Apprenticeships and Traineeships
We Work With You
at Box Hill Institute

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 Box Hill Institute 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 Box Hill Institute 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.
- Women in Non-Traditional Areas (WINTA) program.

**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.
- Box Hill Institute 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.
- Timely 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.

The information contained in this publication is correct at time of print (January 2020). Box Hill Institute reserves the right to alter, amend or delete details of course offerings and other information published here. © Box Hill Institute RTO 4687 CRICOS: 02411J

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### APPRENTICESHIPS

| Location | AUTOMOTIVE | CARPENTRY | CULINARY ARTS AND HOSPITALITY | CULINARY ARTS AND HOSPITALITY | ELECTRICAL | FLORISTRY | FURNITURE AND CABINET MAKING | FURNITURE AND CABINET MAKING | FLORISTRY | FURNITURE AND CABINET MAKING | FURNITURE AND CABINET MAKING | HAIRDRESSING | HAIRDRESSING | HAIRDRESSING | HORTICULTURE AND LAND SCIENCES | HORTICULTURE AND LAND SCIENCES | PLUMBING | PLUMBING | PLUMBING | PLUMBING | PLUMBING | PLUMBING | PLUMBING | PLUMBING | REFRIGERATION AND AIR-CONDITIONING | REFRIGERATION AND AIR-CONDITIONING |
|-----------|------------|------------|-------------------------------|-------------------------------|-------------|----------|-------------------------------|-------------------------------|----------|-------------------------------|-------------------------------|-------------|----------------|----------------|---------------------------|---------------------------|----------|-------------|----------|-------------|------------|----------------|----------|-------------|----------|----------------|----------------|--------------------------|----------|-------------|----------|----------------|------------|--------------------------|----------|

### TRAINEESHIPS

| Location | EARLY CHILDHOOD | CULINARY ARTS AND HOSPITALITY | CULINARY ARTS AND HOSPITALITY | ELECTRICAL | FLORISTRY | FURNITURE AND CABINET MAKING | FURNITURE AND CABINET MAKING | FLORISTRY | FURNITURE AND CABINET MAKING | FURNITURE AND CABINET MAKING | HAIRDRESSING | HAIRDRESSING | HAIRDRESSING | HORTICULTURE AND LAND SCIENCES | HORTICULTURE AND LAND SCIENCES | PLUMBING | PLUMBING | PLUMBING | PLUMBING | PLUMBING | PLUMBING | PLUMBING | PLUMBING | REFRIGERATION AND AIR-CONDITIONING | REFRIGERATION AND AIR-CONDITIONING |
|-----------|----------------|-----------------------------|-----------------------------|-------------|----------|-------------------------------|-------------------------------|----------|-------------------------------|-------------------------------|-------------|----------------|----------------|---------------------------|---------------------------|----------|-------------|----------|-------------|------------|----------------|----------|-------------|----------|----------------|----------------|--------------------------|----------|-------------|----------|----------------|------------|--------------------------|----------|

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

APPRENTICESHIP SUPPORT PROGRAM

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.

AUSTRALIAN APPRENTICESHIP SUPPORT NETWORK (AASN)

Box Hill Institute works closely with all apprenticeship network providers to ensure the best training support solutions are available to their clients. AASN providers 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 www.australianapprenticeships.gov.au

APPRENTICESHIP EMPLOYMENT NETWORK

Box Hill Institute 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

KEY PARTNER ORGANISATIONS

BOX HILL INSTITUTE

BOX HILL CAMPUSES
Elgar Campus
465 Elgar Road, Box Hill

Nelson Campus
853 Whitehorse Road, Box Hill

CITY CAMPUS
253 Flinders Lane, Melbourne

LILYDALE LAKESIDE CAMPUS
Jarlo Drive, Lilydale