

2020



Apprenticeships and Traineeships



#SKILLSEEKERS

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.



APPRENTICESHIPS	LOCATION
AUTOMOTIVE	
AUR30616 Certificate III in Light Vehicle Mechanical Technology	B, W
CARPENTRY	
CPC30211 Certificate III in Carpentry	B, W
CULINARY ARTS AND HOSPITALITY	
SIT30816 Certificate III in Commercial Cookery	B, W
SIT40516 Certificate IV in Commercial Cookery	B, W
ELECTRICAL	
UEE30811 Certificate III in Electrotechnology Electrician	B
UEE31411 Certificate III in Security Equipment	B
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 (Kitchen and Bathroom)	B, W
MSF30213 Certificate III in Furniture Making	B
HAIRDRESSING	
SHB30516 Certificate III in Barbering	B, W
SHB30416 Certificate III in Hairdressing	B, W
HORTICULTURE AND LAND SCIENCES	
AHC30916 Certificate III in Landscape Construction	L
AHC31116 Certificate III in Production Nursery	L, W
AHC31016 Certificate III in Parks and Gardens	L
PLUMBING	
CPC32413 Certificate III in Plumbing	B, L
REFRIGERATION AND AIR-CONDITIONING	
UEE32211 Certificate III in Air-conditioning and Refrigeration	B, W
UEE32111 Certificate III in Appliance Service	B

TRAINEESHIPS	LOCATION
EARLY CHILDHOOD	
CHC50113 Diploma of Early Childhood Education and Care	B, L, W
CULINARY ARTS AND HOSPITALITY	
SIT30516 Certificate III in Events	B, C
SIT30616 Certificate III in Hospitality	W
SIT30116 Certificate III in Tourism	B, C, W
SIT30216 Certificate III in Travel	B, W
SIT40416 Certificate IV in Hospitality	W
SIT40716 Certificate IV in Patisserie	B, W
COMPANION ANIMALS	
ACM30617 Certificate III in Pet Grooming	B
DISABILITY	
CHC43115 Certificate IV in Disability	W
HEALTH	
HLT35015 Certificate III in Dental Assisting	B, W
HLT37115 Certificate III in Hospital/Health Services Pharmacy Support	B, W
INFORMATION AND COMMUNICATION TECHNOLOGY	
ICT40118 Certificate IV in Information Technology	B
22334VIC Certificate IV in Cyber Security	B, C, W
VETERINARY NURSING	
ACM40418 Certificate IV in Veterinary Nursing	B, W

Locations: B – Box Hill Campus, C – City, L – Lilydale 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.

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.

BOX HILL INSTITUTE

BOX HILL CAMPUSES
Elgar Campus
465 Elgar Road, Box Hill

Nelson Campus
853 Whitehorse Road, Box Hill

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

CITY CAMPUS
253 Flinders Lane, Melbourne

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>

LILYDALE LAKESIDE CAMPUS
Jarlo Drive, Lilydale

