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**Training**  
AVAILABLE\*

**AETS** | **ASÜRİA**  
ASSURED PEOPLE SERVICES

**Traineeship**  
**Guide**



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# Traineeship Spotlight

# Cyber Security



This traineeship will provide you with the cyber skills and knowledge to be effective in a range of complex roles in the workplace, including:

- Protecting and securing your own personal online profile from cyber security threats
- Identifying, reporting and responding to online security breaches and threats
- Promoting workplace cyber security awareness and best practices
- Contributing to cyber security threat assessments & risk management
- Protecting and securing information assets in the organisation.

Many of the learning activities and tasks will encourage learners to reflect on their current work and practices and benefit the employer by applying these new skills immediately in their organisation.

## Course Duration and Delivery

The 12 month program is delivered in shorter, more manageable terms of learning. This allows participants to focus on specific sections of the program at one time. These terms also provide the perfect 'check point' over the duration of the program to monitor and support participant progress. Each term, the participant enjoys an innovative 360 degree learning experience.

After a program orientation session, participants engage in group workshops and tutorials, workplace training activities, have access to on-demand support as required and concludes with a face to face workplace visit by the trainer to recap the term of learning and observe the participant's progress.

## Course Overview



**Innovative 360 degree learning experience**



**12 Month duration. Regular intakes throughout the year**



**ICT30120 - Certificate III in Information Technology**  
Cyber Security Focused

## Why do this Traineeship with AETS?

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Term 1	Term 2	Term 3	Term 4
Orientation			<b>Extension Term</b> If participant requires extra support, workshops, catchup sessions, time to complete rescheduled workplace visit, time to complete course activities etc.
Live Workshops	Live Workshops	Live Workshops	
Self-Learning	Self-Learning	Self-Learning	
Workplace Visit	Workplace Visit	Workplace Visit	
Workplace Learning and Activities			



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	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Orientation	✓									
Live Workshops	✓		✓		✓		✓		✓	
Live Tutorials		✓		✓		✓		✓		✓
Workplace Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Online Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Trainer Visit										✓
On demand support		✓	✓	✓	✓	✓	✓	✓	✓	✓

\*Note, delivery options can vary, please refer to detailed timetable online for further details.



# Traineeship Spotlight Childcare



This childcare traineeship will provide you with the skills and knowledge to be effective in a range of complex childcare roles, including:

- Caring for babies, toddlers and children
- Facilitating children's play and learning
- Developing positive bonds with children
- Embracing diversity and inclusivity
- Ensuring the health, safety and wellbeing of children.

Many of the learning activities and tasks will encourage learners to reflect on their current work and practices and benefit by the employer by applying these new skills immediately in your organisation.

## Course Duration and Delivery

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## Study Pathway

Graduates will have a pathway to the CHC50121 – Diploma of Early Childhood Education and Care at AETS.

## Course Overview



**Innovative 360 degree learning experience**



**12 Month duration. Regular intakes throughout the year**



**CHC30121 - Certificate III in Early Childhood Education and Care**

## Why do this Traineeship with AETS?

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Orientation			<b>Extension Term</b> If participant requires extra support, workshops, catchup sessions, time to complete rescheduled workplace visit, time to complete course activities etc.
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Workplace Learning and Activities			



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	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Orientation	✓									
Live Workshops	✓		✓		✓		✓		✓	
Live Tutorials		✓		✓		✓		✓		✓
Workplace Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Online Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Trainer Visit										✓
On demand support		✓	✓	✓	✓	✓	✓	✓	✓	✓

\*Note, delivery options can vary, please refer to detailed timetable online for further details.



# Traineeship Spotlight Childcare



This qualification will take you to the next level of your early childhood career. You will develop a variety of skills and understanding, including:

- Leading an effective work team with confidence
- Supporting children's well-being, creativity, learning and development
- Designing and implementing childcare curriculum
- Maintaining compliance and professional practice
- Working with families to provide education and care for children.

Many of the learning activities and tasks will encourage learners to reflect on their current work and practices and benefit by the employer by applying these new skills immediately in your organisation.

## Course Duration and Delivery

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## Pre-requisites

The pre-requisite for this program is either a CHC30121 Certificate III in Early Childhood Education and Care or CHC30113 Certificate III in Early Childhood Education and Care.

## Course Overview



**Innovative 360 degree learning experience**



**12 Month duration. Regular intakes throughout the year**



**CHC50121 - Diploma of Early Childhood Education and Care**

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	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Orientation	✓									
Live Workshops	✓		✓		✓		✓		✓	
Live Tutorials		✓		✓		✓		✓		✓
Workplace Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Online Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Trainer Visit										✓
On demand support		✓	✓	✓	✓	✓	✓	✓	✓	✓

\*Note, delivery options can vary, please refer to detailed timetable online for further details.



# Traineeship Spotlight

# Aged Care



This aged care traineeship will provide you with the skills and knowledge to be effective in an aged care worker role in a residential setting.

You will learn to use a person-centred approach to assist with personal care by following individualised plans to look after the elderly.

By promoting healthy lifestyles and supporting their emotional wellbeing, you will discover how to empower and facilitate the independence of older people.

Many of the learning activities and tasks will encourage learners to reflect on their current work and practices and benefit by the employer by applying these new skills immediately in your organisation.

## Course Duration and Delivery

The 12 month program is delivered in shorter, more manageable terms of learning. This allows participants to focus on specific sections of the program at one time.

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Each term, the participant enjoys an innovative 360 degree learning experience.

After a program orientation session, participants engage in group workshops and tutorials, workplace training activities, have access to on-demand support as required and concludes with a face to face workplace visit by the trainer to recap the term of learning and observe the participant's progress.

## Course Overview



**Innovative 360 degree learning experience**



**12 Month duration. Regular intakes throughout the year**



**CHC33015 - Certificate III in Individual Support (Ageing)**

## Why do this Traineeship with AETS?

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	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
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Live Workshops	✓		✓		✓		✓		✓	
Live Tutorials		✓		✓		✓		✓		✓
Workplace Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Online Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Trainer Visit										✓
On demand support		✓	✓	✓	✓	✓	✓	✓	✓	✓

\*Note, delivery options can vary, please refer to detailed timetable online for further details.



# Traineeship Spotlight

# Disability Support



This disability support traineeship will provide you with the skills and knowledge to be effective in a disability care worker role in the community and/or within a residential setting.

You will learn to use a person-centred approach to assist with personal care by following individualised plans to look after people with a disability.

By promoting healthy lifestyles and social inclusion, and supporting their emotional wellbeing, you will discover how to empower and facilitate the independence of disabled people.

Many of the learning activities and tasks will encourage learners to reflect on their current work and practices and benefit by the employer by applying these new skills immediately in your organisation.

## Course Duration and Delivery

The 12 month program is delivered in shorter, more manageable terms of learning. This allows participants to focus on specific sections of the program at one time.

These terms also provide the perfect 'check point' over the duration of the program to monitor and support participant progress.

Each term, the participant enjoys an innovative 360 degree learning experience.

After a program orientation session, participants engage in group workshops and tutorials, workplace training activities, have access to on-demand support as required and concludes with a face to face workplace visit by the trainer to recap the term of learning and observe the participant's progress.

## Course Overview



**Innovative 360 degree learning experience**



**12 Month duration. Regular intakes throughout the year**



**CHC33015 - Certificate III in Individual Support (Disability)**

## Why do this Traineeship with AETS?

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Workplace Visit	Workplace Visit	Workplace Visit	
Workplace Learning and Activities			



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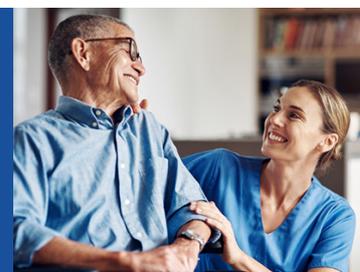
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Live Workshops	✓		✓		✓		✓		✓	
Live Tutorials		✓		✓		✓		✓		✓
Workplace Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Online Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Trainer Visit										✓
On demand support		✓	✓	✓	✓	✓	✓	✓	✓	✓

\*Note, delivery options can vary, please refer to detailed timetable online for further details.



# Traineeship Spotlight

# Home and Community



This traineeship will provide you with the skills and knowledge to be effective in a home and community care worker role in a home support environment and community settings.

You will learn to support your client by working positively with the carers, families and friends to understand their support needs.

By assessing potential risks of change to the care relationship and using the appropriate strategies, you will discover how to maintain the physical and emotional health and well being of the carer.

Many of the learning activities and tasks will encourage learners to reflect on their current work and practices and benefit by the employer by applying these new skills immediately in your organisation.

## Course Duration and Delivery

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## Course Overview



**Innovative 360 degree learning experience**



**12 Month duration. Regular intakes throughout the year**



**CHC33015 – Certificate III in Individual Support (Home and Community)**

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	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
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Workplace Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Online Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Trainer Visit										✓
On demand support		✓	✓	✓	✓	✓	✓	✓	✓	✓

\*Note, delivery options can vary, please refer to detailed timetable online for further details.



# Traineeship Spotlight

# Customer Engagement



This customer engagement traineeship will provide you with the skills and knowledge to be effective in a range of complex customer service roles, including:

- Receiving and responding to customer requests
- Handling complaints
- Working with multiple communication channels
- Providing technical advice
- Capturing data working effectively in a team.

Many of the learning activities and tasks will encourage learners to reflect on their current work and practices and benefit the employer by applying these new skills immediately in their organisation.

## Course Duration and Delivery

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## Course Overview



**Innovative 360 degree learning experience**



**12 Month duration. Regular intakes throughout the year**



**BSB30120 - Certificate III in Business (Customer Engagement)**

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We deliver this program to make learning shorter and manageable so participants can focus on specific sections of the program at one time. These terms also provide the perfect 'check point' to monitor and support participant progress throughout the program.

Term 1	Term 2	Term 3	Term 4
Orientation		<b>Extension Term</b> If participant requires extra support, workshops, catchup sessions, time to complete course activities etc.	<b>Extension Term</b> If participant requires extra support, workshops, catchup sessions, time to complete course activities etc.
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Online Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Trainer Visit										✓
On demand support		✓	✓	✓	✓	✓	✓	✓	✓	✓

\*Note, delivery options can vary, please refer to detailed timetable online for further details.



# Traineeship Spotlight

# Employment Services



This employment services traineeship will provide learners with the skills and knowledge to be effective operators within the employment sector. These will include:

- Building networks and relationships
- Legal, ethical, and technical background
- Up-to-date information on employment services in Australia
- Supporting employment and career development
- Mental health, stressors, and dealing with the issues of today.

Many of the learning activities and tasks will encourage learners to reflect on their current work and practices and benefit the employer by applying these new skills immediately in your organisation.

## Course Duration and Delivery

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## Course Overview



**Innovative 360 degree learning experience**



**12-24 Month duration. Regular intakes throughout the year (can be fast tracked in 9 months)**



**CHC41115 - Certificate IV in Employment Services**

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**Step 1:** Call us to discuss traineeships and wage subsidies

**Step 2:** Nominate your trainee and we will check their eligibility

**Step 3:** We confirm the traineeship and commence training



1800 872 297



[admissions@aets.edu.au](mailto:admissions@aets.edu.au)



[aets.edu.au](http://aets.edu.au)

The program is delivered in shorter - more manageable - terms of learning. Students get to focus on specific sections of the program at one time. These terms also provide the perfect 'check point' over the duration of the program to monitor and support participant progress.

Term 1	Term 2	Term 3	Term 4-8
Orientation			<b>Extension Term</b> If participant requires extra support, workshops, catchup sessions, time to complete rescheduled workplace visit, time to complete course activities etc.
Live Workshops	Live Workshops	Live Workshops	
Self-Learning	Self-Learning	Self-Learning	
Workplace Visit	Workplace Visit	Workplace Visit	
Workplace Learning and Activities			



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[www.aets.edu.au](http://www.aets.edu.au)

Each term, the participant enjoys an innovative 360 degree learning experience.

The term starts with an orientation and continues with online support workshops, workplace learning and on demand support if required and concludes with a face to face workplace visit by the trainer to recap the term of learning and observe the participant's progress.\*



	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Orientation	✓									
Live Workshops	✓		✓		✓		✓		✓	
Live Tutorials		✓		✓		✓		✓		✓
Workplace Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Online Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Trainer Visit										✓
On demand support		✓	✓	✓	✓	✓	✓	✓	✓	✓

\*Note, delivery options can vary, please refer to detailed timetable online for further details.



# Traineeship Spotlight

# Community Services



This community services traineeship will provide you with the skills and knowledge to be effective in a range of complex roles in the workplace, including:

- Working with diverse people with different social and cultural backgrounds
- Communicating and collaborating effectively with people in health or community services
- Managing personal stress at work
- Responding to client needs for additional support
- Working with people with mental health issues.

Many of the learning activities and tasks will encourage learners to reflect on their current work and practices and benefit the employer by applying these new skills immediately in your organisation.

## Course Duration and Delivery

The 12 month program is delivered in shorter, more manageable terms of learning. This allows participants to focus on specific sections of the program at one time.

These terms also provide the perfect 'check point' over the duration of the program to monitor and support participant progress.

Each term, the participant enjoys an innovative 360 degree learning experience.

After a program orientation session, participants engage in group workshops and tutorials, workplace training activities, have access to on-demand support as required and concludes with a face to face workplace visit by the trainer to recap the term of learning and observe the participant's progress.

## Course Overview



**Innovative 360 degree learning experience**



**12 Month duration. Regular intakes throughout the year**



**CHC32015 - Certificate III in Community Services**

## Why do this Traineeship with AETS?

A traineeship with AETS isn't just a qualification – it's a way to jump into your new career and earn as you learn.

From day one, you will be in the workplace, gaining essential industry experience and putting knowledge into practice. Our easy to follow learning experiences support your workplace learning, allowing you to develop your career in a supported environment.

We know that balancing work and study can be challenging. That's why your AETS traineeship is led by your trainer, designed into easy-to-follow short terms and supported by our entire team. AETS allows you to be the pilot in your new career, whilst we provide the support and guidance to manage your progress with you.

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The program is delivered in shorter - more manageable - terms of learning. Students get to focus on specific sections of the program at one time. These terms also provide the perfect 'check point' over the duration of the program to monitor and support participant progress.

Term 1	Term 2	Term 3	Term 4
Orientation			<b>Extension Term</b> If participant requires extra support, workshops, catchup sessions, time to complete rescheduled workplace visit, time to complete course activities etc.
Live Workshops	Live Workshops	Live Workshops	
Self-Learning	Self-Learning	Self-Learning	
Workplace Learning, Activities and Trainer Visit			



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Each term, the participant enjoys an innovative 360 degree learning experience.

The term starts with an orientation and continues with online support workshops, workplace learning and on demand support if required and concludes with a face to face workplace visit by the trainer to recap the term of learning and observe the participant's progress.\*



	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Orientation	✓									
Live Workshops	✓		✓		✓		✓		✓	
Live Tutorials		✓		✓		✓		✓		✓
Workplace Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Online Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓
Trainer Visit										✓
On demand support		✓	✓	✓	✓	✓	✓	✓	✓	✓

\*Note, delivery options can vary, please refer to detailed timetable online for further details.



# Why your business should invest in a trainee **this year**



Traineeships are a great way for businesses to attract new employees or upskill existing team members.

Traineeships are very similar to apprenticeships, but they concentrate on vocational or job areas such as office administration, information technology, or hospitality. Traineeships are open to anyone of working age and can include existing and new members of your team.

- ✔ Trainees will be paid for on the job training, learn new skills to improve their career and earn a nationally recognised qualification.
- ✔ Businesses are rewarded with committed employees who have new skills and knowledge to be more effective in your organisation.

## Fee-free Traineeships

Various State training departments offer a variety of fee-free and subsidised traineeship initiatives. Under these programs the states will pay for the students fees in a traineeship or a portion of them.

Contact us and we can help you understand what fee free traineeships initiatives you could be eligible for in your state.

Please refer to our website for more information [www.aets.edu.au/for-traineeships/](http://www.aets.edu.au/for-traineeships/)

## Wage Subsidy Opportunities

The Australian Apprenticeships Incentive System supports employers in engaging more apprentices/trainees and increasing the number of skilled workers in the Australian workforce.

From 1 July 2022 to 30 June 2024, employers of new or existing worker apprentices/trainees in priority occupations on the Australian Apprenticeships Priority List will be eligible for:

- Priority Wage Subsidy of 10% of wages for first and second year apprentices/trainees (up to \$1,500 per quarter); and
- Priority Wage Subsidy of 5% of wages for third year apprentices/trainees (up to \$750 per quarter).

For employers of apprentices/trainees in occupations not included on the Priority List, there is a Hiring Incentive of \$3,500 paid in two equal six monthly instalments (\$1,750 each).

Apprentices/trainees in priority occupations also receive \$1,250 every six months for a maximum of two years (up to \$5,000 at full-time rate).

Existing staff are also eligible if they move from a casual or part-time role to a part-time or full-time apprenticeship/traineeship.

## Benefits of investing in traineeships this year



Attract and retain new talent



Upskill your team & earn qualifications



Trainees apply new skills to their job



Wage Subsidy opportunities

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