delivers Vocational Education and Training (VET) programs through a variety of channels including Tasmanian Government high schools and colleges, and potentially other delivery modes. DECYP schools are also able to support students in commencing and participating in school-based traineeships in education and care.

## SCHOOL/ COLLEGE

Catholic Education Tasmania and Independent Schools support and deliver VET programs through a variety of methods, including the uptake of school-based traineeships in education and care.



Contracted by the Australian Government, the Apprentice Connect Australia Providers (ACAPs) offer free information, advice and support to employers and trainees.

For more information on services provided by the ACAPs, see the following pages.

To locate ANPs operating in Tasmania:

<https://www.apprenticeships.gov.au/who-to-contact/search-for-a-provider>

## APPRENTICE CONNECT AUSTRALIA PROVIDER (ANP)



## REGISTERED TRAINING ORGANISATION (RTO)

An RTO is a training provider registered by ASQA (or a state regulator) to deliver vocational education and training (VET) services. It is a requirement of ASQA registration that the RTO must meet all components of the VET Quality Framework, one of which is the Standards for [Registered Training Organisations \(RTOs\) 2015](#).

RTOs deliver nationally recognised courses and qualifications and may obtain financial subsidies to deliver VET. RTOs wishing to access Tasmanian Government funding to provide subsidised training in Tasmania must be endorsed by Skills Tasmania.

At the time of publication, the RTO'S engaged in the EYSAC Innovation Network who have consulted in the development of this document include:

### **Foresite Training**

<https://foresitetasmania.com.au/>

### **Gowrie Training & Consultancy**

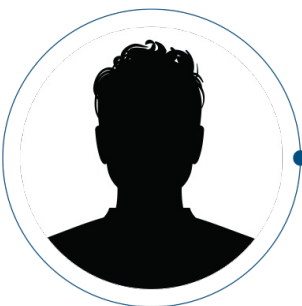
<https://www.gowrieconsultancy.com.au/>

### **TasTAFE**

<https://www.tastafe.tas.edu.au/>

Additional information on RTOs endorsed by Skills Tasmania can be found here:

<https://www.skills.tas.gov.au/providers/rto>



## SKILLS TASMANIA

Skills Tasmania develops and manages the Tasmanian training and workforce development system in partnership with industry/sector, the vocational education and training (VET) sector, training providers and the wider community. Skills Tasmania is a division of the [Department of State Growth](#).

Skills Tasmania works to ensure that all Tasmanians have access to vocational education and training that leads to jobs, opportunities and economic growth.

<https://www.skills.tas.gov.au/home>



## **TASMANIAN TRAINEESHIPS AND APPRENTICESHIPS COMMITTEE (TTAC)**

The Tasmanian Traineeships and Apprenticeships Committee (TTAC) is a statutory committee established under and governed by the Training and Workforce Development Act 2013 (the Act).

The objective of the TTAC is to ensure that Tasmania has effective and accessible systems and procedures for training contracts and vocational placements.

The TTAC issues guidelines and procedures for the operation of vocational placements and training contracts and provides advice to the Minister on these matters. The committee may conciliate or arbitrate disputes arising from the terms, conditions and operation of training contracts and vocational placements, in accordance with section 52 of the Act.

TTAC's clients are:

- employers
- apprentices and trainees
- registered training organisations

[TTAC Policies and Guidelines | Skills Tasmania](#)

## APPRENTICE CONNECT AUSTRALIA PROVIDERS (ACAPS)

You can't start a traineeship or hire a trainee without an Apprentice Connect Australia Provider. They will help handle tasks such as finalising your training contract, finding the right RTO and guide you to understand which incentives you could claim.

Apprentice Connect Australia Providers are a free national service for trainees and employers. They are experts on traineeships and can give you tailored advice for your situation.

### Advice and Support for Trainees:

- Help in finding an employer to start your traineeship
- Recognition of your prior experience by the RTO
- Information about your rights as a trainee
- Providing support and pastoral care to address any issues during training
- Assistance with claiming financial incentive
- Support in making changes or completing your traineeship
- Ongoing check-ins from ACAPs for support

### Advice and Support for Employers:

- Assistance in matching with the right trainee
- Help with signing up the trainee and managing paperwork
- Guidance on available incentives and support
- Information on your rights and obligations as an employer
- Support in making changes and completing the traineeship with your trainee

### IMPORTANT

- If the trainee is under 18 a parent or guardian must co-sign the training contract.
- ACAPs are a first point of contact for free and confidential advice for anyone who is party to a training contract and is experiencing any problems or issues with the traineeship.
- Skills Tasmania also offer information for learners or employers seeking advice and assistance.



## SCHOOLS/COLLEGES

For school-based traineeships, schools and colleges also have responsibilities. The school-based traineeship is commonly known as 'Australian School-based Apprenticeship (ASbA)'

An ASbA can provide a jumpstart into a career while students are still in school. They will be able to combine school, employment and training. At the end of the ASbA they'll achieve a nationally recognised qualification. Throughout the ASbA, they will still be working towards earning their Tasmanian Certificate of Education. This means they may finish school with a TCE and a head start into their chosen career.

School representatives are required to endorse the ASbA opportunity, manage the administrative responsibilities including, school timetabling, negotiating work hours with the employer and calculating the points that the ASbA training and qualification will contribute to the TCE, in Years 11 or 12

They also:

- advise and discuss with the student the best subjects to choose whilst undertaking their traineeship.
- conduct regular meetings with the ASbA student and
- collaborate with stakeholders to maximise the ASbA students training and identify any issues or work-related concerns.

## REGISTERED TRAINING ORGANISATION (RTO)

A registered training organisation (RTO) is a training provider registered by ASQA. Only RTOs can:

- deliver nationally recognised courses
- deliver accredited Australian Qualifications Framework (AQF) VET qualifications
- apply for Australian, state and territory funding to provide VET.

RTOs in Tasmania must be an Skills Tasmania Endorsed Provider to be able to access funding/subsidies.

A collaborative partnership is especially important between the employer, trainee and RTO. This is a major contributor to enabling an employer's access to a skilled, knowledgeable, and qualified workforce. Responsibilities include:

- building a professional relationship with the employer to ascertain their needs
- discussing expectations of the RTO, of the employer and of the trainee
- developing a training plan for the trainee in consultation with the employer
- providing a copy of the training plan to the employer and trainee (and school/college if a school-based traineeship)

- open and ongoing communication about the trainee's learning to ensure alignment with on-the-job training (practical application)
- providing formal training and assessment activities of the traineeship
- providing training attendance records for employers on request
- regularly facilitating employer and trainee work-site visits
- processing and assessing any applications for RPL
- ensuring the traineeship is competency based
- liaising with the employer to confirm workplace competence
- offering flexible training arrangements to the trainee and employer that suit the identified need
- issuing certificates for qualifications based on the AQF once requirements are met
- issuing statements of attainment for trainees who may not complete the whole qualification
- conducting all RTO operations in line with the RTO Standards 2015 and any subsequent addendums
- ensuring a parent or guardian co-signs the training contract if the trainee is under 18 years of age.

## ACRONYMS AND VOCATIONAL EDUCATION AND TRAINING TERMS

Listed here is an introduction to common acronyms and Vocational Education and Training (VET) terms. The list is not exhaustive, however gives you a starting point in understanding the language of VET.

<b>Accredited VET Course</b>	An accredited VET (vocational education and training course) is: <ul style="list-style-type: none"> <li>• a structured sequence of training developed to meet training needs that are not addressed by existing training packages.</li> <li>• a course accredited by the national VET regulator or by a delegated body of the national VET regulator, and</li> <li>• a course that has been assessed by ASQA as compliant with the Standards for VET Accredited Courses 2021 and the Australian Qualifications Framework (AQF).</li> </ul>
<b>ACAP</b>	Apprentice Connect Australia Provider
<b>AQF</b>	Australian Qualifications Framework
<b>ASbA</b>	Australian School-based Apprentice (Trainee)
<b>ASQA</b>	Australian Skills Quality Authority
<b>CBT</b>	Competency Based Training, <i>A method of training which develops the skills, knowledge and attitudes required to achieve competency. (NCVER)</i>
<b>Competency</b>	The consistent application of knowledge and skill to the standard of performance required in the workplace.
<b>DECYP</b>	Department of Education, Children and Young People
<b>ECA Tas Branch</b>	Early Childhood Australia - Tasmania Branch Inc
<b>EYSAC</b>	Early Years and School Age Care
<b>Foundation Skills</b>	<i>Foundation Skills are the non-technical skills that support participation in work, in adult education and training, and in the community. Foundation Skills comprise the five core skills of the ACSF, along with the ten skill areas of the Core Skills for Work (CSfW) framework. Foundation Skills are a mandatory standard component of units of competency.</i>
<b>GATIRS</b>	Growing Apprenticeships & Traineeships: Industry & Regionally-Led Solutions
<b>JSA</b>	Jobs and Skills Australia - Australian Government Department for improved workforce participation, productivity, wages and equity
<b>JSC</b>	Jobs and Skills Council - HumanAbility is the JSC for Childrens Education and Care. They work with sector stakeholders to research and articulate the jobs demand, the needs of employers for future and current skills, develop qualifications and training packages that are responsive to and meet the needs of sector and lead workforce development initiatives.
<b>LLN</b>	Language, Literacy and Numeracy
<b>NCVER</b>	National Centre for Vocational Education Research
<b>NRT</b>	Nationally Recognised Training
<b>NSF</b>	National Skills Framework
<b>RPL</b>	Recognition of Prior Learning

<b>State Growth</b>	Tasmanian Department of State Growth
<b>Skills Tasmania</b>	Skills Tasmania is a division of the Department of State Growth which advises the Minister for Education and Training on vocational education and training (VET) policy and strategy, and is responsible for the administration of VET in Tasmania. They administer funding and contract management, policy advice and program development and workforce development priorities
<b>TASC</b>	Office of Tasmanian Assessment, Standards and Certification
<b>TGA</b>	training.gov.au
<b>TRAINEE</b>	Educator employed under a traineeship contract
<b>Traineeship</b>	<i>Regulated employment-based approaches to the gaining of a relevant recognised AQF qualification involving a combination of work and structured training that is regulated through a training contract (also known as a training agreement or training contract) between an employer and a trainee, and their legal guardian if under 18 years of age.</i>
<b>Training Contract</b>	A training contract is completed and signed by the employer and trainee. This contract binds the parties by conditions and obligations until the completion of the training. A guardian may be required to sign the training contract if the apprentice or trainee is under 18 years of age.
<b>Training Package</b>	Refers to the components endorsed by the Australian Industry Skills Committee or its delegate in accordance with the Standards for Training Packages – units of competency, assessment requirements, qualifications and credit arrangements
<b>TTAC</b>	Tasmanian Traineeships and Apprenticeships Committee
<b>VET</b>	Vocational Education and Training
<b>VETiS</b>	Vocational Education and Training in Schools
<b>WHS</b>	Work Health and Safety

## USEFUL INFORMATION AND CONTACTS

### Australian Apprenticeships Centres

Website: [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

Phone: 1800 639 629

### Australian Apprenticeships Pathways

Website: <https://www.aapathways.com.au/>

Phone: 1800 338 022

### Australian Children's Education and Care Quality Authority (ACECQA)

Website: [www.acecqa.gov.au](http://www.acecqa.gov.au)

Phone: 1300 422 327

### Australian Skills Quality Authority (ASQA)

Website: <https://www.asqa.gov.au/>

Phone: 1300 701 801

### Education and Care, Department of Education: The state regulator for education and care

Website: <https://educationandcare.tas.gov.au/>

Phone: 1300 135 513

### Early Childhood Australia Tasmania Branch

Website: <http://www.earlychildhoodaustralia.org.au/state-territory-branches/tasmania/>

Email: [ecat@earlychildhood.org.au](mailto:ecat@earlychildhood.org.au)

### Foresite Training

Website: <https://foresitetasmania.com.au/>

Phone: (03) 6214 5056

### Gowrie Training & Consultancy

Website: <https://gowrieconsultancy.com.au>

Phone: (03) 6230 6824

### MAS National

Website: <https://masexperience.com.au/about-mas-experience/contact-us/>

### MEGT

Website: <https://www.megt.com.au/about-us/services/career-hub-apprentices-and-trainees>

### Office of Tasmanian Assessment, Standards & Certification

Website: <https://www.tasc.tas.gov.au/>

### Skills Tasmania: The part of the Department of Education that administers VET in Tasmania.

Website: <https://www.skills.tas.gov.au/home>

Phone: 1800 655 846

### Tasmanian Traineeships and Apprenticeships Committee (TTAC)

Website: [TTAC Policies and Guidelines | Skills Tasmania](https://www.ttac.tas.gov.au/)

### TasTAFE: The public provider of training in Tasmania.

Website: <https://www.tastafe.tas.edu.au/>

Phone: 1300 655 307

### Training.gov.au National Register of VET in Australia

Website: [www.training.gov.au](http://www.training.gov.au)

For information on Group Training Organisations

Website: <https://www.australianapprenticeships.gov.au/group-training>

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