

TRAINEESHIP INFORMATION

First Door is approved as a Skills Assure supplier to provide Government subsidised training in **CHC30113 Certificate III in Early Childhood Education and Care**.

There are many benefits to a traineeship pathway, and to partnering with *First Door* to facilitate your training and assessment under a traineeship training contract.

The following information explains some of the obligations of the *Trainee*, *employer* and *First Door* during a traineeship training contract.

More information can be found at

<https://desbt.qld.gov.au/training/apprentices>

Free Apprenticeships for Under 25s

'Free apprenticeships for under 25s' funding covers the cost of training for apprentices and trainees who commence or are undertaking a priority apprenticeship or traineeship qualification from 1 July 2019 to 30 June 2023.

Traineeship employer responsibilities

At the beginning of the traineeship, the employer must:

- have an employment contract in place for a minimum of 15 hours per week, OR
- school based trainees are required to be employed for a minimum of 750 hours to complete this qualification
- arrange the signing of a training contract with an Australian Apprenticeships Centre
- select a Skills Assure Supplier, Registered Training Organisation (RTO) in consultation with the apprentice, e.g. First Door
- negotiate a training plan with the trainee and the RTO

For the duration of the traineeship the employer must:

- provide, or arrange to provide, the facilities and range of work as specified in the training plan, ensuring your apprentice is adequately supervised by a qualified person
- pay the wages and provide the entitlements specified in the relevant award
- release the apprentice from work and pay the appropriate wages to attend any off-the-job training, including assessment as provided for in the training plan
- discharge all lawful obligations of an employer, including those relating to workplace health and safety

Existing workers can apply for traineeships

An existing worker is an employee who has worked continuously for an employer either full-time for more than three months, or part-time or casual for more than 12 months, immediately prior to entering an apprenticeship with that same employer. Apprentices cannot be casual workers at the commencement of the training contract.

Traineeship employer incentives

Commencement incentives for employers range from \$1,250 - \$1,500

Completion incentives for employers range from \$1,500 - \$3,000

Support of \$4,000 is available for employers of adult apprentices over 21 years of age.

Read full [Government incentive information](#) here

'Off the job training' with First Door

Training provided by *First Door* as the Registered Training Organisation is referred to as 'off-the-job training' during the period of the traineeship.

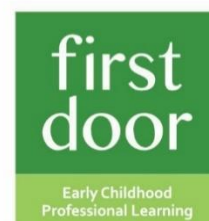
Under the requirements of the training contract, all employers must release their trainee from work and pay the appropriate wages to participate in off-the-job training.

Students enrolled with *First Door* are able to access online courses and attend an interactive Zoom workshop for each unit. Our eLearning portal provides access to resources for each unit, including video tutorials and assessment guides.

The assessment workbook for each unit is based on practical work-based activities and assessment tasks which allow students to put their learning into practice.

First Door also connects each student with an Early Childhood qualified and experienced trainer as the student's **personal mentor**. The mentor is available for study support and to provide a mentoring meeting and practical skills assessment relevant to the current unit of study.

PLEASE CONTACT US FOR MORE INFORMATION



TRAINEESHIP Co-contribution fees

First Door is an approved Skills Assure Supplier (SAS) to provide Government funded Apprenticeship training in **CHC50113 Diploma of Early Childhood Education and Care** and traineeship training in **CHC30113 Certificate III in Early Childhood Education and Care**.

As a SAS, First Door receives funding from the Government when an Apprentice or Trainee student successfully completes each unit in the *Early Childhood Education and Care* course.

What are Co-contribution fees?

The 'User Choice Policy' for funded training to apprentices and trainees is written by the Queensland Government, Department of Employment, Small Business and Training. This policy states the SAS (First Door) must charge co-contribution fees to Apprentice students and Traineeship students, unless they are exempt, e.g. they qualify for:

- **School based trainee or apprentice**
- **Free apprenticeships for under 25s**
- **Fee-free training for Year 12 graduates**

Co-contribution fees must be charged to the Apprentice at the specified rate of \$1.60 per nominal hour, that the training and assessment experience is expected to take for each unit. Please see the next page for the list of nominal hours for each unit.

Co-contribution fee charging

How much will it cost per unit?

As some units have much higher nominal hours than others, First Door has averaged the nominal hours and set the co-contribution fee at \$83 per unit across all 17 units that First Door facilitates training and assessment within the CHC30113 Certificate III qualification.

How are the Co-contribution fees charged?

Unless the student is exempt, First Door will arrange a monthly direct payment plan, with either the trainee or the employer.

Covers all training and assessment costs

The policy states that the co-contribution fee charged for a qualification must represent the **total cost** to the student, and includes: enrolment charges, tuition fees, material fees and all other costs associated with delivering the training and assessment services towards the qualification.

Who can pay my co-contribution fees?

The co-contribution fee can be paid on behalf of the student by an employer or third party unrelated to the SAS (First Door).

The *User Choice Policy* states the fee is not able to be paid or waived by First Door (whether directly or indirectly).

The Policy further states the SAS (First Door) must not refund, waive, return payment, or provide a cash payment, or bonus to any payer of the co-contribution fee (including third parties) or fail to collect the co-contribution fee.

Fee exemptions

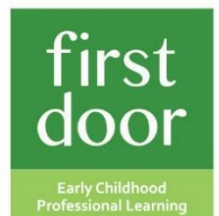
Who is exempt from paying co-contribution fees?

- Apprentices or trainees *under 25 years*.
- *Year 12 graduates* who starts an apprenticeship or traineeship within twelve months of completing Year 12.
- *School based trainees or apprentices*.
- Using the fee-waiver process at enrolment to disclose that payment of these fees would *cause extreme financial hardship*.
- Students that have previously completed the exact unit code and *Credit Transfer* applies.
- Students that are completing the qualification as part of the *Skilling Queenslanders for Work – Work Skills Traineeship* program.

Who qualifies for partial exemption?

The SAS (First Door) must charge 40% of the student co-contribution fee when:

- The participant was or will be *under 17 years of age* at the end of February in the year provided with training.
- The participant holds a *Health Care Card or Pensioner Concession Card*, or is the partner or a dependent of the person who holds a Health Care Card or Pensioner Concession Card, and is named on the card.
- The participant is an *Aboriginal or Torres Strait Islander person*. Acceptable evidence is as stated on the Training Contract and AVETMISS VET Enrolment Form.



CHC30113 Certificate 3 in ECEC units & nominal hours

PART 1: PROVIDE CHILD FOCUSED PRACTICE	Nominal hours
CHCECE004 Promote and provide healthy food and drinks	35
CHCECE002 Ensure the health and safety of children	63
CHCECE003 Provide care for children	70
CHCECE009 Use an approved learning framework to guide practice	70
CHCECE007 Develop positive and respectful relationships with children	70
CHCECE005 Provide care for babies and toddlers	60
PART 2: INCLUSION AND ETHICAL PRACTICE	
CHCECE006 Support behaviour of children and young people	30
CHCECE001 Develop cultural competence	70
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCPRT001 Identify and respond to children and young people at risk	40
CHCLEG001 Work legally and ethically	55
PART 3: FOSTER AND SUPPORT HOLISTIC DEVELOPMENT	
CHCECE010 Support the holistic development of children in early childhood	70
CHCECE018 Nurture creativity in children	80
CHCECE011 Provide experiences to support children's play and learning	40
CHCECE013 Use information about children to inform practice	40
CHCECE012 Support children to connect with their world	40
PART 4: WORKPLACE HEALTH AND SAFETY	
HLTWHS001 Participate in work health and safety	20
TOTAL NOMINAL HOURS CHC30113 Certificate III in ECEC for 17 units facilitated by First Door	878
Average nominal hours per unit	52
Co-contribution fee charged at \$1.60 per nominal hour per unit	\$83

Total co-contribution fees for full Certificate III in Early Childhood Education and Care - \$1,494

HLTAID004 Provide an emergency first aid response in an education and care setting

Students require a statement of attainment in this unit through an accredited first aid training provider

Nominal hours are the listed Nationally agreed hours, revised June 2019, as listed in NCVER website
<https://www.ncver.edu.au/data/assets/file/0025/56446/Nationally-agreed-hours.txt>

