

# TRAINEESHIP GUIDE

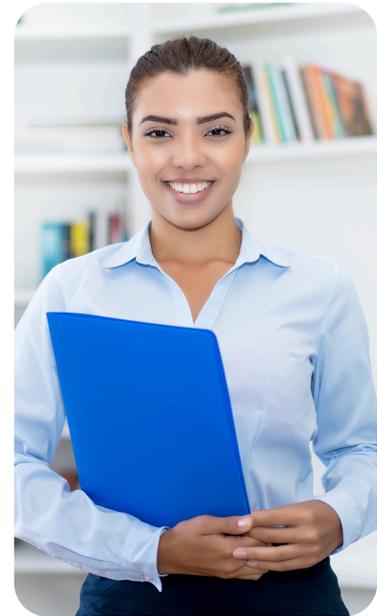


## What are traineeships?

Traineeships are **employment-based training arrangements** that combine **paid employment** with **formal training** through a Registered Training Organisation (RTO). They cover a wide range of industries and lead to nationally recognised qualifications. Traineeships can be full-time, part-time, or school-based, providing flexibility to suit different needs.

Traineeships offer employers a practical way to grow a confident, qualified workforce while investing in their team's skill development.

For employees, traineeships provide the opportunity to earn an income, study a nationally recognised qualification, gain real-world experience, and build industry-specific skills — creating a strong foundation for future career opportunities.



## What is a School Based Traineeship (SBAT)?

School-based traineeships (SBATs) allow **senior high school students** to commence a traineeship while at school. School-based trainees complete their traineeship by the end of their HSC year. **SBATs work part-time** with both the on-the-job and off-the-job training contributing to their HSC.

## Who is involved in a Traineeship?

-  **Trainee:** The individual undertaking the traineeship, combining work and study to gain skills and qualifications.
-  **Registered Training Organisation (RTO):** Delivers the formal training component and assesses the trainee's competency.
-  **Employer:** Provides paid employment and on-the-job training, supporting the trainee's ongoing development.
-  **School:** Supports the student throughout the traineeship program and oversees the HSC requirements for **SBATs only**.
-  **Training Services:** Oversees the registration and regulation of traineeships in New South Wales, ensuring compliance with State training requirements.
-  **Apprentice Connect Australia Provider (ACAP):** Assists with the establishment of the training contract and provides support to the trainee and employer.

[Connect with Training Services](#)



[Search for an ACAP](#)



## Who is eligible for a Traineeship?

Eligibility for a traineeship depends on several factors, including citizenship or visa status, employment arrangements, minimum work hours, age, priority industry areas, and where the potential trainee lives or works. To confirm eligibility, you can speak with our team or complete our [Traineeship EOI](#). We will liaise with your preferred Apprentice Connect Australia Provider (ACAP) as part of the eligibility check.

## What is the difference between a New Entrant and an Existing Worker Traineeship?

A New Entrant is someone who has been employed with their current employer for less than 3 months full-time (or 12 months part-time/casual) prior to commencing the traineeship. New Entrant Traineeships in NSW are eligible for Smart and Skilled subsidised training and may also be eligible for Fee-Free Traineeships\*.

*\* This training is subsidised by the NSW Government*

An **Existing Worker** is someone who has been employed with their current employer for more than 3 months full-time (or 12 months part-time/casual) prior to starting the traineeship. An Existing Worker Traineeship is not usually eligible for Smart and Skilled subsidised training.

## What incentives are available for Employers and Trainees?

In NSW, both employers and trainees may be able to access various financial incentives and support programs. For more information, visit:

- [Australian Apprenticeships Incentive System Factsheet | Department of Employment and Workplace Relations](#)
- [Australian Apprenticeship Priority List | Department of Employment and Workplace Relations](#)
- [Financial support for apprentices | Australian Apprenticeships](#)
- or speak with an Apprentice Connect Australia Provider (ACAP)

Please note, some Australian Government websites use the term Australian Apprenticeships to refer to both Apprenticeships and Traineeships.

## What support does KARBEN provide to Employers and Trainees?

**Employers** receive an initial onboarding meeting, ongoing regular check-ins and an annual catch-up with a member of our team. Throughout each trainee's journey, employers receive feedback reports following each appointment and workplace visit (as applicable) and monthly enrolment reports. In addition, employers are encouraged to provide feedback on training and assessment, industry changes and our service delivery.

**Trainees** receive regular, pre-scheduled mentor appointments, classes and workplace visits (as applicable). They also have access to printed or digital resources, an online resource library and a student portal. Trainees receive monthly enrolment reports via email and the student portal. In addition, we have a dedicated team of Student Mentors available to provide guidance and answer questions along the way.

## What traineeship opportunities are offered by KARBEN?

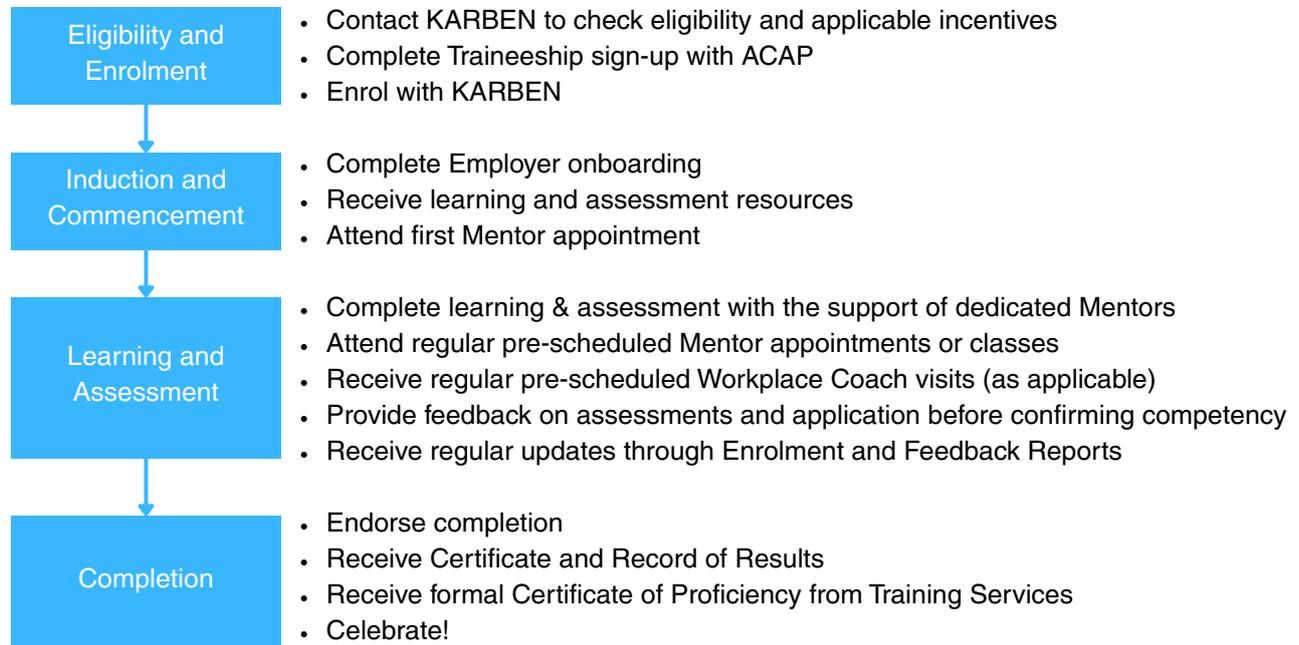
We proudly deliver a range of the qualifications through Traineeship arrangements including in the Early Childhood, School Age Education, Education Support, Community Services, Individual Support, Disability Support, Ageing Support, Health Services Assistance, Business, Leadership and Retail industries.

For a complete list of qualifications, please refer to [www.kts.edu.au](http://www.kts.edu.au).



## What does KARBEN's Traineeship Program look like?

The delivery of our Traineeship program can vary based on the various factors including the qualification requirements, industry regulations and employer needs.



## Frequently Asked Questions (FAQs)

### How long does a traineeship take?

The term of the traineeship is determined by the Vocational Training Order and any relevant credit applied. A traineeship can be completed early if competency-based completion is achieved and the parties agree.

### What if someone has prior experience?

All Trainees will be provided the opportunity to apply for Recognition of Prior Learning or Credit Transfer.

### What about an employee who is great at the job but struggles with study?

Our team will work with each Trainee to understand their needs and identify appropriate support; this may include additional appointments or visits, resources in alternate formats or accessing DAAWS funded mentoring or tutoring services.

[Complete a Traineeship EOI](#)



## Start the traineeship journey with us!

Complete the [Expression of Interest \(EOI\) Traineeship Program](#) or contact our team on 02 4353 7188 to discuss your business or individual circumstances.

[www.kts.edu.au](http://www.kts.edu.au)

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**KARBEN**  
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