



## Traineeships Information

## 1.0 Introduction

UNE Partnerships is pleased to offer traineeships in NSW for MPA qualification HLT47715.

A traineeship combines work-based training with an employer and formal training from a training provider. They are established under training contracts between the employer and the apprentice or trainee and are regulated by government. They're a great way to be paid for work, learn and earn a qualification.

Traineeships are fully subsidised by the NSW and Commonwealth Govt, making them free in NSW and return to the employer up to \$4000 in subsidy payments

## 2.0 Course information

The MPA course is offered by UNE Partnerships as a work based vocational course. The qualification has 23 units of study. Online requiring written assessments, practical assessments and quizzes and research projects. You will need to attend 6 days of face to face workshops and webinars. The commitment is 4 to 6 hours of study per week for 18-24 months. Contact [ask@unep.edu.au](mailto:ask@unep.edu.au) for more information on enrolling.

## 3.0 Traineeship Eligibility

A new worker trainee (Employed less than 3 months before you contact ANP)

- be 15 years old or over
- live or work in New South Wales
- be an Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen, and
- no longer be at school or equivalent (Note: A home schooled student is eligible)

## 4.0 Signing up your apprentice or trainee

Outlined below are the few steps required to sign up an apprentice or trainee to your organisation.

- [Find an Apprenticeship Network Provider \(ANP\)](#)
- [Sign a training contract](#)
- [Choose a training provider](#)
- [Training Plan](#)
- [Approval and registration of the training contract](#)
- [Related information](#)
- [Contacts](#)

### Find an Apprenticeship Network Provider (ANP)

The ANP will:

- provide information on the most suitable apprenticeship or traineeship for your business
- assist with the choice of Registered Training Organisation (RTO) to deliver training

- undertake most of the paperwork and administrative tasks to establish and maintain the apprenticeship or traineeship to its completion
- assess eligibility to receive State and Australian Government incentive payments for apprentices and trainees and ensure applications are lodged in a timely manner

Locate a local [Apprenticeship Network Provider](#) (ANP).

## Sign a training contract

- The ANP will help you and your apprentice/trainee draw up a training contract.
- (Note that a parent or guardian will have to sign if the apprentice or trainee is under 18 years of age.)
- The ANP forwards the paperwork to Training Services NSW and will monitor it for you until the Centre has approved and registered it.
- Make sure you and your apprentice/trainee are given a copy of the training contract.
- Go to the Commonwealth Australian Apprenticeships website to find an Australian Apprenticeship Support Network provider near you.

## 5.0 Financial information for Fee for Service, Govt funded or a Traineeship

### Related Information

- [Information for the Australian Apprenticeship Support Network](#) [pdf 410KB]
- [Information sheet for employers](#) [pdf 253KB]
- [Information sheet for apprentices & trainees](#) [pdf 276KB]

HLT47715 Full Fee	HLT47715 Funded under Smart & Skilled NSW	Traineeship NSW
\$7990	Max of \$2320	\$0 Plus incentives paid to the employer on completion of the student s qualification.

Course fees are reviewed annually (calendar year).

## 6.0 More information

- [Apprenticeships and Traineeships - for Employers](#)
- [Apprenticeships and Traineeships - for Training Providers](#)
- [Apprenticeships and Traineeships - for Students](#)
- [Apprentice/Trainee learner advice & support](#)



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