

How to hire an Apprentice or Trainee

The difference between a traineeship and an apprenticeship is,

- a traineeship covers a broader range of skills in a particular industry and lasts around one to two years. Upon completion they will receive a nationally recognised qualification in their chosen vocational area. A traineeship can improve employment prospects and provide a range of career choices.
- an apprenticeship is a structured program that takes three to four years and will allow a student to work towards becoming a qualified trades person. An apprenticeship combines on and off the job training.

The difference between a Group Training Organisation (GTO) and a Registered Training Organisation (RTO)

A GTO employs apprentices and trainees and matches them with a host employer.

An RTO provides the training, education, and assessments e.g., TAFEs.

Please see the figure right to see the relationships between the parties.



How does a grower hire an apprentice or trainee?

1. A grower needs to find their local GTO online [here](#).
2. They then need to register with that GTO and post the job vacancy on the GTO website.
3. An apprentice or trainee will apply to the job and send their application through the GTO website for the employer to review.
4. Once an apprentice has signed on with a host employer, the apprentice will need to choose an RTO with the help of their GTO. There are about 41 RTOs Australia wide that can deliver training online, on site or in the classroom.
5. The RTO will work with the employer to align the course and required skills to the work.

For more information check out the [Australian Apprenticeships website](#).