How does training support my business?
Training can improve business performance, profits and staff morale.

What is nationally recognised training?
It is often referred to as accredited training and can lead to a formal qualification such as a Certificate, Diploma or Advanced Diploma. These qualifications are recognised across Australia and are a signal of quality.

Increasingly businesses and learners are accessing a selection of training units from a nationally recognised training qualification, called Skill Sets.

Who provides nationally recognised training in Tasmania?
The Tasmanian Government provides subsidies for nationally recognised training. There are approximately 150 Registered Training Organisations (RTOs) in Tasmania who have been given ‘Endorsed’ status as a measure of quality. TasTAFE is Tasmania’s public provider of nationally recognised training across the state.

The full list of providers can be found at: www.skills.tas.gov.au/providers/rtos/endorsedrtosystem

What is the difference between apprentices and trainees?
» Apprentices are trained in a trade such as electrical work, plumbing, and cabinet making. When an apprenticeship is completed successfully, an apprentice becomes a qualified tradesperson.
» Trainees are trained in a vocational area such as business, hospitality, and information technology.

What are the benefits of hiring an apprentice or trainee?
» Employees are trained to your specific business requirements.
» Available at all certificate levels up to advanced diploma.
» Flexible choice of RTOs who can provide training to your apprentice or trainee, with negotiations around timing, location and nature of the training to suit your needs.
» Government funding may be available to subsidise the cost of training.
» A range of financial incentives for eligible employers.

Is there an apprenticeship or traineeship available for my business?
Apprenticeships and traineeships are available in a variety of certificate levels in more than 500 occupations across Australia, in traditional trades, as well as a diverse range of careers in most sectors of business and industry, including:

» Agriculture, horticulture and related industries
» Automotive
» Building and construction
» Community services and health
» Business services
» Finance services
» Hairdressing
» Information technology
» Light manufacturing
» Metals and engineering
» Property services
» Retail
» Seafood
» Sport and recreation
» Tourism and hospitality
» Transport and distribution.

For the full list, please visit: www.skills.tas.gov.au/apprenticeshiptraineeships/approvedtas

How do I find an apprentice or trainee?
There are a number of ways to find an apprentice or trainee for your business:

» contact your local Job Active or Disability Employment provider; visit www.employment.gov.au/jobactive or www.humanservices.gov.au/customer/services/centrelink/disability-employment-services for details
» recruit someone you know or who has been recommended to you
» refer to the out of trade register; visit www.skills.tas.gov.au/apprenticeshiptraineeships/support/outoftraderegister
» advertise the position in a local paper or on job sites such as www.seek.com.au or via social media.
I have found a suitable apprentice or trainee, what’s next?

Contact an Apprenticeship Network Provider (ANP) who will organise a time with you and the apprentice or trainee for a representative to come out and explain the training contract.

All three ANPs operate statewide and the services they provide are funded by the Australian Government. They can be contacted on:

» MAS National - 1300 627 628
» MEGT - 136 348
» JobNet Tasmania 1300 367 776

How do I choose a quality training provider for my apprentice or trainee?

Skills Tasmania ensures only quality training providers deliver apprenticeships and traineeships in Tasmania.

For a list of all of those RTOs and what they deliver, refer to our listing on our website: www.skills.tas.gov.au/learners/subsidisedcourses

Once you’ve identified an RTO that can deliver what you think you need, contact one or two and discuss your business needs. That way you can be sure you select an RTO that understands your business and how you’d like the training to be delivered.

If the training you are looking for isn’t listed on our website, then contact Skills Tasmania on 6165 6060 or email userchoice@skills.tas.gov.au and we may be able to source that training for you.

What financial support is available for a business in taking on an apprentice or trainee?

There are a range of Australian Government incentives to support businesses subject to the eligibility criteria being met. Your ANP can provide further information on available incentives.

Subsidies for the training of apprentices and trainees are provided by Skills Tasmania – these subsidies are paid directly to your chosen RTO.

A travel and accommodation allowance is payable to apprentices and trainees who are required to travel to attend training provided by their RTO (this is subject to eligibility criteria being met).

I am a small business and can’t guarantee an apprentice or trainee the hours of work they might need, are there options for me to access an apprentice or trainee some other way?

Group Training Organisations (GTOs) employ apprentices and trainees and place them with host employers. GTOs undertake employer responsibilities, which include:

» selecting and recruiting apprentices and trainees
» undertaking the employer responsibilities including wages, allowances, superannuation, workers compensation, sick/holiday pay and other employment benefits
» managing the quality and continuity or training, both on and off the job
» providing the additional care and ongoing support necessary for the apprentice or trainee to successfully complete their apprenticeship or traineeship.


I want to train myself and my existing staff using nationally recognised training. Where do I start?

There are a number of options available if you would like to access nationally recognised training and are hoping to have some of the cost subsidised.

» If you feel that the training you want might be better suited to training outside of an apprenticeship or traineeship, and may not always be a full qualification you need, then our Skills Fund program might be more what you’re looking for.

» The best way to find out which organisation might be available to train you and your existing staff is to start by contacting one of our Endorsed RTOs. If they can provide you the training you’re looking for, then they can apply for funding through Skills Tasmania on your behalf.

It all seems too complicated, who can I contact to help navigate the training system?

» If you need to know about apprenticeships and traineeships, then contact one of the ANPs listed above.

» If it’s about your training needs, then contact one of our Endorsed RTOs listed on our website: www.skills.tas.gov.au/learners/subsidisedcourses

» If you’re still not sure where to start then contact Skills Tasmania direct on 6165 6055.