

Skilling South Australia – Sport and Recreation Traineeships

Frequently Asked Questions

What is Skilling South Australia?

The South Australian Government has just released more subsidised training places for traineeships in sport and recreation under the Skilling South Australia initiative. This initiative aims to place 20,800 new trainees and apprentices in the workforce by 2020 and provides incentives for organisations to take on a trainee. Investing in a trainee can help to grow your business and keep young people in South Australia.

What is a traineeship?

A traineeship is a contract between a registered employer and a trainee. The employer undertakes to train and employ the apprentice or trainee in a vocation or trade.

Why should I employ a trainee?

A traineeship can provide an opportunity for young people to gain valuable workplace experience and commence their career in the sport and recreation industry. Having a trainee can assist your organisation with administration, customer service, training and coaching sessions, event co-ordination and maintaining sporting facilities. This is also an opportunity to keep young people involved in your sport and develop the skills of your supervisors.

What is the commitment from the employer?

Generally, your commitment as an employer is to prepare and provide relevant on the job training that will equip the trainee with the skills to work at your business, provide appropriate supervision by a suitably qualified or experienced person while the trainee is at work and allow the RTO (Sport SA) access to your trainee for training and assessment during normal work hours. Additionally employers are required to comply with wages and conditions of the contract, and all legislative requirements (available from your Apprenticeship Network Provider).

Do I have to register as an employer to take on a trainee?

Yes, the employer applies to Regulation and Contract Management to become a registered employer of a trainee. The employer must also contact an Apprenticeship Network Provider (ANP) to negotiate the signing of the training contract. Sport SA recommends MEGT as the Apprenticeship Network Provider.

How long is the Contract of Training?

Traineeships for Certificate III in Sport and Recreation are 12 months.

Can I employ a trainee part-time?

Yes, the trainee must be employed for a minimum of 15 hours per week. However, the duration of the traineeship may be longer for part-time trainees and the incentive payments are reduced.

Is there a probationary period for a trainee?

Yes, the probationary period of 60 days commences at the beginning of the Training Contract and provides an opportunity for both parties to assess their compatibility and to determine the trainee suitability for the vocation.

What incentives can employers benefit from?

Employers **may be** eligible for up to \$4,000 in Australian Government incentives for employing a trainee through a commencement and completion payment. The State Government is providing additional incentives of up to \$1,000 to new employers for getting your trainee equipped for work e.g. medical examinations, police checks, uniforms, tools etc.

How much does it cost to take on a trainee?

The cost of a trainee will vary depending on the age and school level attained by the trainee you employ. As a guide the weekly wages range between \$323.10 and \$634.70. These are the minimum wages to be paid under the Sporting Organisations Award 2010 and do not include employee on-costs.

What are the training costs involved?

If your trainee is eligible for WorkReady funding the cost of training will be \$510.30 or \$189 for eligible concession holders.

What qualification will the trainee gain under a contract of training?

Under WorkReady the current qualification that is being subsidised is the Certificate III in Sport and Recreation (SIS30115). Sport SA can discuss specific elective options to align skills with the role description (where possible).

How is the training delivered to the trainee?

The training is delivered primarily on-the-job, where the trainee learns new skills in the workplace and undertakes formal training through a blended delivery methodology, which includes workplace training and self-study. A Trainer/Assessor will be assigned to the trainee and will make regular visits to the trainee in the workplace to provide structured training and assessment activities. Some units are delivered internally and may require the student to attend classes at Sport SA e.g. Provide first aid.

How many hours a week should be allocated to formal training?

On-the-job trainees should be provided with a minimum of 2 hours per week to undertake formal training. This includes training or assessment undertaken in the workplace and self-paced study.

What support is available for employers?

A state-wide advisory service to help you employ a trainee has been established to assist employers. Contact a Skilling South Australia Advisor on 1800 673 097 to find out more.

When do I need to employ a trainee to access funded training?

The trainee must be enrolled with Sport SA before 14th June 2019 to be eligible for a funded position.

How can I get further information?

Contact Daniel Longstaff at Sport SA on 8353 7755 or training@sportsa.org.au.

Visit the Skilling South Australia website: <http://www.vet.skills.sa.gov.au/skilling-south-australia>.

How to get started?

- Step 1: Renew or apply for registration to employ and train apprentices and trainees.
<http://www.skills.sa.gov.au/apprenticeships-traineeships/employing-an-apprentice-or-trainee/employer-registration/employer-registration-application-system>.
- Step 2: Find a candidate to sign up as an apprentice or trainee.
- Step 3: Choose an Apprenticeship Network Provider (ANP) to assist you and your apprentice or trainee to complete and lodge a training contract. We recommend using MEGT for your contract sign-up.
- Step 4: You and your apprentice or trainee negotiate the training arrangements and complete a training plan with your chosen training provider (Sport SA).
- Step 5: The State Government's Regulation and Contract Management will assess the training contract application and advise you in writing of the decision.
- Step 6: You or your nominated supervisor provide on-job training to your apprentice or trainee and pay them wages including (in most cases) the time they are attending formal training.
- Step 7: When you, your apprentice/trainee and your training provider all agree the apprentice or trainee has displayed competence in the workplace, they can be signed off.