

## **Training and education**

### Training

Information for trainees and apprentices, public sector management training program for Queensland government employees

### Education

Educational programs for students conducted by Industrial Relations Education Committee (IREC), industry specific seminars for businesses, government online learning delivery (GOLD) for government employees

# Training

## ***Information for trainees and apprentices***

### **What is a traineeship?**

A trainee is a person who is employed in a traineeship. A trainee and their employer must sign a contract to work together so that the trainee can learn the skills of the occupation they have chosen.

An employment based training scheme approved under the *Vocational Education, Training and Employment Act 2000* is administered by the Department of Employment and Training.

A traineeship can be full-time or part-time. Students can also start a traineeship while they are at school. The length of a traineeship depends on the industry, the occupation or trade, any previous training the trainee may have had and how quickly he or she learns the skill of the traineeship.

### **What is an apprenticeship?**

An apprenticeship is an employment based training scheme approved under the *Vocational Education, Training and Employment Act 2000*. The apprenticeship involves a period of technical off-the-job and on-the-job training for each particular trade or occupation, usually of nominal fixed duration, in which the apprentice is normally registered with one employer.

An apprentice is bound by legal agreement to work for an employer for a specific amount of time in return for instruction in a trade, art, or business.

### **Award rates for trainees and apprentices**

The Department's Wageline Information Centre provide information regarding wage rates and employment conditions for trainees and apprentices throughout Queensland.

Traineeships, and to a lesser extent apprenticeships, in Queensland are very flexible and include part-time and school based arrangements. As a result of these options there are many varying wage rates and employment conditions that may apply depending on the type of traineeship or apprenticeship you are doing.

Apprentices and trainee's wages and conditions may be influenced by either a state or federal award, agreement or other employment arrangement applicable to employees in the workplace where they are employed.

If you need to contact Wageline Information Centre please have ready some of the following for the operator:

- What is the exact name of the certificate or qualification you will receive upon successful completion of the apprenticeship or traineeship?
- When did you start or enter into the apprenticeship/traineeship? What is the date shown on the "Training Agreement" you signed?
- What industry do you work in?
- Are you working in a factory or workshop, engineering plant, office etc
- Your age, highest level of schooling attained and in what year did you complete that level of schooling

## **How can I apply?**

The Department of Employment and Training administers Queensland's entry point to jobs, careers and training, apprenticeships and traineeships, and employment and training government assistance.

Please contact the Department of Employment and Training 1300 369 935 for further information on:

- **how to apply** for an apprenticeship or traineeship including Queensland Government traineeships
- the **sign-up process** including your training plan, contract and obligations
- how to **make changes** to your training contract such as your address, employer and last name
- how to request extensions if you will not **finish your training in time**
- what you need to do to **complete your apprenticeship or traineeship**
- careers and training
- employment and training government assistance

## ***Public Sector Management Training Program***

### **What is the Public Sector Management Training Program?**

The Public Sector Management Program (PSM Program) is a joint venture between the Commonwealth, States and Territories of Australia. This national program provides leadership and management training for the three tiers of government.

Participants undertake a five-day block and three, four-day blocks of coursework and written assessment, including a Work Based Project. It is assessed at Graduate Certificate (post-graduate university) level and is planned over an eighteenth month timeframe but may be completed in one year.

The PSM Program is specifically designed for public sector managers and its objective is to improve practice and outcomes in the areas of public service, productivity and people management.

## **Applicants**

There are no prerequisite qualifications for entry. Recognition is given to the applicant's previous work experience.

Applicants should ideally be practising middle to senior managers in an administration, technical, operational or professional area and should have a high level of personal commitment to the public sector.

The selection process for each course will accommodate the principles of equity and represent a balanced gender and group mix where possible in terms of agency participation.

Further information is available for:

- new applicants on the application process
- current participants to view updated course information

## Education

### *For schools, educational institutions and community groups*

Industrial Relations Education Committee (Qld) IREC offers a dynamic program of guest speakers and other information on industrial relations topics to teachers and students from representatives of unions, employer associations and the State Government.

The aim of this program is to provide industrial relations information to help educate students on their rights and obligations when they enter the workforce.

IREC speakers also give regular lectures on aspects of the industrial relations system relevant to studies in current education curriculum (e.g. Social Sciences, Australian and/or Legal Studies, Economics, Business, Senior Schooling).

IREC's services are **free** with speakers providing their services on a voluntary basis ensuring that a balanced view of industrial relations topics is presented. Speakers provided may be from unions, employer organisations and the government - or even speakers from all three areas on the same topic.

IREC's most frequently requested topics include:

- The Australian and/or Queensland Industrial Relations System
- Enterprise Bargaining
- Entering the Workforce (entitlements in awards and the Act, rights and obligations of employers and employees)
- Role of Trade Unions
- Role of Government
- Role of Employer Associations
- Unfair Dismissal
- Useful websites on industrial relations for student assignments

Our patron is Mr David Hall, President of the Industrial Court of Queensland.

IREC is made up of representative bodies including:

- Queensland Council of Unions
- Australian Workers' Union
- Department of Education
- Department of Employment, Education, Training and Youth Affairs
- Department of Industrial Relations
- Industrial Relations Society of Queensland
- The Australian Industry Group
- Queensland Retail Traders and Shopkeepers Association
- Commerce Queensland

- Queensland Hotels Association Ltd
- Shop Distributive & Allied Employees' Association (Qld Branch)  
Industrial Union

Requests for speakers should be made at least four weeks in advance.

If you would like to organise a program for your school or have any enquiries please contact:

Elva Holmes  
A/Secretary  
Industrial Relations Education Committee (Qld)  
Department of Industrial Relations

GPO Box 69  
Brisbane Qld 4001  
Telephone: 07 387200516  
Fax: 07 3872 0519

### ***For business***

Industrial Relations can utilise **education** as a method of ensuring that employers and employees comply with their rights and obligations without the use of a formal inspection where appropriate.

Education strategies include:

- seminars that provide an opportunity to capture a large number of industry participants to impart a common understanding of their expectations and standards in award and legislative compliance
- media campaigns that notify the details of proposed audit programs and the outcomes of audit programs
- information kits that contain relevant industrial information
- provision of information by contacting the Wageline Information Centre

### ***For Queensland Government employees (public sector employees)***

#### **Government Online Learning Delivery (GOLD)**

GOLD is your access point to a broad range of resources and information about learning and development for Queensland Public Sector employees and agencies.

Our service is about keeping you informed, so we are always on the look out for quality learning opportunities to showcase on our site.

Whenever you need to find out about appropriate learning and professional opportunities or learning resources – think GOLD.

GOLD is sponsored by the Department of Industrial Relations through its Learning and Development Branch.