



**BOX HILL  
INSTITUTE**

# APPRENTICESHIP GUIDE 2017

PRE-APPRENTICESHIP | APPRENTICESHIP

# WE WORK WITH YOU

**In trades, time is money. That's why we tailor our apprenticeship program to provide the most efficient outcomes for employers and apprentices.**

At Box Hill Institute you won't have to wait a month or more to get your apprentices started, because we offer a guaranteed two-week start time after pre-training.

We're a leading provider of apprenticeships across a range of trade and industry areas.

Our results speak for themselves. Apprentices studying at Box Hill Institute consistently achieve high Journeyman Test results and we're regularly represented at the annual World Skills Competition.

Apprenticeships are delivered through a three-way partnership between the student, the employer and Box Hill Institute.

As the employer, we'll work with you to ensure we're giving your apprentices the support to build the capability of your workforce.

Our programs are structured so businesses can develop suitably qualified and skilled apprentices with the right skills for today and the future.

We work with apprentices and employers to develop individualised training plans, customised to employment circumstances and the needs of the apprentice and employer. We provide flexible training with on-the-job, face-to-face and online teaching options available. We can also deliver on-site.

Our expert teachers also work with learners to help improve their standard of literacy and numeracy where needed, identifying how these skills relate to their trade or industry area.

We offer specialist industry focused centres, with modern facilities that include authenticated training workplaces, which reflect and replicate particular industry environments.

Don't wait a month or more to get your apprentices started, sign them up at Box Hill Institute.

## THE BOX HILL INSTITUTE DIFFERENCE

- > Two-week start time\*
- > Individualised training programs to suit your business
- > Flexible delivery: on-site, weekly, block training, online
- > Large range of apprenticeship offerings
- > World-class facilities
- > High Journeyman's Test success rates
- > Additional literacy and numeracy support where needed
- > Unique Women in Trades program

\*Two-week commencement after pre-training and diagnostics.

# APPRENTICES AND PRE-APPRENTICES WHAT'S THE DIFFERENCE?

## APPRENTICES

Apprentices generally come to the job with little or no experience or pre-professional qualifications. They undertake on-the-job and off-the-job training to develop the skills and competencies to qualify in their chosen trade.

The duration of an apprenticeship is between three and four years nominally. This may vary depending on your needs and the apprentice's determination to complete all competencies and assessments required for the qualification.

Apprentices need to be employed before they commence their apprenticeship at Box Hill Institute.

## PRE-APPRENTICES

Pre-Apprentices complete a Certificate II prior to seeking employment with an employer. They bring fundamental knowledge and skills to the role, so commence with some pre-professional experience.

A pre-apprenticeship is a stepping stone to gaining employment and taking on an apprenticeship in a particular trade. Students don't need to be employed to do a pre-apprenticeship.

Pre-apprenticeships normally run for six months and may cover elements that reduce the time required to complete a full apprenticeship.

## LOOKING FOR NEW APPRENTICES?

We offer excellent pre-apprenticeship programs in carpentry, electrical and plumbing and can put you in touch with our quality graduates. Contact us today at **1300 BOX HILL** to find out more.



## INDUSTRY AREAS

### AUTOMOTIVE

AUR30612 Certificate III in Light Vehicle Mechanical Technology\*

AUR31212 Certificate III in Mobile Plant Technology\*

### BUILDING

CPC30211 Certificate III in Carpentry

### ELECTRICAL

UEE30811 Certificate III in Electrotechnology Electrician

UEE31411 Certificate III in Security Equipment

### FURNITURE & CABINET MAKING

MSF31113 Certificate III in Cabinet Making

MSF31113 Certificate III in Cabinet Making (Specialising in Kitchen and Bathroom)

MSF30213 Certificate III in Furniture Making

### PLUMBING

CPC32413 Certificate III in Plumbing

### REFRIGERATION

MEM30205 Certificate III in Engineering - Mechanical Trade (Specialising in Refrigeration & Air-Conditioning)#

UEE32211 Certificate III in Air-conditioning and Refrigeration

UEE32111 Certificate III in Appliance Service

\*Please note: this course will soon be replaced by a new training package. There will be changes to the course information listed on this page. Please refer to [boxhill.edu.au](http://boxhill.edu.au) for current course information.

#Not recognised in NSW.

## WORLD CLASS FACILITIES

We provide world-class facilities and authenticated training workplaces which reflect and replicate particular industry environments



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# FAQS

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## HOW DO I FIND AN APPRENTICE FOR MY BUSINESS?

Some of the best tried and tested ways are:

- > Speak to Box Hill Institute
- > Get in touch with your industry association.
- > Ask around - use word of mouth.
- > Advertise - with online job sites or print media.
- > Contact an Apprenticeship Support Network Provider.

## WHAT EMPLOYER INCENTIVES ARE AVAILABLE?

There are a variety of incentives and bonuses available to support businesses taking on apprentices.

Jobs Plus Apprenticeships Services can check the availability of incentive payments you may be eligible to receive as an employer of an apprentice, and will help with completing the relevant application forms.

## ARE THERE ANY FEES AND CHARGES FOR TRAINING?

All Registered Training Organisations (RTO) receiving government funding are required to charge tuition fees. There may also be additional charges for tools and services. Fees and charges are subject to change. To see the up-to-date fees visit [boxhill.edu.au](http://boxhill.edu.au) and search for the course you are interested in.

## HOW WILL I KNOW HOW MY APPRENTICE IS GOING WITH THEIR TRAINING?

Our staff will update you on your apprentice's progress four times a year, either by phone, email or a face-to-face visit in your workplace. Any student absence or late arrivals are documented and the employer notified. If we have any concerns about your apprentice, we will contact you straight away.

## WHAT ARE MY OBLIGATIONS AS AN EMPLOYER?

When you employ an apprentice you must provide appropriate working conditions, as legally required by the industry awards.

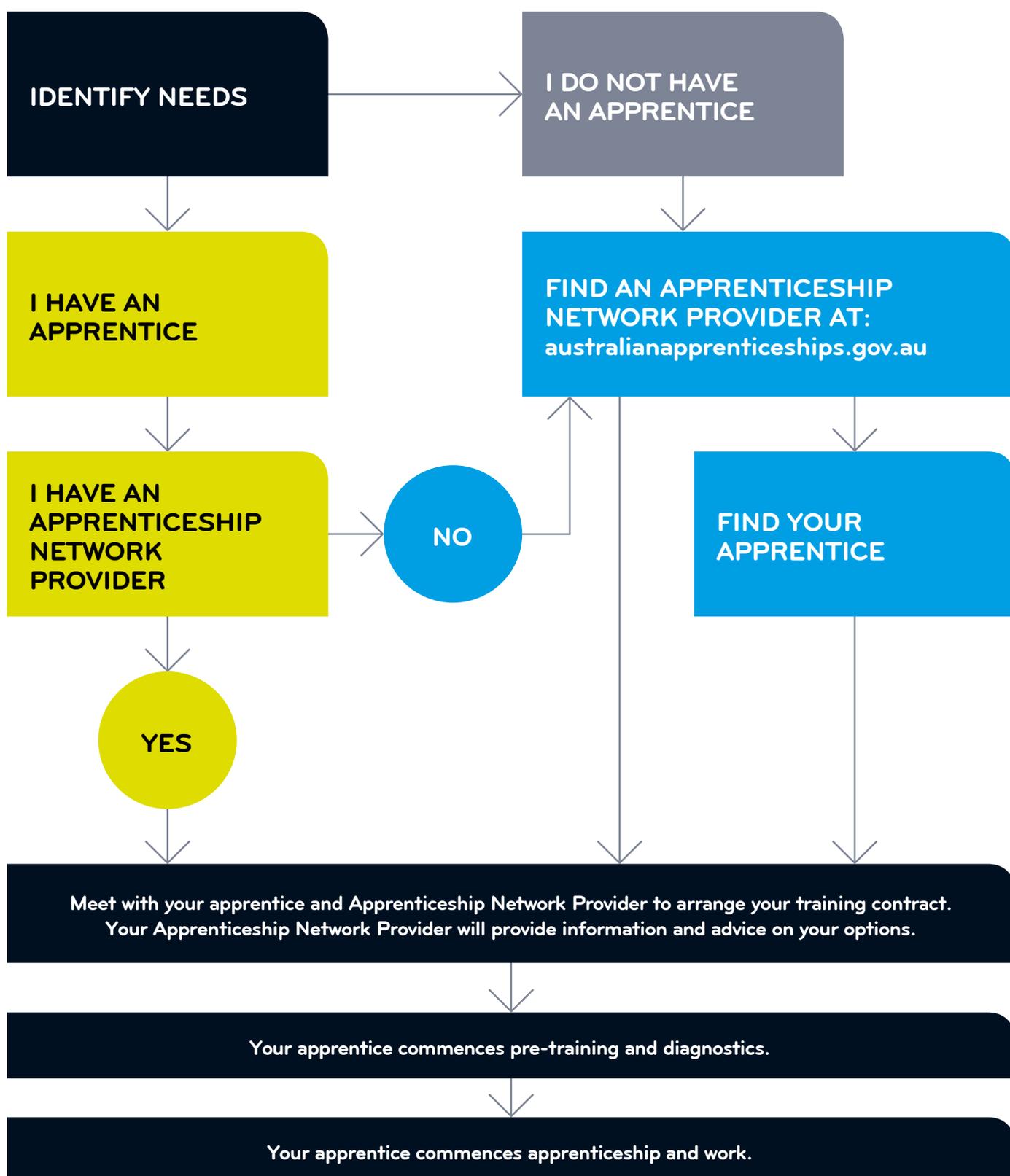
## WHAT ARE THE WAGES AND GENERAL CONDITIONS OF EMPLOYMENT FOR APPRENTICES?

Wages and general conditions of employment vary from industry to industry. To ensure you are paying the correct wages to your apprentice as well as providing other entitlements, check with the Fair Work Commission at [www.fwc.gov.au](http://www.fwc.gov.au)

## WHAT IS THE AUSTRALIAN APPRENTICESHIP SUPPORT NETWORK?

The Australian Apprenticeship Support Network is a service that makes it easier for employers to recruit, train and retain apprentices. They can provide essential administration assistance, payment processing, mentoring and support.

# GETTING STARTED



# CAMPUS INFORMATION

Box Hill Institute has campuses in the eastern suburbs of Melbourne and one in Melbourne's central business district (CBD).

The eastern suburbs campuses are located in Box Hill, approximately 18 kilometres from Melbourne's CBD, and in the heart of Lilydale.

Our city campus is based at the Centre for Adult Education (CAE).

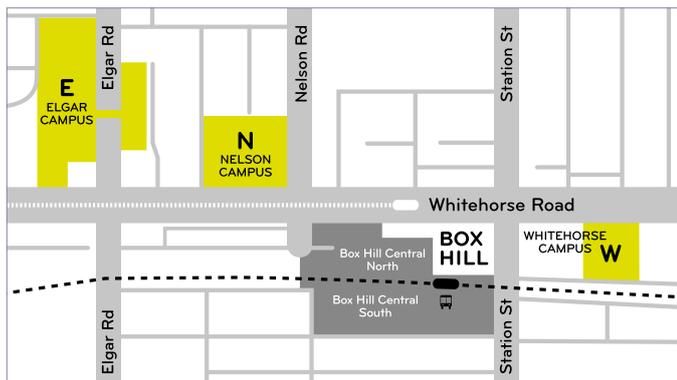
All campuses are within a few minutes walk to shops, cafés, restaurants and public transport.

Box Hill Central is the local public transport hub for the Box Hill campuses and is serviced by regular trains, trams and buses.

Lilydale John Street campus is just a short walk from Lilydale train station. Lilydale Lakeside campus is approximately a 20 minute walk from the train station, or you can take the route 670 bus straight to the campus.

Flinders Street train station is opposite our city campus in Flinders Lane.

## BOX HILL CAMPUSES



**Elgar Campus** 465 Elgar Road, Box Hill

**Nelson Campus** 853 Whitehorse Road, Box Hill

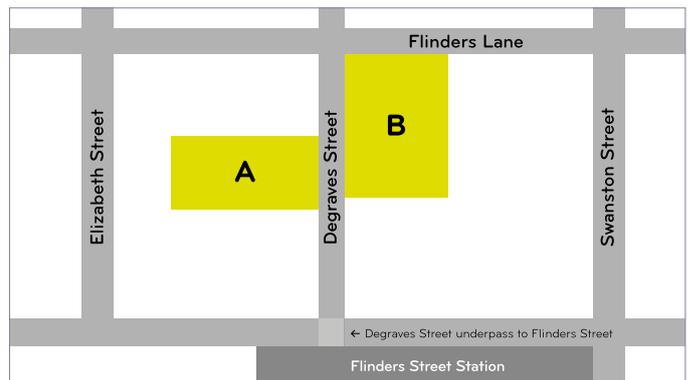
**Whitehorse Campus** 1000 Whitehorse Road, Box Hill

## LILYDALE CAMPUSES



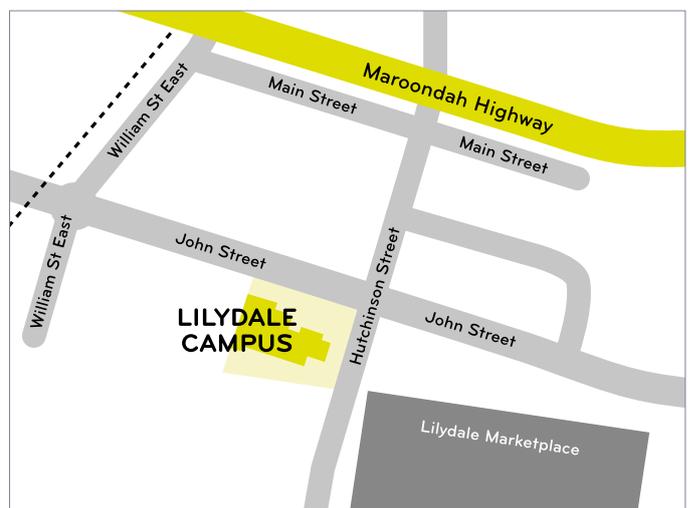
**Lilydale Lakeside Campus** Jarlo Drive, Lilydale

## CITY CAMPUS



**Centre for Adult Education (CAE)**

253 Flinders Lane, Melbourne



**John Street Campus** 34 - 40 John Street, Lilydale

## BOX HILL INSTITUTE

465 Elgar Road, Box Hill, Victoria

### BOX HILL CAMPUSES

#### Elgar Campus

465 Elgar Road, Box Hill

#### Nelson Campus

853 Whitehorse Road, Box Hill

#### Whitehorse Campus

1000 Whitehorse Road, Box Hill

### CITY CAMPUS

Centre for Adult Education (CAE)

253 Flinders Lane, Melbourne

### LILYDALE CAMPUSES

#### John Street Campus

34 - 40 John Street, Lilydale

#### Lilydale Lakeside Campus

Jarlo Drive, Lilydale

## FIND OUT MORE

### FOR MORE INFORMATION ON APPRENTICESHIPS VISIT:

Australian Apprenticeship Support Network:

[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

Australian Apprenticeships Pathways:

[www.aapathways.com.au](http://www.aapathways.com.au)

Fair Work Commission:

[www.fwc.gov.au](http://www.fwc.gov.au)

Department of Education and Training Victoria:

[education.vic.gov.au](http://education.vic.gov.au)

Box Hill Institute:

[boxhill.edu.au](http://boxhill.edu.au)

## Connect with us



1300 269 445

[boxhill.edu.au](http://boxhill.edu.au)

BHI - RTO: 4687 CRICOS: 02411J  
CAE - RTO: 3737

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The information contained in this publication is correct at time of print (October 2016). Box Hill Institute reserves the right to alter, amend or delete details of course offerings and other information published here.

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