

NuSkills Learning and Development and Traineeships in the ACT

NuSkills Learning and Development specialises in workplace training and assessment for Trainees in the ACT.

What is a trainee?

A trainee is an employee who is undertaking an approved qualification while employed. Trainees obtain most of their skills on-the-job, with NuSkills Learning and Development providing the essential underpinning knowledge and skills development in a variety of ways including workbooks, e-learning and workshops.

NuSkills trainers meet with trainees on a regular basis and assessment is undertaken through a combination of on-the-job and other assessment tasks.

How is training paid for?

New employees* who are undertaking approved qualifications and current employees* progressing to a higher level qualification may be eligible to have a contribution to the cost of their training funded by the ACT Government under the Australian Apprenticeships Program User Choice Funding. The trainee will be charged a student fee of \$300 which may be paid by the trainee or the employer on behalf of the trainee.

The employer may also be eligible to receive other Government incentive payments.

In some cases long term employees* or existing workers may also be eligible for partial funding of their qualifications from the ACT Government. The employer generally receives other incentive payments and uses that to pay the balance of the course fee. The trainee will be charged a student fee of \$300 which may be paid by the trainee or the employer.

In some cases, NuSkills may be able to obtain other funding to assist with training of employees. Employers should contact NuSkills to discuss their circumstances. Employees who are not eligible for funding may complete their qualifications on a fee for service basis.

Where can I find out more?

Visit www.australianapprenticeships.gov.au for more information.

Contact an Australian Apprenticeship Centre which can assess an employee's eligibility for funding assistance. There are three apprenticeship centres in the ACT.

Mission Australia 1300 855 564

Employment ACT 1800 891 117

Caloola Skills Training & Job Placements 1300 366 977

Contact **Nuskills Learning and Development** 6280 7900

Email: nuskills@nuskillslearning.org or visit our website www.nuskillslearning.org

* conditions apply

This information was correct as at 25 November 2008 but may be subject to change without notice