

Catholic Education Archdiocese of Canberra and Goulburn Early Learning Centre

and School Aged Care Traineeships

The recent changes to qualification requirements for Early Learning Centres (ELC) and School Aged Care (SAC) facilities require all employees who are included in the educator to student ratio (1:11) to have completed or be actively working towards a recognised Certificate 3 qualification in Early Childhood Education and Care (ECEC), with 50% or more of these individuals holding or actively working towards a Diploma in ECEC. There are a number of training options available for individuals wishing to pursue a career in ECEC who are not suitably qualified, including pursuing an Australia based Traineeship. There are many benefits for both apprentices/trainees (trainees) and employers who provide traineeships to increase the skills of employees.

ACECQA's qualification assessment guidelines require recognised Certificate 3 ECEC qualifications to incorporate a mandatory minimum requirement of 120 hours of work experience for students, and 240 hours for Diploma students. Trainees obtaining their qualifications through a traineeship agreement with an ELC/SAC through the Catholic Education Archdiocese of Canberra and Goulburn (CE) are not only guaranteed to meet these requirements, but also to be paid for their time while they gain the necessary experience.

ELCs/SACs benefit from employing individuals under traineeships as they are not only able to secure appropriately qualified employees upon graduation, but also train these individuals themselves. There are also financial incentives available for employers who employ staff under traineeship agreements (detailed below). Potential trainees should be encouraged to complete a Diploma rather than a Certificate 3 qualification.

There are a number of different individuals and organisations who are involved in a traineeship. The duties of each of these are detailed below:

<p style="text-align: center;">Early Learning Centres/School Aged Care</p> <p>ELCs/SACs undertake to:</p> <ul style="list-style-type: none"> • Assist and supervise work-based training; • Ensure trainee is paid at a rate exceeding the 2010 Children's Services Award; • Provide entitlements and a safe working environment for the student; • Organise paid release from work for the trainee to participate in training with the RTO 	<p style="text-align: center;">Apprenticeship Network Provider (ANP)</p> <p>ANPs are government funded initiatives designed to assist organisations to manage their apprentice/trainee. ANPs assist businesses to:</p> <ul style="list-style-type: none"> • Complete administrative components of the traineeship (such as training contracts, etc) • Provide information regarding the obligations for apprentices, trainees and their employers • Provide information regarding available personal benefits, grants, trade support loans, scholarships and employer incentives. • Process applications and payments for any of the above • Provide assistance and advice to both trainees and employers • Monitor progress of trainee <p>ACT ANP organisations include MEGT and Sarina Russo Job Access.</p>
<p style="text-align: center;">Registered Training Organisation (RTO)</p> <p>RTOs are responsible for providing Vocational Education and Training (VET) to the student for them to obtain their formal qualifications. There are a range of both government and private RTOs to choose from. Considerations when selecting a suitable RTO include: price, support offered to ELC/SAC, mode of delivery and duration.</p>	<p style="text-align: center;">State Training Authority</p> <p>The ACT State Training Authority is responsible for registering and monitoring all apprentices in the ACT. The Education and Training Directorate act as the ACT State Training Authority, and can be reached on 02)6205 8448</p>
<p style="text-align: center;">Apprentice/Trainee</p> <p>undertakes to:</p> <ul style="list-style-type: none"> • fully participate in all training both through their work in the ELC/SAC, and through their RTO; • Comply with employment conditions, legislative and regulatory requirements, as well as all CE and CE ELC/SAC Policies and Procedures 	

Process for employing an educator as part of a traineeship:

1. Upon employment with the Catholic Education Archdiocese of Canberra and Goulburn, the ELC/SAC must register the trainee with an Apprenticeship Network Provider (eg. MEGT)
2. Trainee begins employment with the ELC/SAC
3. Trainee and the Head of CE Human Resource Services sign the training contract (provided by ANP) **within 14 days of commencement;**
4. ANP will register trainee’s details with the State Training Authority (STA). The STA will then send a letter confirming that the trainee’s Australian Apprenticeship has been registered;
5. Trainee registers with agreed Registered Training Organisation (RTO). Employer must ensure this step has occurred.
6. RTO contacts ELC/SAC and Trainee **within 3 months** to construct a training plan that suits both parties.
7. ANP will monitor progress.

Trainee Training Contracts:

Upon commencement of a traineeship, both the trainee and employer are required to sign a formal training agreement outlining each party’s obligations, such as the training to be provided by the employer, the trainee’s obligations as an ELC/SAC employee, as well as the qualification being obtained by the trainee. When the trainee is under the age of 18 and thus unable to enter into contractual agreements, a parent is required to sign the training agreement on the employee’s behalf. Once signed, this document is submitted to the State Training Authority for their records. Generally, it is the Apprenticeship Network Provider’s Role to generate the training contract and ensure that all parties understand their obligations under this agreement prior to signing and submitting this document to the State Training Authority.

Probationary Periods:

New employees who are commencing a Traineeship with a CE ELC/SAC are employed pending the successful completion of a 3 month probationary period. This probationary period must be clearly stated in the employee’s **employee contract**. This probationary period commences from the first day of employment, not from the date on which the training contract is signed by both parties. During the probationary period, either party may terminate the traineeship or the employee’s employment with the ELC/SAC. Termination of employment is subject to appropriate notice per the NSW and ACT Catholic Systemic Schools Collective Agreement. Once a trainee has completed their probationary period neither party may transfer, suspend, terminate or vary the training contract without the agreement of both parties.

Financial Assistance/Incentives:

The incentives available to ELCs/SACs can vary depending on a number of factors including the age of the trainee, whether they are a new or existing employee, and whether the trainee has previously attained a Certificate 3 or Diploma qualification in any field or taken part in an apprenticeship before.

Employer Financial Incentives				
COURSE	DESCRIPTION	Paid to employer at commencement	Paid to employer at re-commencement (ie. A trainee who has already completed part of their apprenticeship with another employer).	Paid to employer at completion

Certificate 3 – new employee	Any employer who commences a new full-time trainee is eligible to receive	\$1,500	\$750	\$2,500
Diploma – new employee	Any employer who commences a new full-time trainee is eligible to receive	\$1,500	\$750	\$2,500
Certificate 3 – existing employee	An employer who commences a traineeship with an existing employee [#]	nil	nil	\$3,000
Diploma – existing employee		nil	nil	\$3,000
Australian School Based Apprenticeship (additional to above)	Paid to employers who commence an Australian School based Apprenticeship (ASbA)	\$750	nil	\$750 (paid as retention payment)

Other special payments :	Amount:	Paid at:
Support for Mature Aged Workers (aged 45 and over)	\$750	Paid upon both commencement and completion
Assistance for Australian Apprentices with Disabilities	\$104.30	Weekly as a form of wage support. Part-time employee's incentive amount will be pro-rataed

[#] an existing employee is defined as an individual who has been employed by the employer on a full-time basis for more than 3 months; or as a part time/casual equivalent for more than 12 months immediately prior to commencing the Traineeship.

Trainee Financial Incentives			
COURSE	DESCRIPTION	Amount	Paid:
Living Away From Home Allowance		\$77.17 (1 st year rate) \$38.59 (2 nd year rate) \$25.00 (3 rd year rate)	weekly
ABSTUDY	Income support for Aboriginal or Torres Strait Islander Australians who are undertaking an Apprenticeship	Calculated individually	Fortnightly
Austudy	Income support for full-time Apprentices over 25	Calculated individually	Fortnightly
Youth Allowance	Income support for full-time Apprentices under 25	Calculated individually	Fortnightly
Rent Assistance	Assistance with payment of rent	Calculated individually	fortnightly

What is the difference between a traineeship and an apprenticeship?

An apprenticeship is classified as a traineeship when it is expected to take only 1-2 years for them to obtain their qualifications. A full apprenticeship generally takes 3-4 years to complete due to the nature of the qualifications and training. As it only takes a full time student an average of 1 year to complete Certificate 3 in Early Childhood Education and Care, and an average of 2 years to complete a Diploma in Early Childhood Education and Care, these individuals are able to be hired as trainees while they complete their qualifications.

Are all ELC/SAC Employees who are currently working towards obtaining a qualification in Early Childhood Education and Care Trainees?

No. Many employees in CE ELCs/SACs are currently actively working towards obtaining recognised qualifications in Early Childhood Education and Care, however these individuals are not automatically classified as trainees as they are not hired under a trainee agreement. In order to be classified as a trainee, a formal training agreement must be agreed by both the employee and ELC/SAC, and registered with the State Training Authority.

Can I include my trainee in my educator to child ratios?

Yes, for the purpose of educator to child ratios trainees are able to be counted as an ordinary staff member. As with other employees under the age of 18, if your trainee is under the age of 18 they must not be left alone, and must be adequately supervised at all times by an educator who is over the age of 18 years.

How much will the qualification cost for the trainee to complete?

As the training of registered trainees is compensated by the ACT government, the only fees applicable for this training *through a recognised provider*, is a \$350 administration/enrolment fee paid for by the trainee at the time of enrolment. It is up to the centre to decide whether they will pay this cost. The ELC/SAC could also look at reimbursing the trainee for this cost at the completion of their qualification as an incentive.

Can I employ a part-time trainee?

Yes, trainees are able to be employed on a part-time basis, however, businesses seeking to offer part-time traineeships are not eligible to receive the full government incentives. For more information regarding the incentives available for part-time trainees, please see the Apprenticeship Support Australia [Financial Incentives and Benefits for Employers](#) fact sheet.

Can I employ a student under an Australian School-based Apprenticeship (ASbA)?

CE ELCs and SACs may hire students who are wishing to complete a traineeship while continuing their formal education. In order for a student to be eligible for an ASbA they must be over 15 years of age, and must meet all requirements for ACT Apprentices. The duration of the ASbA will vary depending upon the level of qualification (Certificate 3 or Diploma). Under an ASbA, the trainee will be employed on a part time basis and completes their qualifications and training while completing their formal schooling. ASbA trainees are still required to enter into a formal training contract with the State Training Authority. The recruitment process is the same as detailed above for trainees. As with other employees under the age of 18, if your ASbA trainee is under the age of 18 they must not be left alone, and must be adequately supervised at all times by an educator who is over the age of 18 years.

Can a current CE ELC/SAC employee who holds a Certificate 3 qualification pursue a traineeship if they wanted to study towards obtaining a Diploma qualification?

Current employees who have been employed by the centre for more than 12 months are very welcome to pursue a traineeship, however ELCs/SACs must consider the reduced financial incentives provided to organisations for trainees who:

- Have previously completed tertiary qualifications such as a Certificate or Diploma
- Are an existing employee
- Have previously participated in a traineeship, or other apprenticeship arrangement (whether they completed it or not).

What constitutes ‘actively working towards’ for individuals who are not yet qualified, but are currently studying towards an ECEC qualification?

In order for an educator to be counted in the educator to child ratios set by ACECQA, they are required to have a minimum qualification of a Certificate 3 in ECEC, or be *actively working towards* obtaining this qualification. At least 50% of educators included in this ratio must also hold a Diploma in ECEC, or again, be actively working towards these qualifications. In order to be considered actively working towards a recognised qualification in ECEC, an individual must be:

- Enrolled in a course for the qualification
- Having commenced the course
- Making satisfactory progress towards completion
- Meeting the requirements to maintain enrolment

If an unqualified Educator is not meeting these requirements, they may not be included in educator to child ratios.

Am I able to employ a University Student currently studying a degree in Early Childhood Education and include them in my educator to child ratios?

While University students do not receive a Certificate 3 or Diploma qualification while studying, ELCs/SACs are able to employ these individuals and count them towards their educator to child ratios according to the table below.

POSITION	QUALIFICATION	EQUIVALENT FOR STAFF MEMBERS UNDERTAKING EARLY CHILDHOOD TEACHER STUDY AT UNIVERSITY
Early Childhood Teacher	Degree (4 year)	Post Graduate
Before/After School Coordinator	Diploma	2 nd Year Student
Educator / Assistant	Studying towards Certificate 3	1 st Year Student

Registered Training Organisations Offering Early Childhood Qualifications

Registered Training Organisation	Offering a recognised course for trainees funded by ACT Government	Cert 3 (18 units)	Price	Diploma (28 units)	price	duration	HECS/VET available (diploma only)	mode of delivery	extras
ACT Skilled Capital (Kirana)		YES	\$100 (concession \$0)	YES	\$350	6-18 months (cert) 12 months (dip)	YES	Face-to-face, online, distance, work-based	\$500 bonus for finishing paid to students
Optimum Training and Development	YES	YES	\$350	yes	\$350	1.5-3 years	NO		
Communities at Work		YES	\$350	YES	\$350	12 months	YES	online or f2f	
CIT		YES	\$350	yes	\$350	2 years full time	YES	Face-to-face	none
Recognition first	YES	YES	\$350	yes	\$350		NO		For existing employees - workplace must contribute \$1000 for either course
WISE Training		YES	\$2,186	yes	\$5,475	12 months (options to fast track)	NO	online	
Early Years Training		YES	\$2960 (including \$300 enrolment fee)	yes	\$5800 (including \$300 enrolment fee)	1 year (cert) 2 year (dip)		distance, work-based, traineeship,	discounts available for prior training
The Australian Institute of Early Childhood Studies		YES	\$2635 (+ \$200 enrolment fee)	yes	\$4455 (+\$200 enrolment fee)	self paced	NO	distance, online, trainee	
Anglicare College	YES	YES	\$2500 (or \$350 trainees)	no			NO	Face-to-face	
ECTARC		YES	\$350	yes	\$350			distance	(requirement of 60 hours each - birth to 2 years, 2-3 years)

RTOs who are approved and heavily subsidised by the government to provide Early Childhood Qualifications to Trainees for only \$350.