



# NSW ENTITLEMENT APPRENTICESHIPS & TRAINEESHIPS PROGRAM

The NSW Entitlement Apprenticeships & Traineeships Program is your key to unlocking a world of opportunity. Designed to empower both employers and aspiring professionals, this program offers a pathway to skill development, career advancement, and industry excellence.

This training is subsidised by the NSW Government.  
RTO 41084.





## WHAT ARE APPRENTICESHIPS AND TRAINEESHIPS?

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Apprenticeships and traineeships blend hands-on training with formal education, offering practical skills alongside recognised qualifications. Apprenticeships last around 3 to 4 years, while traineeships take 1 to 3 years, available part-time or full-time.

These programs are government-regulated through Training Contracts. In NSW, Training Services NSW oversees and supports these initiatives for apprentices, trainees, and employers.

The benefits to your business:

- Cultivating loyal and motivated staff who understand the business, with around 50% of apprentices and trainees continuing employment after training.
- Equipping staff with up-to-date skills and technology through vocational training.
- Gaining a fresh perspective on business products, systems, or processes.

## EMPLOYER BENEFITS

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Employers not only contribute skilled workers to the local economy, which bolsters its growth, but they also have the opportunity to access financial incentives aimed at supporting the recruitment of apprentices and trainees. For more information, visit the link [here](#).

# EMPLOYER RESPONSIBILITIES

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Providing the right wages and conditions.



Supervising, supporting and mentoring.



Time off with pay for formal training.



Completing a Training contract with an ANP.



Training plan with a training provider.

For more information on obligations and expectations, visit the link [here](#).

## NAVIGATING THE PROCESS

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### Identify Your Needs

Choose the skills and job roles your company needs. To focus learning, define job duties and responsibilities for trainees and apprentices.

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02

### Select and Onboard

Choose candidates with the right attitude and potential. Integrate them into your team with a comprehensive onboarding process, setting expectations and providing guidance.

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### Learning and Development

Throughout the program, balance practical experience with structured learning. Regularly assess progress and provide feedback to nurture growth and address challenges.

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### Certificate Completion

Upon successful completion of the program, your trainees and apprentices will earn nationally recognised qualifications, reflecting your commitment to their professional development.



## OUR COURSES

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### MANAGEMENT

BSB40520 Certificate IV in Leadership and Management

BSB50420 Diploma of Leadership and Management

### PROJECT MANAGEMENT

BSB40920 Certificate IV in Project Management Practice

BSB50820 Diploma of Project Management

### WORK, HEALTH & SAFETY

BSB30719 Certificate III in Work Health and Safety

BSB41419 Certificate IV in Work Health and Safety

BSB51319 Diploma of Work Health and Safety

### BUSINESS

BSB30120 Certificate III in Business

### OFFICE STUDIES

BSB20120 Certificate II in Workplace Skills

## NEXT STEPS

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1. **Connect with ANP:** Before enrolling an apprentice or trainee, reach out to an [Apprenticeship Network Provider \(ANP\)](#), a free service essential for starting the process.
2. **Complete Training Contract:** Your ANP will assist both you and your apprentice/trainee in finalising the [Training Contract](#).
3. **Develop Training Plan:** Together with us, create a [Training Plan](#) outlining formal and workplace training, ensuring your apprentice or trainee receives comprehensive guidance.

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