

Traineeships

Expand your career through UNE Partnerships' Traineeships

Traineeships with UNE Partnerships combine work and structured training that, on completion, will result in a nationally recognised qualification. As an experienced distance education provider, UNE Partnerships offers opportunities for traineeships in both regional and capital cities across Australia. Our flexible distance learning is supported by comprehensive course materials, access to online resources and ongoing support from administrative and academic staff.



UNE Partnerships' qualifications are designed to meet today's demanding challenges. Our training programs develop skills through workplace learning, ensuring new skills and knowledge are directly relevant to the work environment. We provide a unique combination of educational excellence and industry expertise, improving individual performance and organisational capability.

Step 1

Contact your local Australian Apprenticeship Centre (AAC), stating UNE Partnerships as your preferred training provider. The AAC provides information on availability and eligibility of traineeships for relevant State and Commonwealth incentive payments and establishes the traineeship.

Step 2

UNE Partnerships is engaged by the AAC and will contact the employer to finalise training requirements, arrange enrolment, appoint an assessor and distributes course material.

Step 3

UNE Partnerships' assessor will contact the employer and trainee to complete the Training Plan and provide ongoing support throughout the traineeship.

UNE Partnerships traineeships are supported by:

- full course material with study notes
- individual training plan
- activities, readings and assessments
- access to online resources
- administrative support throughout
- academic support, ensuring access to best practice methods and current techniques
- workplace visits, depending on location
- regular progress reports to the trainee and employer

UNE Partnerships offers a 'Trainee of the Year' award in recognition of a trainee's special achievements and contribution to their workplace



For employers, a traineeship is the perfect vehicle for developing staff and building on existing work skills and employees gain a nationally accredited qualification.

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www.unep.edu.au/fundedtraining

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 **unepartnerships**

Traineeships currently available through UNE Partnerships

Types of traineeships

Existing Worker

These traineeships are for people without prior qualifications who have been employed full-time for more than 3 months, or part-time for more than one year. The duration of the traineeship is 2 years (min.) or more depending on qualification candidature and employment circumstances.

New Entrant (New Worker)

These traineeships are appropriate for those without prior qualifications who are newly employed full-time (less than three months) or employed part-time (working 15 hours or more per week) but employed for less than one year.

Traineeship Matrix*



2012 Available Traineeships	NSW	Vic	Qld	WA	SA	Tas	ACT	NT
Certificate III in Business Administration (Medical) (BSB31107)	●	■	●		●	●■	●■	■
Certificate IV in Frontline Management (BSB40807)	●■		▲		●■	■	●■	
Certificate IV in Professional Practice Management (91482NSW)			■					
Certificate IV in Government (PSP40104)	●■	■	■		●■	■	●■★	■
Certificate IV in Government (Statutory Compliance) (PSP41404)	●■	■	■		■	■		■
Certificate IV in Government (Investigation) (PSP41504)	●■	■	■	■	■	■	●■★	■
Certificate IV in Project Management (BSB41507)			▲		●	■	●■	
Certificate IV in Training and Assessment (TAE40110)			▲		●■		■	
Diploma of Management (BSB51107)	■		■	■	●■	■	■	
Diploma of Project Management (BSB51407)			■			■		
Diploma of Government (PSP50104)					●■		●■★	
Diploma of Government (Investigation) (PSP50704)					■		●■★	
Advanced Diploma of Management (BSB60407)						■		

* Information correct at time of printing

Key: ● = New Worker ▲ = Existing Worker Part Funded (QLD PPP)
 ■ = Existing Worker ★ = Graduate Administrative Assistant Part Funded

For more information or to discuss your eligibility, please contact Tracy Wilson:

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