



EYSAC
Workforce

EDUCATION AND CARE IN TASMANIA

Stakeholder Guide to Traineeships for Trainees



Early Childhood Australia
Tasmania Branch

SUPPORTED BY



Tasmanian
Government

CONTENTS

WHAT'S INSIDE

Introduction	2
Why a trainees guide?	3
Traineeship in Education & Care	3
Do I need a qualification?	4
What is involved?	4
What qualification will I be working towards?	5
Shared responsibilities	6
The training contract	6
On the job training/ learning	7
Trainee responsibilities	8
Key stakeholders in traineeships	10
Apprentice Connect Australia Providers	14
Schools/ colleges	15
Registered Training Organisations	15
Acronyms and vocational terms	16
Useful information and contacts	18

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/1...t/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 A TRAINEE GUIDE TO TRAINEESHIP IN EDUCATION AND CARE?

A successful traineeship in education and care is often the first step in a career filled with possibilities, opportunities and rewards, and is always 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 needed to develop professionally and thrive.

This guide provides essential information for people considering a traineeship, or new and existing trainees, on stakeholders in traineeships and highlights when and how they work together.



WHAT IS A TRAINEESHIP IN EDUCATION AND CARE?

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 centre-based long day care 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.

Do I need a qualification?

To work in a regulated long day care education and care service, you are required under the National Quality Law and Regulations to hold or be actively working towards a minimum relevant Certificate III qualification (within three months of commencing employment).

To work in outside school hours care, a qualification is not mandated in Tasmania (at time of this publication), however it is actively encouraged as it supports you with the knowledge and skills to be a successful educator.



What is involved?

A traineeship is a learning pathway towards an approved qualification that combines paid on-the-job training and formal training with an RTO. Training is provided in the workplace by both the employer (on-the-job training) and the RTO through an individualised training plan. This develops a range of skills that can form the basis for further qualifications and career pathways through ongoing study.

Traineeships are sometimes mistaken as a training option only available to young people and school leavers. Traineeships are, in fact, available to:

- School students in years 10,11 and 12 (School-traineeship)
- School leavers entering the workforce for the first time
- adult jobseekers
- migrants (Visa conditions may apply)
- mature-age workers looking for a career change and
- existing educator wanting to upskill by

undertaking a higher qualification.

As a trainee you will:

- develop knowledge and skills required by the education and care sector
- build service specific knowledge
- experience strong, positive relationships with children, families and colleagues
- develop understanding of the value of play, risk taking, reflection, collaboration, relevant law, ethics, advocacy and embracing change.
- gain a nationally recognised vocational education and training (VET) qualification.

What qualification will I be working towards?

- Certificate III in Early Childhood Education and Care (generally starting point)
- Diploma of Early Childhood Education and Care (career progression stage)

Are there any requirements for starting a traineeship in education and care?

Traineeships are generally available to anyone who lives in Tasmania, provided that you meet the entry requirements for the course. However there are some restrictions that you should be aware of. See the Skills Tasmania website for further information: https://skills.tas.gov.au/learners/want_to_know_more_about_vet. There aren't particular school levels, certificates or other qualifications needed to start, however, before commencing a traineeship it's advisable to talk with your prospective employer, Group Training Organisations (GTO) and/or RTO representatives about the requirements of the traineeship and the personal attributes that are compatible with work in the education and care sector. These include:

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

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

What are the benefits of doing a traineeship?

Completing a traineeship in education and care offers a range of benefits, including:

- earning a wage while you learn.
- developing the professional knowledge and skills you need to work in education and care.
- experiencing a blended training approach that enables you to put newly acquired knowledge into action in your workplace.
- gaining a nationally recognised qualification you can build on over the course of your career.
- possibly accessing government financial support and other benefits to assist with the costs incurred whilst you are undertaking your training.
- building your skills in education and care if you are an existing educator
- using your qualification as a pathway to a higher-level qualification, including other vocational education and training qualifications, and university qualifications.

How am I supported to complete a traineeship?

Once signed up to a traineeship, your rights and responsibilities will be captured within a training contract and training plan. Other stakeholders, including your employer, your RTO and ACAPs will also hold rights and have responsibilities.



SHARED RESPONSIBILITIES

How do stakeholders contribute towards a successful traineeship?

Building partnerships and working collaboratively is central to successful traineeships in education and care.

This relies on cooperation, communication, collaboration and trust between all stakeholders, including employers, trainees, schools, principals, RTOs, GTOs, ACAPs and support organisations. Knowing your own and other stakeholder responsibilities up front, agreeing to and enacting these responsibilities supports successful completion of traineeships (educators with skills and knowledge) contributing to workforce recruitment and retention strategies.

The training contract

Before a traineeship can start, a training contract needs to be signed.

A training contract is a legal agreement between an employer and a trainee that outlines:

- the number of hours of employment per week that the trainee will be employed. This includes on-the-job and off-the-job training time (speak with the RTO to determine off-the-job training time that reflects the delivery mode)
- the length of the training contract (known as the nominal term or duration)
- the qualification the trainee is undertaking
- details of the RTO, which will provide training and assessment services
- the industrial arrangements under which the trainee will be employed
- the obligations of employer and the trainee.

This is the foundation for the traineeship where the employer and the trainee, including the parents or guardian of the trainee if they are under 18 years of age, agree on how the relationship will work.

Other responsibilities for stakeholders to be aware of include:

- If there are any issues relating to the training contract, let your ACAP or Skills Tasmania know, if they cannot be resolved in the first instance.
- Updating the training plan in collaboration with the RTO. This is also another strategy for employers to assess whether the trainee is 'actively progressing' which supports National Law and Regulation compliance.
- Following government policies relating to training contracts which relate to
 - Administration of a training contract
 - Entering into a training contract
 - Once you are in a training contract
 - Progressing through a training contract
 - Ending a training contract

These policies are detailed in Tasmanian Traineeships and Apprenticeships Committee (TTAC) Policies and Guidelines: [TTAC Policies and Guidelines | Skills Tasmania](#)



‘Training a person from day one to your requirements and needs means that you are future-proofing your workforce. They have learnt your processes and procedures, they have aligned themselves with you culture and values and this in turn breeds loyalty. Studies show that apprentices trained in-house stay with a company much longer than skilled employees hired for a particular role.’

(Fairbank, 2018)

On-the-job training

Certificate III and Diploma of Early Childhood Education and Care qualifications include completion of mandatory hours in a regulated education and care setting. The inclusion of this requirement was driven by the sector to support authentic learning.

In a Traineeship a key responsibility of the employer is to deliver adequately supervised training on the job combined with release of the trainee for off the job training as per the training plan and industrial obligations.

RTOs provide both training in the underpinning knowledge required to learn a skill in addition to practicing a skill through various delivery modes, however the development of a skill requires practical application to be refined and embedded into practice. Therefore, the training of an educator is a collaborative process, takes time and relies on the employer and RTOs support.

On-the-job training (or learning on-the-job) is a fundamental feature of traineeships. It requires a commitment by the employer and all other employees within the service to support the trainee’s learning. Effective support includes practical experience and mentorship. It is easier for a trainee to embed and deepen new skills when they can apply them directly to the job role as they are being taught.

“While formal training and education has an important role to play in building knowledge and skills and amplifying learning on-the-job, the opportunities for sustained learning are provided by the workplace itself, which acts as a “learning laboratory.”

<https://www.meritsolutions.com.au/resources/blog/learning-on-the-job-the-702010-learning-model/>

On-the-job training typically involves verbal and written instruction, demonstration, hands-on practice, and imitation.

Trainees whilst on-the-job are working in their real work environment, gaining experience and working through challenges that are a part of their everyday job role. They learn general skills, but also specific skills that apply directly to the Early Years and/or School Age Care Service where they are employed. This helps to build rapport and facilitate a learning culture where it’s easy to ask questions. It also allows space for trainees to experiment and gain direct experience.

A key responsibility of the RTO is to support on-the-job training. This may be through regular face to face involvement at the service, combined with supported learning resources. The trainees need to know very clearly what they are going to learn and what their responsibilities are in relation to the on-the-job training and assessment. The workplace also needs to know what the trainee is learning so as they can support the trainee to practice and refine the required work skills to demonstrate competency. The combination of off the job learning and on the job learning and strong collaboration between the trainee, employer and RTO provides the trainee with the best chance of being successful.

Trainees can invigorate the workplace by introducing fresh perspectives and practical applications of current theories. This sparks a culture of critical reflection and continuous learning, benefiting both individuals and the whole workplace.

TRAINEE RESPONSIBILITIES

As a key stakeholder in a traineeship, you hold a number of responsibilities. In the first instance you must ensure that you read and understand the training contract prior to signing. Ask questions if there are points that may be confusing. It is better to seek clarification at the initial sign up rather than enter into an employment contract unaware of what you have signed up for.

Accepting a traineeship enables you to commence and continue on a learning pathway that combines paid on-the-job training and formal training with a

Registered Training Organisation. It provides you with an opportunity to work towards a qualification, whilst also earning money through your employment.

Working in addition to studying requires good time management skills and a genuine personal commitment to study and learn. There are many support options available to you and therefore it is better to discuss these with either your employer, RTO or ACAP (or all three) as soon as any concerns arise.

Let's clarify your responsibilities as a trainee

You:

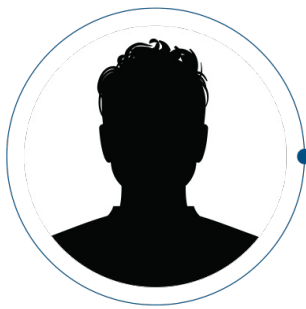
- must sign a training contract in order to start your traineeship. If you are under 18 years of age, a parent or guardian must co-sign the training contract, as this is a legal agreement
- must have a positive attitude towards acquiring new skills by being open to learning new things and enjoying the learning journey
- actively work towards completing the qualification stated in the Training Contract through attending and participating in the formal training process, completing assessments and submitting them on time (or seeking an extension as per the RTO's policies and procedures)
- carry out obligations as an employee including workplace confidentiality
- perform work in a professional manner.
- respect workplace property
- accept lawful instruction that may be given to you regarding work and training
- comply with the policies and procedures of the workplace and RTO
- comply with WH&S regulations
- seek feedback from your workplace supervisor and RTO

Additionally, if you are a school-based trainee:

- you need to commit to the full term of the training contract
- you must attend school when you are timetabled to do so and attend training with your nominated RTO as per your Training Plan
- work a minimum of 7.5 hours a week in the workplace. There may be an expectation that you will work additional hours in term breaks. You will be paid for any training in the workplace or off-site.

A traineeship is a valuable career pathway opportunity that requires a personal and professional commitment. Remember, support and advice is always available to you throughout your traineeship.

KEY STAKEHOLDERS IN TRAINEESHIPS

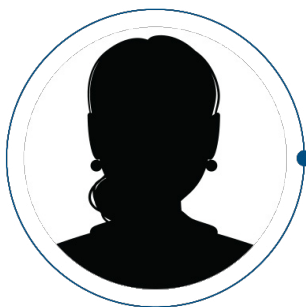


EMPLOYER

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 student 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.



PARENT/ GUARDIAN

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.

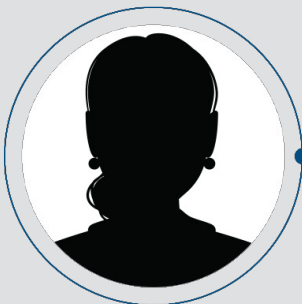


SCHOOL/ COLLEGE

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.

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.



APPRENTICE CONNECT
AUSTRALIA PROVIDER
(ACAP)

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 ACAPs operating in Tasmania:

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



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/>

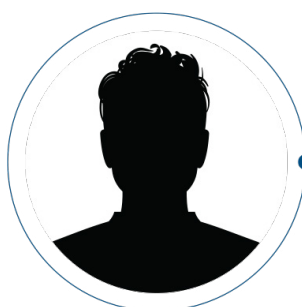
Gowrie Training & Consultancy

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

TasTAFE

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

Additional information on RTOs endorsed by Skills Tasmania can be found at <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 incentives
- 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 give you a jumpstart into a career while you're still at school. You will be able to combine school, employment and training. At the end of your ASbA you'll achieve a nationally recognised qualification. Throughout your ASbA, you'll still be working towards earning your Tasmanian Certificate of Education. This means you may finish school with a TCE and a head start into your 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 a 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 and maintaining a training plan for the trainee in consultation with the employer
- providing a copy of the training plan to the employer, trainee and school/college if ASbA
- 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.

Accredited VET Course	An accredited VET (vocational education and training course) is: <ul style="list-style-type: none"> • a structured sequence of training developed to meet training needs that are not addressed by existing training packages. • a course accredited by the national VET regulator or by a delegated body of the national VET regulator, and • a course that has been assessed by ASQA as compliant with the Standards for VET Accredited Courses 2021 and the Australian Qualifications Framework (AQF).
ACAP	Apprentice Connect Australia Provider
AQF	Australian Qualifications Framework
ASbA	Australian School-based Apprentice (Trainee)
ASQA	Australian Skills Quality Authority
CBT	Competency Based Training, A method of training which develops the skills, knowledge and attitudes required to achieve competency. (NCVER)
Competency	The consistent application of knowledge and skill to the standard of performance required in the workplace.
DECYP	Department of Education, Children and Young People
ECA Tas Branch	Early Childhood Australia - Tasmania Branch Inc
EYSAC	Early Years and School Age Care
Foundation Skills	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.
GATIRS	Growing Apprenticeships & Traineeships: Industry & Regionally-Led Solutions
JSA	Jobs and Skills Australia - Australian Government Department for improved workforce participation, productivity, wages and equity
JSC	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.
LLN	Language, Literacy and Numeracy
NCVER	National Centre for Vocational Education Research
NRT	Nationally Recognised Training
NSF	National Skills Framework
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation

State Growth	Tasmanian Department of State Growth
Skills Tasmania	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
TASC	Office of Tasmanian Assessment, Standards and Certification
TGA	training.gov.au
Trainee	Educator employed under a traineeship contract
Traineeship	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.
Training Contract	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.
Training Package	Refers to the components endorsed by the Australian Industry Skills Committee (AISC) or its delegate in accordance with the Standards for Training Packages – units of competency, assessment requirements, qualifications and credit arrangements
TTAC	Tasmanian Traineeships and Apprenticeships Committee
VET	Vocational Education and Training
VETiS	Vocational Education and Training in Schools
WHS	Work Health and Safety

USEFUL INFORMATION AND CONTACTS

Australian Apprenticeships Centres

Website: 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

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: ecatas@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.skills.tas.gov.au/home)

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

For information on Group Training Organisations

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

This guide has been developed in scope with the *Growing Apprenticeships and Traineeships: Industry and Regionally led Solutions* (GATIRS) program by Early Childhood Australia (ECA) Tasmania Branch, as an initiative of the *Early Years and School Age Care (EYSAC) Workforce Strategy*. The original guide has been funded through the Tasmanian Department of State Growth, Skills Tasmania. The updated guides have been funded through DECYP, Education and Care Unit.

© Early Childhood Australia - Tasmania Branch Inc. 2021, 2023, 2024. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of Early Childhood Australia - Tasmania Branch Inc.

🔍 eysac.com.au

☎ (03) 6230 6866

📘 EYSAC.Tas



**EYSAC
Workforce**



Early Childhood Australia
Tasmania Branch

SUPPORTED BY



**Tasmanian
Government**

Published by Early Childhood Australia, Tasmania Branch with support from Department of State Growth, Tasmania, 2022