



## Factsheet No. 5

NDCO Newcastle-Hunter  
[www.newcastle.edu.au/ndco](http://www.newcastle.edu.au/ndco)

### How to Find an Australian Apprenticeship

There are many ways to learn more about Australian Apprenticeships and to find a job. You can contact an Australian Apprenticeships Centre in your region, search advertised job vacancies, contact employers in industries where you would like to work, contact your local Group Training Organisation, Centrelink office or Job Network provider, or discuss Australian Apprenticeships with your careers adviser. Australian Apprenticeships website <http://www.australianapprenticeships.gov.au>

Here are some useful tips to get you started:

- **Australian Apprenticeships Job Pathways** <http://www.aajobpathways.com.au> or **Australian Apprenticeships Training Information Service - Pathway Charts** <http://www.aatinfo.com.au>
- **The Job Outlook**  
The Job Outlook website helps you decide on the industry you want an Australian Apprenticeship in and gives you everything you want to know about occupations. It helps you to find out about job prospects, weekly earnings, type of work and other information useful for anyone interested in employment - [www.jobsearch.gov.au/joboutlook](http://www.jobsearch.gov.au/joboutlook)
- **The Job Guide**  
The Job Guide is Australia's premier career information guide providing extensive information on individual occupations. For each entry there is a job description, personal qualities required, education and training requirements, a brief summary of employment opportunities and sources of information. Also included is advice on career choice, applying for a job, post-secondary education and training and government help (both State and Federal) - [www.jobguide.dest.gov.au](http://www.jobguide.dest.gov.au)
- **My Future**  
My Future provides career information, and offers unique features that enable users to create individual profiles that relate to possible occupations - [www.myfuture.edu.au](http://www.myfuture.edu.au)



- **Centrelink Career Information Centres**  
Career Information Centres are 'one-stop-shops' providing a comprehensive free service to all Australians. Specialist staff provide assistance to students, the unemployed or people who are looking at changing jobs. Career Information Centres can help customers make informed decisions about education, training and employment options and pathways - [www.dest.gov.au/careerdevelopment/cic](http://www.dest.gov.au/careerdevelopment/cic)
- **Job Network**  
Contact your local Job Network member who may know of employers interested in taking on Australian Apprentices. Call 136 268 or visit the Job Network website - [www.jobnetwork.gov.au](http://www.jobnetwork.gov.au)
- **Visit your local Australian Apprenticeships Centre**  
[www.australianapprenticeships.gov.au/search/aacsearch.asp](http://www.australianapprenticeships.gov.au/search/aacsearch.asp) to obtain further information.
- **Youth Pathways**  
Youth Pathways aims to assist young people aged 13-19 to make a successful transition to completion of Year 12 (or its equivalent) and ultimately, to further education, training or employment. Further information can be found on the website at [www.careeradviceaustralia.gov.au/youthpathways](http://www.careeradviceaustralia.gov.au/youthpathways)
- **Group Training Organisation**  
Contact your local Group Training Organisation [www.gtaltd.com.au](http://www.gtaltd.com.au)
- Speak to a school careers adviser who has plenty of access to information.
- Find out what job vacancies are available locally for Australian Apprentices in the industry or industries you are interested in. Visit the Australian Job Search website [www.jobsearch.gov.au](http://www.jobsearch.gov.au). The website features include a listing of available Australian Apprenticeships in each geographical area.
- Check your local newspapers for job vacancies.
- **Market yourself**
  - ~ Tell everyone you know, including your parents and friends, that you are looking for a job.
  - ~ Phone each company and find out the name and title of the person responsible for hiring.
  - ~ Put together a list of potential employers – note down the names and contact details of local employers and check the Yellow Pages.
  - ~ Write them a letter explaining who you are and that you are enquiring about doing an Australian Apprenticeship with their company – include the benefits to them of taking you on as an Australian Apprentice.
  - ~ Many job vacancies are not advertised. They are filled because people make direct contact with employers. You can telephone, write or visit an employer, even if they are not advertising vacancies or you have not heard about a specific job. Many employers rely on these direct approaches to fill their vacancies.



- **Write job application/apply for positions**

Tell them why you believe you would be a good employee and detail any work experience you may have. The Job Guide website [www.jobguide.dest.gov.au](http://www.jobguide.dest.gov.au) provides some great tips on how to write a job application, letter and resume.

- **Going to interviews**

There are lots of things you can do to increase your chances of success at interviews. The Job Guide website [www.jobguide.dest.gov.au](http://www.jobguide.dest.gov.au) provides excellent tips on how to make the best impression at a job interview.

## School Students

You may be able to start an Australian Apprenticeship while you are still at school. Australian School-based Apprenticeships enable you to gain a vocational and technical qualification while completing your school studies. Many schools now offer the option for students to start Australian Apprenticeships, and the first point of contact for information is your VET Coordinator or career advisers. More information <http://www.australianapprenticeships.gov.au/student/school-based.asp>

Australian Apprenticeships provide nationally recognised qualifications and competencies and are offered at all certificate levels up to Advanced Diploma. Once completed the qualification can lead to continued employment, self employment; further training or education.

Students are paid while training; it is structured and can take the place of casual work the rate of pay varies depending upon the industry, the year level, the qualification and whether industry or national awards are used. Your Australian Apprenticeships Centre or Industry Association should be able to provide more detail - <http://www.australianapprenticeships.gov.au/search/aacsearch.asp>

**There are a number of ways to find an Australian Apprenticeship** – see above, but a good summary is:

- Contact your local [Job Network](#) provider
- Contact your local [Group Training Organisation](#)
- If you are studying at school or a college, talk with your career adviser
- Visit an [Australian Apprenticeships Centre](#) to obtain further information
- The [Youth Pathways](#) initiative offers personalised services to assist young people that are at risk of not making it through school and onto further education, training or employment
- A new website, **Skilling Australia for the Future**, aims to provide employers, employees, job seekers and their support organisations with skills, training information and contacts <http://www.skillsandtraininginfo.com.au>



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