T³ AUTOMOTIVE
SCHOOL BASED
TRAINEESHIPS

Automotive Technology
and Training for Tomorrow

2006-2007 Program

DEALER / RETAILER
HANDBOOK
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The Automotive industry has become one of the largest industries in the world and is on the leading edge of technological advancement and innovation. Vehicles are becoming increasingly complex and the industry is constantly changing - with new areas of specialisation continually emerging. Consequently, the industry needs to attract and retain high calibre people who are capable of meeting the high demands of the industry – currently and in the future.

The T³ automotive school based traineeship program provides training and career pathways for employees in the automotive Dealer/Retailer networks. A fundamental aspect is that TAFE will provide government funded training for participating automotive dealerships.

This new association with TAFE will be of considerable benefit to all participating Dealers/Retailers. The long term benefits to the automotive industry in encouraging Year 11 students to embark on the first steps of a career in the industry are considerable, and will help to overcome the difficulty of getting young people interested in the Automotive Industry at an early age.

This handbook will support Employers in implementing T³ automotive school based part-time traineeships.
School based traineeships – overview

What is a traineeship?
Traineeships are work based training programs that combine work and structured training. Although they vary from one industry to another, all traineeships include the following:

- paid employment
- a training contract that is signed by both the employer and trainee
- a training program, delivered by a registered training organisation, that meets the requirements of a recognised traineeship and leads to a nationally recognised qualification.

Traineeships are recognised and administered by various departments in each State/Territory. Refer to the Contacts Section of this document for further information about the key contacts in each State/Territory.

Generally, T³ Trainees are required to complete up to 1600 hours of work and training. The overall duration of a Traineeship may vary from State/Territory to State/Territory.

What is a T³ School Based Part-time Trainee?
A T³ school based part-time trainee is a student enrolled in Senior Secondary Studies (Years 11 and 12) whilst simultaneously undertaking a T³ Traineeship. The formal training component of this Traineeship also provides Unit Credit in the Senior Secondary Certificate. The value of the “Unit Credit” may vary in each State/Territory.

The time students spend in work for a school based part-time traineeship may vary from one traineeship area to another and from one week to another. The actual pattern of time spent at work will be negotiated between the employer, the student and the school.

How is a part-time traineeship different from a full-time traineeship?
The main differences between part-time and full-time traineeships relate to:

- the wage rates paid to the trainee
- the number of hours of employment and training per week
- the length of the training agreement.

A school based part-time trainee must complete the hours of work and training that are required of a full-time trainee in the same traineeship, but over a longer period of time. A full-time traineeship has a nominal duration of 12 months and up to 1600 hours of Work and Training.

A part-time traineeship has the same hour requirement, but has a longer duration to complete the training.

(see "How long is a T³ automotive school based part-time traineeship?")
Generally speaking, school based part-time traineeship hours are made up of a formal training component of up to 400 hours with the remainder logged as work time, including work based training. The number of hours per week for a part-time traineeship will vary from one Employer to another, ranging from 1 or 2 shifts each week during school terms up to some full time periods of work during school vacations.

During examinations and exam preparation periods, T³ Trainees should not be required to spend more than 7.6 hours (1 shift) per week in the workplace or off-the-job training. A T³ automotive school based part-time traineeship must be completed within a maximum of 36 months.

To assist Employers, T³ Trainees and TAFE in developing Training Plans, suggested patterns for: work, school and vocational training, have been identified that will allow the T³ Trainee to meet the requirements of the traineeship and the Senior Secondary schooling within this timeframe. These are outlined later in this document.

Specific Information for the Program

What is a T³ Trainee?

A T³ Trainee is employed by an automotive dealership and attends formal training at a TAFE college.

T³ Traineeships are available in one of the following three (3) areas:

1. Business Services,
2. Automotive Sales (Replacement Parts and Accessories) and
3. Automotive - Vehicle Servicing.

How long is a School Based Part-time Traineeship?

T³ Traineeships may be completed in a minimum of 15 months up to a maximum of 36 months. It is expected that a typical T³ Traineeship will be up to 26 months long. However, it is up to the dealer/retailer (Employer) to determine the length of the traineeship.

How much is a School Based Part-time Trainee paid?

The industrial award under which the T³ Trainee is indentured determines the training wage. T³ Trainees are paid a discounted training wage that accounts for the productive work time undertaken in the workplace and training at TAFE.

NOTE:

Employers should consult the Industrial Award – to confirm current pay rates – which can be found in the Federal - V0249-"Vehicle Industry - Repair and Retail" AWARD and, specifically, “NATIONAL TRAINING WAGE AWARD 2000” AWARD: AW790899 which can be found at:

Click Here - to see the Award
Pay Rates

NOTE:
Employers MUST refer to the National Training Wage Award – to confirm current pay rates.

Pay Rates – as @ January 2006

T³ Trainees can expect to be paid $7.27 per hour for work performed on-the-job when in Year 11. From the January of Year 12, they are to be paid $7.99 per hour.

In some States/Territories, there is also an option for the Employer and Trainee to agree to add a 20% loading to the hourly rate - to account for leave and penalty rates (see below) which would make the hourly rate:

$8.72 per hour for work performed on-the-job when in Year 11.

From the January of Year 12, they would be paid $9.59 per hour.¹

Extract from the Award:

“A Trainee undertaking a school based traineeship may, with the agreement of the Trainee, be paid an additional loading 20 per cent on all ordinary hours in lieu of annual leave, sick leave, personal leave and public holidays. Notwithstanding this, where a Trainee is called upon to work on a public holiday the provisions of the relevant Award shall apply”.

NOTE:
Employers should consult the Award – to ensure that the 20% loading to the hourly rate does not contravene any other Legislative Acts.

What are the benefits of a T³ Trainee?

A T³ Traineeship combines both work and training. The Trainee earns while they learn. Traineeship qualifications are nationally recognised. The TAFE training also contributes to the Trainee’s Senior Secondary Schooling - by giving them unit credit.

 Assistance and Support for Dealers/Retailers (Employers)

Funding and incentives for Employers

Both Commonwealth and State Governments provide a range of incentives to Employers of T³ Trainees. The New Apprenticeships Centre where the Employer lodges the Training Contract administers employer incentives.

Commonwealth incentives

The following summarises the Commonwealth incentives for all Certificate II and III trainees who commenced/recommenced after 1 January 1998. Payment of incentives will be subject to Employers and their Trainees satisfying eligibility criteria as set out in the Commonwealth New

¹ As @ January 200 - Based on the National Training Wage Award (2000) AW790899.
Apprenticeships Incentives Program Guidelines. The Commonwealth uses the term ‘New Apprenticeships’ to describe both Apprenticeships and Traineeships. Information regarding apprentices and Certificate IV trainees has not been included in this summary.

The following Commonwealth incentives apply from 1 July 2000:

- $1,375 incentive for T³ Traineeship commencement + an additional $825 for commencements after 1st January 2003
- $1,100 incentive for commencement of a female in non-traditional Certificate II, III or IV training
- $825 progression incentive - for Employers (if they continue to employ the T³ Trainee in the six month period after they complete Year 12 – from 1st January 2003) and an additional $1,375 progression incentive when a T³ Trainee progresses from Certificate II to Certificate III or IV training.

Commonwealth incentives are not payable for T³ Trainees until the indenture has been formally approved and a waiting period of three months has been completed.

**NOTE:** The value of Incentives may vary from time to time and Employers are advised to check with their New Apprenticeships Centre (NAC) for current Incentives available.

Additional information about Employer Incentives can be obtained by the following website:

**Commonwealth Employer Incentives:**

**School sector assistance**

Delivery of formal training requirements by TAFE NSW for school based part-time trainees is funded through the Commonwealth’s New Apprenticeships grants administered by the school sectors. Applications and queries concerning delivery of funds for school based part-time trainees should be directed to:

- the Association of Independent Schools for independent schools
- the Diocesan Catholic Education Office for Catholic systemic schools
- the Vocational Education in Schools Directorate in the NSW Department of Education and Training for Government schools in NSW.

**Other assistance (In NSW)**

Payments under the Vocational Training Assistance Scheme (VTAS) are available to assist the accommodation and travel expenses of trainees who need to travel more than 120 kilometres (round trip) to attend day or block release training.

An additional travel subsidy may also be available for T³ Trainees, whose weekly travel costs are greater than $5.00, excluding travel to and from work.

The following pages provide a summary of available incentives:
Summary of the Australian Government New Apprenticeships Incentives Programme

From 1 July 2003

New Apprenticeships

The objective of the New Apprenticeships Incentives Programme is to develop a more skilled Australian workforce that delivers long-term benefits for our nation and our international competitiveness. This is achieved by encouraging employers to open up genuine opportunities for skills-based training of their employees, through provision by the Australian Government of financial incentives to employers who employ and train a New Apprentice (apprentice or trainee).

Waiting periods

There is a three month waiting period before an employer can apply for an Australian Government Commencement Incentive for a New Apprentice. The Apprenticeship/Traineeship Training Contract must be formally approved. The New Apprentice must still be employed by the same employer and must have commenced training in accordance with the approved Training Program. The employer should submit a claim to the New Apprenticeships Centre at the end of the three month waiting period and within the required time limits. Further information on waiting periods and time limits can be obtained from your New Apprenticeships Centre.

Australian Government Incentives

The following summarises the Australian Government New Apprenticeships Incentives regime for all New Apprentices (apprentices and trainees). Payment of incentives will be subject to employers and their New Apprentices satisfying eligibility criteria as set out in the Australian Government New Apprenticeships Incentives Programme Guidelines. Australian Government New Apprenticeships Incentives amounts are inclusive of GST. Contact your New Apprenticeships Centre for further information on Australian Government Incentives.

Standard Commencement

$1,375 incentive for an employer who commences a New Apprentice in Certificate II training, or
$1,650 incentive for an employer who commences a New Apprentice in Certificate III or IV training.

Women in Non-Traditional Trades – Special Commencement

$1,100 special incentive for an employer who commences a woman in an eligible Certificate II to IV level New Apprenticeship in a declared non-traditional occupation.

Group Training – Additional Commencement

$1,100 additional incentive for Group Training Organisations for each Certificate II to IV level trainee commencement.

Sporting Operations – Additional Commencement

$1,650 additional incentive for an employer who commences an eligible New Apprentice in an approved Sporting Operations Certificate II qualification.

Innovation – Special Commencement

$1,210 special incentive for an employer who employs a New Apprentice in an eligible Innovation training package qualification at the Certificate III or IV level.

School Based New Apprenticeships – Additional Commencement

$825 additional incentive for an employer who employs a New Apprentice in an endorsed School Based New Apprenticeship at Certificate II to IV level.

Australian Government

Department of Education, Science and Training

T3 Employer Handbook 2006-2007
<table>
<thead>
<tr>
<th>Skill Shortages</th>
<th>$1,100 special incentive for Rural and Regional New Apprenticeships where the New Apprentice commences Certificate III or IV training in an occupation identified as a skill shortage in a non-metropolitan area.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declared Drought Areas</td>
<td>$1,650 additional incentive for employers of eligible Certificate II New Apprentices who are employed by an employer who has a current Exceptional Circumstances Drought Area certificate.</td>
</tr>
<tr>
<td>Mature Aged Worker</td>
<td>$825 special incentive for an employer who commences an eligible Certificate II to IV level New Apprentice who is a disadvantaged person aged 45 years or more. Contact your New Apprenticeships Centre for further information.</td>
</tr>
<tr>
<td>Standard Completion</td>
<td>$825 incentive for employers recommencing on-site trade Certificate III or IV New Apprentices.</td>
</tr>
<tr>
<td>School Based New Apprenticeship Retention</td>
<td>$825 for an employer who continues to employ a Certificate II to IV level School Based New Apprentice after the student has completed Year 12.</td>
</tr>
<tr>
<td>Standard Completion</td>
<td>$2,750 incentive for employers of New Apprentices who successfully complete Certificate III or IV. The New Apprentice must have been employed as a New Apprentice by that employer for at least 3 calendar months before completion.</td>
</tr>
<tr>
<td>Sporting Operations</td>
<td>$1,650 special incentive for an employer of an eligible New Apprentice who completes an approved Sporting Operations Certificate II qualification.</td>
</tr>
<tr>
<td>Declared Drought Areas</td>
<td>$1,650 special incentive for employers on the successful completion of eligible Certificate II New Apprentices who attracted a Declared Drought Areas additional commencement incentive.</td>
</tr>
<tr>
<td>Mature Aged Worker</td>
<td>$825 special incentive for an employer on the successful completion of a Certificate II to IV level New Apprentice who attracted a Mature Aged Worker special commencement incentive.</td>
</tr>
<tr>
<td>Assistance for New Apprentices with a Disability</td>
<td>The Disabled New Apprentice Wage Support Programme provides additional assistance to eligible employers who recruit a Certificate II to IV level New Apprentice with a disability. Assistance may include a wage support payment, tutorial, interpreter and mentor services. Assistance may also be available for leasing or purchasing essential equipment or modifying the workplace to accommodate a New Apprentice with a disability. More information is available from your New Apprenticeships Centre.</td>
</tr>
<tr>
<td>Living Away From Home Allowance (LAFHA)</td>
<td>New Apprentices may be eligible for up to twelve months of LAFHA at the first year rate of $77.17 per week and a further twelve months assistance at the second year rate of $38.59 if the Certificate II to IV level New Apprentice had to move away from the parental/guardian home to commence or remain in a New Apprenticeship or is homeless. Your New Apprenticeships Centre can provide more information on LAFHA and appropriate application forms.</td>
</tr>
</tbody>
</table>
Roles and responsibilities

TAFE
TAFE will be responsible for delivery of the structured education and training component consistent with the Training Package and Senior Secondary Certificate requirements. Automotive 'on-the-job' training will complement and be an integral part of this delivery.

TAFE Institute Consultants
TAFE Institute consultants will act as the immediate contact for the T3 Program in their respective TAFE Institutes.

Employers (Dealer Principals - or nominee)
Employers must use appropriate selection processes to recruit suitable T3 Trainees. They act as the registered employer and sign the Training Contract. Employers are then responsible for ensuring that T3 Trainees receive relevant regular employment and the full range of formal training and flexible work based training necessary to satisfy the requirements of the traineeship.

When employing T3 school based trainees, it is the responsibility of Employers to:

- recruit and employ Trainees
- complete and submit the Apprenticeship/Traineeship Training Contract, to a New Apprenticeships Centre (NAC). Employers who employ a T3 Trainee in NSW agree to use the NSW Department of Education & Training New Apprenticeships Centre – DET NAC. Contact details of the nearest DET NAC can be found on the following website link or at the end of this booklet: [http://detnac.det.nsw.edu.au/](http://detnac.det.nsw.edu.au/)
- ensure T3 Trainees receive formal training, work and flexible work based training as set down in the Training Plan
- ensure the quality of the on-the-job training and certifying that the training outcomes for the individual T3 Trainees meet the minimum standards of national recognition
- ensure T3 Trainees receive correct wages, conditions, superannuation and other entitlements and maintain full pay and sick leave records
- meet and adhere to occupational health and safety requirements
- provide evidence of business registration, on request
- manage the traineeship, including disciplinary situations
- maintain an employment history record for the T3 Trainee and provide feedback to the Trainee and the School on the Trainee’s progress
- have a commitment to the T3 school based part-time traineeship and allow flexibility - where school and work commitments clash, particularly prior to and during school examinations
- monitor the progress of the T3 Trainee and provide ongoing support
- contact the local State Training Authority immediately if there are problems concerning the performance of the T3 Trainee that cannot be easily resolved.
Senior Secondary Schools

- Senior Secondary Schools will provide programming flexibility to allow T³ Trainees to attend work and off-the-job training at TAFE.

T³ Trainees

- sign, and comply with the terms of the indenture
- attend required formal training
- maintain their commitment to complete their Senior Secondary studies
- maintain their commitment to meet all the requirements of the T³ Program, including work and formal training undertaken at TAFE and at the designated Dealership/Retailer (Employer)
- keep track of their own records of learning – by completing weekly Work Experience Reports and having these verified and signed by their Employer
- accept lawful instruction given by their Employer
- observe OH&S requirements
- notify their supervisor at the place of work - if unable to attend work.
T³ Automotive Traineeships

Certificate II in Automotive Vehicle Servicing (Light Vehicle and Heavy Vehicle)

This course provides a curriculum pathway for achieving the Certificate II in Automotive Vehicle Servicing from the National Automotive Retail Service and Repair Training Package (AUR 20504). The course also provides off-the-job training that meets the needs of automotive service workplaces.

T³ Trainees will gain the knowledge and skills required for working as a service technician (service mechanic) in the automotive service and repairing industry. On successful completion of the course, the T³ Trainee will be able to perform a broad range of vehicle servicing activities as outlined in manufacturers’ service schedules. These activities include changing oils and fluids, cleaning, lubricating or replacing service type items, performing adjustments and checking the security and operation of vehicle components and systems.

Range of Competencies

To achieve this qualification, competency must be demonstrated in a minimum of 20 competencies.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply safe working practices</td>
<td>Apply environmental regulations and best practice in a workplace or business</td>
</tr>
<tr>
<td>Inspect &amp; service engines</td>
<td>Inspect &amp; service cooling systems</td>
</tr>
<tr>
<td>Service petrol fuel systems</td>
<td>Inspect, service and/or repair clutch assemblies and associated operating system components</td>
</tr>
<tr>
<td>Inspect &amp; service transmission (manual)</td>
<td>Inspect &amp; service transmissions (automatic)</td>
</tr>
<tr>
<td>Inspect &amp; service braking systems</td>
<td>Service final drive assemblies</td>
</tr>
<tr>
<td>Service final drive (driveline)</td>
<td>Inspect &amp; service steering systems</td>
</tr>
<tr>
<td>Inspect &amp; service suspension systems</td>
<td>Use and maintain workplace tools and equipment</td>
</tr>
<tr>
<td>Contribute to workplace communication</td>
<td>Carry out electrical repairs to circuits/systems</td>
</tr>
<tr>
<td>Carry out maintenance and/or component servicing operations</td>
<td>Test, service and charge battery</td>
</tr>
<tr>
<td>First Aid</td>
<td>Use &amp; maintain measuring equipment</td>
</tr>
<tr>
<td>Carry out wheel alignment</td>
<td>Service diesel fuel systems</td>
</tr>
<tr>
<td>Establish relations with customers</td>
<td>Remove, inspect, repair and fit tyres and tubes (light)</td>
</tr>
<tr>
<td>Balance wheel/tyres (light)</td>
<td></td>
</tr>
</tbody>
</table>
Certificate II in Automotive Sales (Replacement Parts and Accessories)

This course provides a curriculum pathway for achieving the Certificate II in Automotive Sales (Replacement Parts and Accessories) from the National Automotive Retail Service and Repair Training Package (AUR 21104). The course also provides off-the-job training that meets the needs of entry level parts interpreting employees in automotive service workplaces.

T3 Trainees will gain the knowledge and skills required to work in customer service and parts sales. Activities covered during the training include identifying automotive components, controlling stock and loss prevention, merchandising, selling products and services, customer service, product knowledge, point of sales systems, OH&S policies and procedures in the workplace, teamwork, effective oral and written communication skills and retail documentation.

Range of Competencies from the Automotive Sales Inventory

<table>
<thead>
<tr>
<th>Establish relations with customers</th>
<th>Apply safe working practices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work effectively with others</td>
<td>Communicate effectively with others</td>
</tr>
<tr>
<td>Apply environmental regulations and best practice in a workplace or business</td>
<td>Sell products</td>
</tr>
<tr>
<td>Deliver a service to customers</td>
<td><strong>A minimum of 8 competencies at level 2 and 3 including: - a maximum of 2 competencies may be at level 3.</strong></td>
</tr>
</tbody>
</table>

**Plus Elective Competencies**

A maximum of 3 competencies from the Retail, Service and Repair or any endorsed training package at level 2 that meet the needs of the enterprise.  

<table>
<thead>
<tr>
<th>Approved Descriptors (Replacement Parts and Accessories)</th>
<th>A descriptor may be used to describe the specific job profile(s) achieved with the list of competencies for the qualification. The descriptor selected must adhere to the specific packaging rules applicable in the qualification.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use numbers in the workplace</td>
<td>Identify and select automotive parts and products</td>
</tr>
<tr>
<td>Apply legal requirements relating to product sales</td>
<td>Use business technology</td>
</tr>
<tr>
<td>Package goods</td>
<td>Operate retail equipment</td>
</tr>
</tbody>
</table>

**NOTE:**

For those students interested in maintaining a UAI pathway the Certificate II in Retail Operations qualification is also an acceptable school based traineeship to undertake for the Sales-Parts T3 traineeship.
Certificate II in Business

This course provides a curriculum pathway for achieving the Certificate II in Business from the National Business Services Training Package (BSB20101). The course also provides off-the-job training that meets the needs of office administration workplaces.

T3 Trainees will gain the knowledge and skills required to work as a clerk, word processing operator and receptionist. On successful completion of the course, the T3 Trainee will be able to use a range of software applications to produce business documents, letters and short reports. The trainee will also be able to operate a telephone system and keep cash records accurately. Activities covered during the training include software application packages, OH&S policies and procedures in the workplace, records processing, reception, office equipment and workplace procedures, teamwork, effective oral and written communication skills and cash control.

- Work effectively in a business environment
- Organise and complete daily work activities
- Communicate in the workplace
- Use business technology
- Handle mail
- Prepare and process financial/business documents
- Create and use simple spreadsheets
- Participate in workplace safety procedures
- Process and maintain workplace information
- Work effectively with others
- Provide information to clients
- Maintain business resources
- Produce simple word-processed documents
- Create and use databases
The selection process

Students and Schools are engaged in the following activities:

- applicants would forward to their school principal their completed T³ Candidate Application Form. **NOTE**: The Form must be signed by their parent/caregiver – **before** forwarding it to their school principal.
- principals complete the school reference statement and also endorse the mix of work, training and secondary studies program. Principals from non-government schools must identify a source of funding to pay for the TAFE training.
- these applications will be faxed and/or posted by the school to the local T³ Co-ordinator.
- a selection panel, comprising a Dealer/Retailer representatives, TAFE representatives and school authorities' representatives will review Applications and rank their suitability for entry into the T³ Program.
- ineligible applicants notified of the outcome, whilst eligible applicants’ details and their ranking will be forwarded to the nominated Dealer/Retailer.

The following selection processes need to be implemented by your Dealership:

- the eligible applicants' forms are forwarded to each participating Dealer/Retailer.
- using the proforma letter included in this package (**call for work experience/interview**), each Dealer/Retailer should write to each applicant requesting each to attend for up to 1-week of unpaid work experience and an interview.

  **The Dealership/Retailer needs to schedule both of these events**

At the conclusion of the structured work experience, the Dealer/Retailer **MUST**:

1. interview each of the short-listed applicants
2. advise the local T³ Co-ordinator of the outcome for each applicant via the fax back form provided in this information package. The Dealer/Retailer will generate the letter advising all applicants of the selection outcomes.

Workplace induction

Successful T³ Trainees should complete an induction (into the workplace) prior to their commencement of both; the TAFE delivered training and the Dealership training. The purpose of this Induction is to introduce the successful T³ Trainees to the structures within the organisation and orientate them with the methods of operation practised by the company. An Induction Checklist is attached for Employer's use.
Formalising the T³ Traineeship

It is a requirement that prospective employers of a T³ school based part-time trainee submit to the New Apprenticeships Centre (NAC) an Apprenticeship/Traineeship Training Contract.

For the T³ Program, the Registered Training Organisation (RTO) is TAFE (or an RTO that provides the off-the-job training component in partnership with a TAFE Signatory to the T³ Agreement).

The Training Plan (which forms part of the Training Contract) is developed by TAFE. Generally, the Training Plan should:

- indicate how the requirements of the Vocational Training Order (VTO) will be met within the term of the traineeship
- be structured to complement the employers workplace and work activities, and
- indicate how the requirements of the Board of Studies for the Senior Secondary Studies are to be achieved. For this reason, the school should also be involved in the development of the Training Plan.

The NAC will forward the Training Contract to their local State Training Centre (ITC). The ITC assesses the contract, and if approved, registers the contract and assigns a Training Contract Identification (TCID) Number.

As well as documenting the achievement of competencies, the Employer and the TAFE are to keep a record of attendance. The record should show dates and hours of attendance with cumulative totals being calculated monthly and signed off by the Employer, Training Supervisor and the T³ Trainee. These records are to be provided when applying for completion of the Traineeship.

The following chart provides a three-step summary of the process:

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>Coordinating School, Work and Training</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The co-coordinating school and employer approach the TAFE Institute Consultant - requesting delivery of the formal training component of the traineeship</td>
</tr>
<tr>
<td></td>
<td>The TAFE Institute Consultant identifies and confirms the appropriate college for delivery of the formal training component.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STEP 2</th>
<th>Application to establish a T³ Traineeship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The employer, school and TAFE develop a Training Plan.</td>
</tr>
<tr>
<td></td>
<td>The employer and the T³ Trainee complete and sign an Training Contract. The employer lodges it (along with the Training Plan) at their chosen New Apprenticeships Centre.</td>
</tr>
<tr>
<td></td>
<td>The New Apprenticeships Centre sends the Training Contract to an State Training Centre for approval.</td>
</tr>
<tr>
<td></td>
<td>This approval triggers payment of the employer incentive from the Commonwealth Government.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STEP 3</th>
<th>Ongoing monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Appropriate school, inter school and work monitoring arrangements are developed by all parties for both the Traineeship and Senior School Certificate.</td>
</tr>
</tbody>
</table>
Contacts – Australia wide

NEW SOUTH WALES:
NSW DET New Apprenticeships Centres (DET NAC)

<table>
<thead>
<tr>
<th>Occupational Training Adviser</th>
<th>Robert MacMaster</th>
<th>Ph: (02) 9793 5920</th>
</tr>
</thead>
</table>

NSW Department of Education and Training – Vocational Education in Schools Directorate

<table>
<thead>
<tr>
<th>A/Senior Coordinator, School Based Traineeships in NSW Program</th>
<th>Jayne Bowman</th>
<th>Ph: (02) 9244 5025</th>
</tr>
</thead>
</table>

AUSTRALIAN CAPITAL TERRITORY:
Ann Nield – Manager Career Transition
ACT Department of Education & Community Services
Tel: (02) 6205 8463   Fax: (02) 6205 7045
Email: ann.nield@act.gov.au

NORTHERN TERRITORY:
TBA

QUEENSLAND:
Sandra O’Neill – Education Manager for the Automotive Group
Moreton Institute
Tel: (07) 3215 1308   Fax: (07) 3215 1537
Email: sandra.oneill@det.qld.gov.au

SOUTH AUSTRALIA:
Susan Waite – Education Manager, Transport (Automotive & Logistics)
Douglas Mawson Institute, TAFE SA
Tel: (08) 8204 0832   Fax: (08) 8243 0802
Email: susanwa@DMI.TAFE.SA.EDU.AU

TASMANIA:
TBA

VICTORIA:
Phillip Murphy – General Manager, Industry Liaison
Kangan Batman TAFE
Tel: (03) 9353 1833   Fax: (03) 9353 1898
Email: pmurphy@kangan.edu.au

WESTERN AUSTRALIA:
Matthew Jones - Department of Education & Training - WA
Tel: (08) 9264 5066
Email: matthew.jones@eddept.wa.edu.au
Proformas for letters
These proforma letters have been provided to the Employers to assist with the administration involved in communicating to applicants regarding their progress throughout the selection and recruitment process for the T3 Traineeship Program.
Call for Work Experience/Interview

<<Given Name>> <<Family Name>>
<<Home Address>>
<<Suburb>> <<State>> <<Postcode>>

Dear <<Given Name>>

I refer to your application for the position of <<description of T^3 Traineeship – eg. Certificate II Automotive Vehicle Servicing>> (School-Based) Traineeship in the T^3 Program.

I am pleased to inform you that your Application has been short listed for this position. An offer of employment may be made pending the outcome of an interview.

[This paragraph optional] To ensure that you are best prepared for this interview, we are inviting you and your parent/s (or caregiver/s) to attend an orientation evening at this Dealership to view the scope of our business and to better understand the commitment involved in this Traineeship.

In addition to this, we are offering a short work experience opportunity prior to your interview to enable you to experience a range of work activities from the Traineeship. A short interview will be conducted toward the conclusion of the work experience.

Could you please contact <<name>> at this Dealership – to make arrangements to come in for a few days of work experience? The best telephone number to contact us on is: <<(area code) & telephone number>>.

Yours sincerely

<<Dealer/Retailer Contact>>
<<Position>>
<<Dealership/Retailer Name>>
DD MM YYYY
Successful letter (after interview / work experience)

Dear <<Given Name>>

I refer to your application for a T^3 Traineeship in: <<description of T^3 Traineeship – eg. Certificate II Automotive Vehicle Servicing>> (School-Based) Traineeship in the T^3 Program.

I am pleased to inform you have been successful in gaining this (School-Based) T^3 Traineeship with this Dealership.

The Traineeship will commence on completion of your school studies – this year. The date will be negotiated between the School, TAFE and this Dealership. An induction course will be arranged prior to your commencement at TAFE and part-time employment with this Dealership. We will also provide an orientation to the workplace.

We will provide you with further details of the formalising of the Traineeship and commencement dates. In the meantime, if you have any enquiries, please contact the undersigned at the Dealership.

Congratulations on securing this <<description of T^3 Traineeship – eg. Certificate II Automotive Vehicle Servicing>> (School-Based) Traineeship - for the next two years. We look forward to a long and mutually beneficial working relationship.

Yours sincerely

<<Dealer/Retailer Contact>>
<<Position>>
<<Dealership/Retailer Name>>
DD MM YYYY
Dear <<Given Name>>

I refer to your application for the position of: <<description of T³ Traineeship – eg. Certificate II Automotive Vehicle Servicing>> (School-Based) Traineeship in the T³ Program.

The response and support for this Program has been overwhelming and the quality of applicants has been very pleasing. After careful consideration I regret to advise that we are not able to offer you a T³ Traineeship on this occasion.

Whilst you were not successful on this occasion, I would like to take this opportunity, in conjunction with <<COMPANY>>, to thank you for the time that you have invested in pursuing your career opportunities and we wish you every success in your future endeavours.

Yours sincerely

<<Dealer/Retailer Contact>>
<<Position>>
<<Dealership/Retailer Name>>
DD MM YYYY
**FACSIMILE TRANSMISSION**

<table>
<thead>
<tr>
<th>TO: &lt;name&gt;</th>
<th>FAX No:</th>
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<tbody>
<tr>
<td>T3 Regional Coordinator</td>
<td>( )</td>
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<tr>
<td>FROM:</td>
<td></td>
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<tr>
<td>DATE:</td>
<td>No of Pages:</td>
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**SUCCESSFUL** The following Students have been successful in gaining employment as a T³ Trainee with this Dealership

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
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</table>

**UNSUCCESSFUL** The following Students have NOT been successful in gaining employment as a T³ Trainee with this Dealership.

<table>
<thead>
<tr>
<th>Students Name</th>
<th>I recommend that this Student remain eligible for a position at another location (tick)</th>
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<tbody>
<tr>
<td>First Name</td>
<td>Last Name</td>
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<tr>
<td></td>
<td>YES ☐ NO ☐</td>
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<tr>
<td></td>
<td>YES ☐ NO ☐</td>
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<tr>
<td></td>
<td>YES ☐ NO ☐</td>
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<tr>
<td></td>
<td>YES ☐ NO ☐</td>
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</table>

This Dealership will notify all Students of the outcome of their work experience & interview - in Writing

<table>
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<tr>
<th>Dealer Contact (Print Name)</th>
<th>Phone Number</th>
<th>Fax Number</th>
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T³ Trainee Induction Checklist

<table>
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<tr>
<th>T³ Trainee Name</th>
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<tbody>
<tr>
<td>T³ Supervisor Name</td>
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</table>

Establishment and Administration of the T³ Traineeship:
- Job offer made and accepted
- Contact New Apprenticeship Centre to arrange for formal sign up of trainee (with parent/caregiver present)
- Training Contract completed & signed
- Workplace Skill Development Reporting procedure established and explained
- Memorandum of Understanding completed and signed
- Wages/Pay Rate & method/frequency of payment of wages discussed & agreed
- Workplace Tools and Equipment provided – as required
- Uniform / Personal Protective Equipment provided – as required
- Communication channels between School, TAFE and the workplace established
- T³ Trainee introduced to all Staff in the Dealership
- The role of the various Departments in the Dealership explained.

T³ Trainee’s Role and Responsibilities:
- Work routine and job expectations discussed and agreed
- Hours of work explained and agreed
- T³ Trainee is aware of what to do and who to contact – in the event of absences or a change in timetable
- Duty of Care – with regard to Dealer and Customer property, explained.

Work Environment:
- T³ Trainee shown around Work Environment
- Occupational Health and Safety Policy explained
- First-Aid procedure and location of First-Aid Kit explained
- Evacuation procedures explained
- Privacy & Protection of Personal & Company Information Policy explained
- Location of equipment such as Telephones, Photocopiers, Fax Machines
- Policy on the use of Telephones, Fax Machines and other equipment explained
- Procedures for Responding to Suggestions, Complaints & Allegations explained
- Staff amenities (tea room, toilets etc.) explained
- Location of Manuals, References and Records Management System
☐ Location of electronic files – where appropriate.

Induction Completed (Date): ____________________________________________________

T³ Trainee Signature: ________________________________________________________

T³ Supervisor Signature: ____________________________________________________
Notes

There is a “Guide for Industrial Relations Practitioners” available on the Australian National Training Authority (ANTA) Website.

This easy to use guide has been developed for workplace relations practitioners and human resource managers who are involved in putting in place industrial arrangements for the employment of T$^3$ Trainees. The document covers all States and Territories.

Each chapter is self contained and contains information on topics such as, what are New Apprenticeships, building provisions for new apprentices in awards and agreements (all jurisdictions) and model clauses.

The Guide also features an extensive range of workplace relations and vocational training contacts and in its electronic form all internet addresses are hot linked to the information source.

The document can be accessed by clicking on the following Link:

**Guide for Industrial Relations Practitioners**

A copy of the “Guide for Industrial Relations Practitioners” is attached at the rear of the T$^3$ Guidelines