

APPRENTICESHIPS AND TRAINEESHIPS 2018



BOX HILL
INSTITUTE

/ APPRENTICESHIPS
/ TRAINEESHIPS

WE WORK WITH YOU

At Box Hill Institute (BHI), Apprenticeship and Traineeship training services are designed around the needs of your business. Regardless if you are a sole trader or large enterprise, when choosing BHI you can expect:

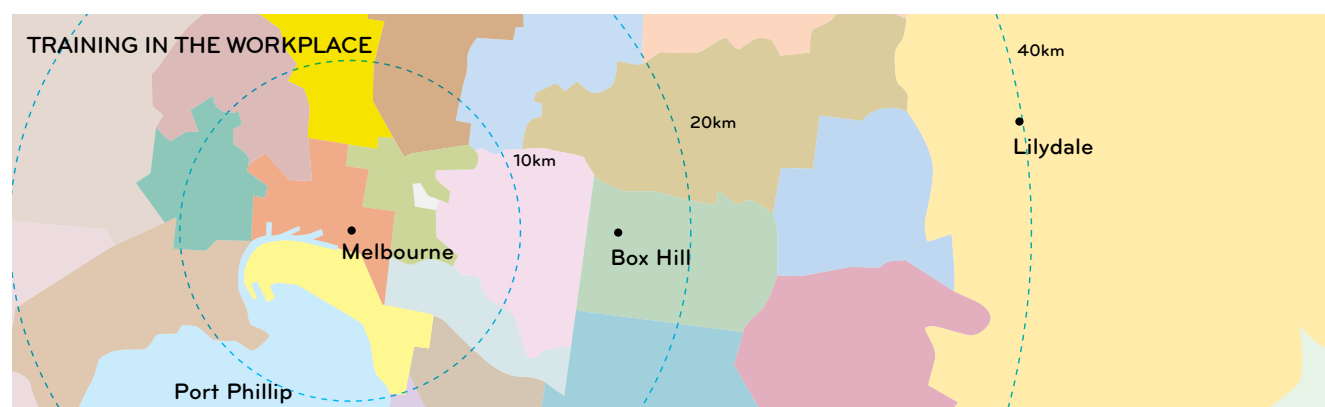
QUALITY OF TRAINING AND ASSESSMENT SERVICES

- Individual training plans that reflect the unique requirements for each employer and student situation, offering a blend of training in the workplace and/or simulated training.
- Workplace based training that includes regular visits by a BHI trainer and assessor.
- Timely interventions made to ensure apprentices and trainees complete their training within agreed timeframes.
- Pre training review and diagnostic assessment of language, literacy and numeracy, including digital literacy for online learning.
- Specialist master classes by industry experts can be embedded into the training to reflect the rapid changes in each industry sector where necessary.
- Vocationally current trainers and assessors with a commitment to continual professional development.
- Post apprenticeship and traineeship qualification pathways.
- Counselling and support services.

EMPLOYER CUSTOMER SERVICES

- Dedicated and knowledgeable staff who will assist with any concerns via phone, face to face or email in a timely manner.
- Workplace inductions with the apprentices/trainees and supervisor where training in the workplace is the focus.
- Regular communication with each employer four times a year via an employer portal.*
- BHI centralised online jobs board that connects every student with the latest vacancies advertised by employers (contact our Skills and Jobs Centre for further details).
- Employers have the opportunity to provide feedback on the quality, relevance, and skills development of their apprentice or trainee via the employer portal.*
- Electronic training plans that provide streamlined communication.*
- Weekly reporting of any absences and/or lateness.
- Training can be tailored to your business requirements.
- Apprentices and trainees with the support of their employer and teachers, may be eligible to compete in world skills and/or be nominated for student awards.
- Scholarships available – please refer to our website.

*To be introduced 2018



APPRENTICESHIPS	Location
AUTOMOTIVE	
AUR30616 Certificate III in Light Vehicle Mechanical Technology	B, W
CARPENTRY	
CPC30211 Certificate III in Carpentry	B, L, W
CULINARY ARTS AND HOSPITALITY	
SIT30816 Certificate III in Commercial Cookery	B, W
SIT30616 Certificate III in Hospitality	B, W
SIT40516 Certificate IV in Commercial Cookery	B, W
ELECTRICAL	
UEE30811 Certificate III in Electrotechnology Electrician	B, L, W
UEE31411 Certificate III in Security Equipment	B, W
FLORISTRY	
SFL30115 Certificate III in Floristry	B, W
FURNITURE AND CABINET MAKING	
MSF31113 Certificate III in Cabinet Making	B, W
MSF31113 Certificate III in Cabinet Making (Specialising in Kitchen and Bathroom)	B, W
MSF30213 Certificate III in Furniture Making	B, W
HAIRDRESSING	
SHB30516 Certificate III in Barbering	B, L, W
SHB30416 Certificate III in Hairdressing	B, L, W
HORTICULTURE AND LAND SCIENCES	
AHC30916 Certificate III in Landscape Construction	L, W
AHC31116 Certificate III in Production Nursery	L, W
AHC31016 Certificate III in Parks and Gardens	L, W
PLUMBING	
CPC32413 Certificate III in Plumbing	B, W
REFRIGERATION AND AIR-CONDITIONING	
UEE32211 Certificate III in Air-conditioning and Refrigeration	B, W
UEE32111 Certificate III in Appliance Service	B, W
NDIS GROWTH TRAINEESHIPS	
Location	
CHC33015 Certificate III in Individual Support (Specialising in Ageing)*	B, W
CHC33015 Certificate III in Individual Support (Specialising in Disability)*	B, W
CHC43115 Certificate IV in Disability*	L, W
HLT33015 Certificate III in Allied Health Assistance*	B, L, W

TRAINEESHIPS	Location
BEAUTY	
SHB30115 Certificate III in Beauty Services	B, L, W
BUSINESS AND COMMERCE	
FNS40615 Certificate IV in Accounting	OC, W
BSB30115 Certificate III in Business	OC, W
BSB41015 Certificate IV in Human Resources	OC, W
CPP40307 Certificate IV in Property Services (Real Estate)	OC, W
CHILDREN SERVICES	
CHC30113 Certificate III in Early Childhood Education and Care	B, L, W
CULINARY ARTS AND HOSPITALITY	
SIT40416 Certificate IV in Hospitality	B, W
SIT40716 Certificate IV in Patisserie	B, W
COMPANION ANIMALS	
ACM30612 Certificate III in Pet Grooming	B, L, W
GAMES DEVELOPMENT	
ICT30115 Certificate III in Information, Digital Media and Technology	B, C, L, OC, W
HEALTH	
HLT35015 Certificate III in Dental Assisting	B, W
HLT33115 Certificate III in Health Services Assistance	B, W
HLT37115 Certificate III in Hospital/Health Services Pharmacy Support	B, L, W
INFORMATION AND COMMUNICATION TECHNOLOGY	
ICT30515 Certificate III in Telecommunication Technology	B, W
ICT40115 Certificate IV in Information Technology	B, L, W
22334VIC Certificate IV in Cyber Security	B, C, W
ICT41215 Certificate IV in Telecommunications Engineering Technology	W
MUSIC INDUSTRY	
CUA30415 Certificate III in Live Production and Services	B, W
CUA40915 Certificate IV in Music Industry (Specialising in Sound Production)	B, W
VETERINARY NURSING	
ACM40412 Certificate IV in Veterinary Nursing	B, W

*To be introduced 2018

Locations: B – Box Hill Campus, C – City, L – Lilydale Campus, OC – Off campus, W – Training in the Workplace



KEY PARTNER ORGANISATIONS

SKILLS AND JOBS CENTRES

The Skills and Jobs Centre works closely with the local communities, employers, schools and Box Hill Institute students and will assist you in finding the right person for your business.

On behalf of the Victorian Government, Box Hill Institute implements the Apprenticeship Support Officers Program employing four Apprenticeship Support Officers (ASOs) to provide independent support and assistance to apprentices in the early stages of their apprenticeship. The ASOs are co-located within the Skills and Jobs Centre, another Victorian Government funded program providing independent training and careers information as well as employment support.

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AUSTRALIAN APPRENTICESHIP NETWORK PROVIDERS (AANP)

Box Hill Institute works closely with all apprenticeship network providers to ensure the best training solutions are available to their clients. AANPs will provide advice and support services tailored to the needs of employers, apprentices and trainees throughout the training lifecycle – from pre-commencement to completion. This includes the payment and processing of incentives and additional mentoring support.

Visit <https://www.australianapprenticeships.gov.au>

APPRENTICESHIP EMPLOYMENT NETWORK

Box Hill Institute Group has a reliable and trusted reputation for quality training and for working collaboratively with a range of Group Training Organisations (GTOs) that employ apprentices and trainees, and provide them employment opportunities with host employers.

For further information on GTOs visit <http://aen.org.au/contact-us>

CONNECT WITH US



VISIT

boxhill.edu.au

OR CALL

1300 BOX HILL

The information contained in this publication is correct at time of print (October 2017). Box Hill Institute reserves the right to alter, amend or delete details of course offerings and other information published here.

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