

## NuSkills Learning and Development and Traineeships in the ACT

NuSkills Learning and Development specialises in workplace training and assessment for Community Services 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, workshops and project work.

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. In some cases, long term employees\* or existing workers may also be eligible for a **contribution** to the cost of their training from the ACT Government.

The employer may also be required to pay a contribution towards the cost of training their employee. In most cases the employer will be eligible to receive Government incentive payments to assist with this cost.

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.

### What if employees are not eligible for a traineeship?

Where employees are not eligible for User Choice Funding, NuSkills may be able to obtain other funding to assist with training. 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](http://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.

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| <b>Mission Australia</b>                            | 1300 855 564 |
| <b>Regional Group Training (RGT)</b>                | 1800 891 117 |
| <b>Caloola Skills Training &amp; Job Placements</b> | 1300 366 977 |

Contact **NuSkills Learning and Development** **6100 6674**  
Email: [nuskills@nuskillslearning.org](mailto:nuskills@nuskillslearning.org) or visit our website [www.nuskillslearning.org](http://www.nuskillslearning.org)

\*conditions apply

This information was correct as at 20 August 2009 but may be subject to change without notice