

## Frequently Asked Questions

### Australian Apprenticeships Training Information Service website

#### Acronyms, jargon and definitions

For a detailed glossary of Australian Vocational Education and Training (VET) terms/jargon go to the [National Centre for Vocational Education and Research](#)

#### Why are there two websites: the AAT Information Service website and the Australian Apprenticeships Job Pathways website?

The AAT Information Service website ([www.aatinfo.com.au](http://www.aatinfo.com.au)) is designed for people working in the Vocational Education and Training industry such as Australian Apprenticeships Centres and Registered Training Organisations who market Australian Apprenticeships to employers. It provides both overview and detailed information based on training packages qualifications but expressed in job terms to meet the needs of employers.

The Australian Apprenticeships Job Pathways website ([www.aajobpathways.com.au](http://www.aajobpathways.com.au)) has been developed as a 'self help' tool for anyone interested in Australian Apprenticeships who may not have detailed knowledge or understanding of them such as employers, job seekers, students, parents, careers advisors in schools, employment agencies and general careers counsellors.

#### What are the uses for a Field Officer Brief?

The Field Officer Briefs (FOBs) provide a quick summary of each non-enterprise training package and the qualifications that can be used as Australian Apprenticeships. They also contain information on the availability and nominal duration of each qualification, as well as whether the qualification is available as an Australian School-based Apprenticeship, in each State and Territory across Australia. The Field Officer Briefs can also be used as marketing materials for employers.

#### What is a Sample Training Program and how are they developed?

Sample Training Programs (STPs) provide detailed information based on training package qualifications expressed as job descriptors. They provide an example of the training to be completed to achieve the qualification underpinning the Australian Apprentices.

#### I found a good job title last time I was on the website, but I have forgotten where it was located. What should I do?

On the "[Sample Training Programs](#)" search page there is a menu item on the left hand side, "By Job Title". Use this option, by typing in a part of the Job Title, and clicking "Go". **Please be aware that if you type in the incorrect Job Title i.e. wrong wording, incorrect spelling or too much information, your search will come up as "no matches found"** This is why we suggest you only use a **part** of the Job Title to ensure that you get a matching result.

#### How can I suggest new Australian Apprenticeships job titles that I think could become Sample Training Programs?

If there is no Sample Training Program (STP) for the job descriptor you require please contact us by clicking on the 'Contact Us' menu item located at the bottom of every screen and we will research the suggested STP.

### **What is a Job Pathway chart and how are they developed?**

Job Pathway Charts highlight the potential job progression people may achieve within a specific industry. They have been developed in consultation with Industry Skills Councils. The job titles are usually linked to Sample Training Programs on the [www.aatinfo.com.au](http://www.aatinfo.com.au) website so you can view some detail of the units of training that typically will be undertaken by an Australian Apprentice employed in the job.

### **How does a Training Package Pathway Chart differ from a Job Pathway chart?**

Training Package Pathway Charts demonstrate how the completion of one qualification can lead to (articulate into) a higher level qualification. These Charts use the formal qualification titles, such as Certificate III in Business (International Trade). Job titles do not appear on these charts. They have been developed in consultation with Industry Skills Councils.

### **When I click on a job title linked inside a Job Pathway chart I don't get to the Sample Training Program directly. Why is that?**

This is to allow you to check the availability of the qualification by State and Territory. The availability information is on the right side of the screen.

### **How do I find more information about the range of electives available in Training Packages?**

All units of competency, including electives, may be found in the full packaging rules documentation for the relevant Training Package. There is a hyperlink to these PDF documents in all the Sample Training Programs in the [www.aatinfo.com.au](http://www.aatinfo.com.au) website, look under the 'Pre-requisite' section. Other sources of information are Industry Skills Councils' websites or the National Training Information Service ([www.ntis.gov.au](http://www.ntis.gov.au)). Alternatively, contact a Registered Training Organisation who can assist the employer and the apprentice/trainee to develop an appropriate training plan.

### **I have a qualification code, but no job title. Can I still locate information on your website?**

On the "Sample Training Program" page go to search "By Qualification Code" on the left hand menu. Enter the qualification code and click "Go". Then click on your State and click "Submit". For a National search do not select a State or Territory.

### **Can you tell me more about the statistics used on the websites?**

The Australian Apprenticeships commencement data provided on this site is sourced from the National Centre for Vocational Education Research (NCVER). NCVER provides information on apprentice and trainee activity for the previous calendar year. For more information go to <http://www.ncver.edu.au>

### **I use one particular VET website a lot and it would be great to have a link to it on your sites. Is this possible?**

You can use the "Contact Us" feature located on the bottom right of the website to email us your suggested link and we will investigate the feasibility of adding a hyperlink to our website.

### **You have a 1800 number attached to the AAT information Service. Who is this available to? What kind of questions does this service handle?**

This service is available to staff in Australian Apprenticeships Centres, RTOs and Australian Apprenticeships stakeholders. We provide information on Australian Apprenticeships or refer people the appropriate organisation for further information.

**You also deliver information sessions as part of the AAT Information Service. Who are they for, where are they delivered and how do I find out about them?**

Information sessions are delivered to AAC staff and RTO staff as well as other people working in the VET industry in all capital cities, major regional areas and to individual organisations. To find out about the sessions subscribe to our fortnightly newsletter by clicking on [subscribe to AATINFO newsletter](#) or contact us on 1800 338 022.

**Where do I find Wages Information?**

Go to the “Industry Information” menu item located along the top of the page. Click on “Industrial Relations Information”. Here you will find a range of hyperlinks national and state specific information.

**Why can't I find information on incentives on your website?**

Detailed incentives information is available through our links to external sites for Commonwealth, States and Territories incentives information. [Australian Apprenticeships Centres](#) are contracted by the Australian Government to provide incentives information.

**Do you have a list of Registered Training Organisations (RTOs) who provide training?**

There are several places to find a full listing of RTOs:

- The [National Training Information Service \(NTIS\)](#) is the only place to source **all** RTOs registered to deliver and/or assess and issue Australian Qualification Framework (AQF) qualifications in the vocational education and training sector.
- State or Territory Training Authorities are responsible for registering RTOs to deliver publicly funded AQF qualifications in their State or Territory. To find links to all these websites go to the “Government Initiatives” menu item at the top of the screen, and then look on the left hand menu for the item ‘Registered Training Organisation Search’. These links are also available on all Sample Training Programs.

**Why can't I find information about RTOs that deliver training on your website?**

Each State and Territory is responsible for funding RTOs to deliver Australian Apprenticeships training in their State or Territory. They also provide accurate and up to date lists of RTOs as part of their role. Rather than try to duplicate this information we provide links to the relevant websites. To find links to all these websites go to the “Government Initiatives” menu item at the top of the screen, and then look on the left hand menu for the item ‘Registered Training Organisation Search’. These links are also available on all Sample Training Programs.

**Where can I find Availability & Duration information?**

You can find the nominal availability and duration of an Australian Apprenticeship where the employment is on a full-time basis in two places on this site: in a table located below the ‘Summary of Training’ in any Sample Training Program; or you can find a table of this information for each qualification within a specific Training Package in the “Field Officer Brief”.

**Is the information on availability and duration updated regularly?**

The information is updated weekly from State and Territory Training Authority sources.

### Why can I not find the qualification I am looking for?

This may be because the qualification is not available in your State or Territory, or it is a State registered course not a Training Package Qualification, or it is an 'Enterprise Based' Training Package. State based ad hoc courses and 'Enterprise Based' Training Packages are not listed on this website. To find State based courses you will need to go to a State or Territory government website. Links to these sites are located in the 'Government Information and Initiatives' menu item.

### Do you have a newsletter?

We have a fortnightly e-newsletter, "Training Update". Current and past copies are posted under the **"What's New & FAQs"** menu item. The newsletter contains details of recently implemented qualifications in each State and Territory, details of upcoming information sessions and VET news bulletins. To subscribe click on **"Contact Us"** on the bottom of any screen on the website, fill in your details, click **"Tick to subscribe to our newsletter"** and then **"Submit"**.