



**THE APPRENTICE
& TRAINEE SPECIALISTS**

**GET STARTED GET STARTED
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**Your guide to starting an
Apprenticeship or Traineeship
with TORGAS**

So you'd like to be an Apprentice or Trainee?

Apprenticeships and Traineeships offer a combination of paid employment and training leading towards a nationally recognised qualification, allowing you to gain valuable work skills and certificates along the way. There are over 600 Apprenticeships and Traineeships to choose from offering great career opportunities.

Facts

TORGAS

- Specialising in Apprenticeships/ Traineeships for over 28 years.
- TORGAS has successfully completed over 6000 qualified tradespeople.
- Businesses taking on TORGAS Apprentices and Trainees are called Host Businesses.
- High completion rates - higher than both the State and National average.
- You are assigned your own Field Officer who will assist you along the way with work and training.

TORGAS Apprentice and Trainee

- You are able to gain practical skills that industry requires and gain a valuable qualification along the way.
- Apprenticeships can take up to four years to complete.
- Traineeships can vary from 12 months to three years in duration depending on the qualification.
- Apprenticeships and Traineeships can be full-time, part-time or school-based.

- Apprentices and Trainees enter into a training contract which clearly outlines their obligations.
- A Training Plan is drawn up between all parties to ensure a commitment to training.
- Formal training occurs either in the workplace or in a classroom conducted by a Supervised Registered Training Organisation (SRTO).
- It's free - there are no costs to you at all.

Benefits

The Benefits of becoming a TORGAS Apprentice or Trainee

- Valuable industry experience.
- Earn while you learn.
- An education and a job at the same time.
- Achieve a qualification recognised across Australia.
- A great start to your career.
- Great pathway - after completion you can go on to further study or even operate your own business.
- Security - you are paid the correct wage and entitlements weekly.

Testimonial

“ TORGAS has been very helpful and very professional. Throughout my apprenticeship they were prompt in keeping me up-to-date with any changes to the industry or apprenticeship in general. I would strongly recommend TORGAS to anyone looking to undertake their apprenticeship. ”

Justin Scott Completed Refrigeration / Air-conditioning Apprentice

5 Easy Steps to become an Apprentice or Trainee

Step

1

Decide the right apprenticeship or traineeship for you

Ask yourself what do you enjoy learning, what are your interests?

Research various occupations that may suit you. Ask people around you what they do

for a living. Do some work experience so that you know what the job is about.

If you think it is for you talk to TORGAS staff about getting started. Remember getting a job is just the start of your career and that's why it's important to start off on the right foot.

Step

2

Register with TORGAS

Once you have selected an Apprenticeship or Traineeship, you will need to register with TORGAS. You can register online

at www.torgas.com.au or register at TORGAS. Attach the following documentation to your registration:

- ✓ A current copy of your resumé.
- ✓ Copies of any certificates you have received which may support your application.
- ✓ Two referees required eg. employer, sports coach, teacher.
- ✓ Latest school reports.

If you have previously commenced an Apprenticeship or Traineeship, you will need to provide a copy of the Cancellation or Completion letter which can be obtained from the Department of Training [DET] on 1300 369 935. You can ask DET to fax this through to the local TORGAS office.

What happens to my Registration?

Your registration including your resumé and all other documents will be held for a period of 3 months. Your details will also be entered onto our database system. Remember to stay in contact with TORGAS recruitment to let us know you are still interested in an Apprenticeship or Traineeship.

Step

3

The TORGAS Interview

If your details match the apprenticeship or traineeship requirements, you will be asked to attend an interview with a TORGAS Recruitment Officer. At the interview you will also undertake an aptitude test, which includes numeracy and literacy testing.

As TORGAS will be your employer, prior preparation is important to ensure you have the best chance of gaining an Apprenticeship or Traineeship with TORGAS.

Handy tips for the interview:

- ✓ Be punctual – arrive 10 minutes earlier.
- ✓ Switch off your mobile phone.
- ✓ Be well presented – dress appropriately in business attire even if your interview is for a trade position. Remember that first impressions count.
- ✓ Be prepared – make sure your typed resumé is up to date and that all your documentation is organised and displayed neatly in a folder. Have questions prepared to ask.
- ✓ Do your homework – find out about the company. What products and services do they offer? Do they have a website you can access for research?

Step Interview with the Host Business

4

If successful at the TORGAS interview you will be contacted to attend a second interview with the Host Business. If you are successful at the Host Business interview you will be required to

pass a pre-employment medical and drug and alcohol testing before you can start work.

Handy tip: Make sure you have a pen and paper handy to record interview details and be sure to refer to the above handy tips for the interview.

Step Got the job!

5

Before you commence your Apprenticeship or Traineeship a TORGAS Field Officer will take you through a Sign Up Induction. If you are under 18, your parent or guardian must be present. The Sign Up Induction will include:

- ❑ Making you aware of your work and training obligations as per the training contact and your employment contract with TORGAS.
- ❑ Explaining our contractual obligations as the Employer and the wages and entitlements you will receive as an Apprentice or Trainee.

- ❑ Participating in a Workplace, Health and Safety Induction, which provides you with safety awareness in the workplace.
- ❑ Completing relevant paperwork.

Congratulations!

You're ready to start your Apprenticeship or Traineeship and **Earn While You Learn.**

Completion

Once you are competent in all areas of your trade, you will be awarded a qualification that is recognised throughout Australia. Now that you have the qualification and skills TORGAS is no longer your employer so you and the Host Business may decide to either commence you as a permanent employee or you can continue on with further studies or seek other career opportunities. The choice is up to you and your Host Business!

Contact us

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