



## Strengthen your Business with Vocational Education and Training. Support Traineeships and reap the rewards

### Exciting Qualifications are available for your Team!

The Australian Retail College - The Retail Specialist Registered Training Organisation (RTO) working in partnership with YOUR BUSINESS is pleased to offer the following qualifications as part of a Traineeship:

- Certificate III in Business (*retail or office environment focus with units aligned to job role*)
- Certificate II in Retail Services
- Certificate III in Retail Services (*units aligned to job role*)
- Certificate II in Community Pharmacy

This presents YOUR BUSINESS with a cost effective solution for training your part time or full time staff, or those still in school. Parents and schools MUST agree to the students undertaking a traineeship.

### What is a Traineeship?

- A learning pathway undertaken by employees made up of 'on the job' training in the workplace, and 'off the job' training with **ARC**
- Part time employees must work a minimum of 15 hours a week.

### What are the benefits to YOUR BUSINESS?

- **ARC** supports students and YOUR BUSINESS to develop a more productive, efficient and motivated team
- Training to complement and supplement on job training, with specific skills training
- Government Funding subsidises tuition fees \*criteria apply
- Generous Federal incentives for traineeships may be available to your business \*criteria apply

### What are my responsibilities as an Employer?

- Agree on a training plan with ARC
- Provide a safe working environment
- Trainees cannot be casuals
- Provide the range of work required to complete the qualification
- Nominate a supervisor who has the skills and abilities or qualifications to supervise the trainee



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## Federal Incentives Available

Paid to Employer only. Your chosen apprenticeship centre will accurately quote your eligibility but here is a quick guide:

- For part time employees (new workers, less than 12 months), \$1500 on completion, if eligible
- For Full time employees (new workers less than 3 months), \$4000 in 2 payments, if eligible

## State Funding

Used to reduce RTO tuition fees paid by either the

- QLD – User choice, C3G and Higher Level Skills funding
- NSW – Smart & Skilled funding
- WA - User choice funding

Prices available on an individual basis dependent on eligibility criteria, location and employment status.

## How do I access traineeships?



Step 1 - Look at your existing Team. Do you have Employees that meet the criteria? ARC can support you in your recruitment & selection process if required.



Step 2 - Approach the employee - ask if they would be interested in enrolling in a Traineeship. Hand the employee the information brochure and inform them of the benefit of completing a traineeship with YOUR BUSINESS. For school based trainees, they can take this home to seek approval from their parent/guardian and careers advisor at school, if needed.



Step 3 - Let us know the student's details, by emailing it to [enquiries@fir.edu.au](mailto:enquiries@fir.edu.au) , and we'll take care of the rest .



To Proceed Now:

Contact the Australian Retail College at **(07) 3844 1300** or email **[enquiries@fir.edu.au](mailto:enquiries@fir.edu.au)**



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## Contact us

Email: [enquiries@fir.edu.au](mailto:enquiries@fir.edu.au)

Telephone: (07) 3844 1300

Website: [www.fir.edu.au](http://www.fir.edu.au)