

# TRAINEESHIP EMPLOYER GUIDE

## Are you an Employer interested in quality training for your staff?

**Whether you are seeking to upskill your current workforce or train new employees, METS Training services is here to assist you**

METS Training Services proudly serve small, medium, and large businesses, as well as Government agencies, community, and not-for-profits organisation. Let us partner with you to enhance your team's skills and drive your organisation's success.

### METS offers Comprehensive Training Solutions through:

**Consultation:** We work closely with Employers to identify training needs and tailor programs that align with organizational goals.

**Development:** Our team collaborates with industry experts to create relevant and effective training materials and strategies.

**Delivery:** We provide engaging and impactful training that inspires learners and will equip them with essential skills.

By utilising innovative and creative training methods, our Educators uphold the integrity of our qualifications, enabling both Learners and Employers to reach their education and business goals.

### What is a Traineeship?

A Traineeship is a training agreement between the Trainee and the Employer that guarantees the Trainee will receive specific industry training, working and learning opportunities.

Traineeships are available for people of all ages and last between nine and 48 months, depending on the vocation and certificate level undertaken. On successful completion, the Learner receives a Nationally Recognised Qualification.

### Traineeship Types

**New Entrant Traineeships** – for new workers looking gain a nationally-recognised qualification (this is someone who has worked for less than 12 months part-time, or less than 3 months full time in their current role).

**Existing Worker Traineeships** – for staff looking to formalise their skills and knowledge (existing staff who have worked for more than 12 months part-time, or more than 3 months full time in their current role).

**School-Based Traineeships (SBATs)** – Students looking to gain vocational qualifications through a combination of classroom training and paid work-based experience, while still in high school.



### Why Choose METS?

- In The Field Training & Support

Our trainers come to you, not the other way around! By training in your workplace, we save you unnecessary labour costs

- Industry Engagement

Our strong connections with industry Employers enable us to create valuable employment opportunities and support successful career outcomes

- Quality Training

Our Trainer and Assessors consist of highly qualified, experienced professionals who are passionate about delivering quality education. Our success not only reflect the caliber of our learners but also the exceptional support and guidance provided by our dedicated trainers and administrative team.

- Personalised Service

METS pursues a strong quality assurance, consumer protection and student support ethos and partners with like organisations and government to deliver learning programmes for those with tailored or specific needs.



### Ready to Enrol?

- Call (02) 9838 0567
- Visit [mets.edu.au](http://mets.edu.au)

# NEW ENTRANT TRAINEESHIPS

## Are you an Employer ready to hire a Trainee?

**Whether you are seeking to upskill your current workforce or train new employees, METS Training services is here to assist you**

### What is a New Entrant Traineeship?

A New Entrant Traineeship is available to anyone within the first 3 months of commencing full-time employment with an Employer. They may also qualify if they are within the first 12 months of a part-time employment arrangement or within 3 months of completing a pre-requisite qualification.

Like any traineeship, your trainee will gain on the job experience whilst completing a nationally recognised qualification and will receive support and feedback throughout the duration of their studies.

New Entrant Traineeships are available for almost all of METS qualifications, as long as the student is eligible for this kind of study.

### Eligibility

To be eligible for a New Entrant Traineeship a Learner must:

- Be an Australian Citizen or Permanent Resident
- Employed for less than 3 months full time OR
- Employed for less than 12 months part time
- Have completed a pre-requisite qualification less than 3 months prior

PLEASE NOTE: Employees can only be offered a traineeship if they are employed on either a permanent part-time or full-time basis.

[\\*Eligibility conditions do apply to traineeships and all prospective trainees must have this checked by an Apprenticeship Centre.](#)

### Investment

Fee free traineeships are available to NSW trainees whose training:

- is funded under the NSW Government's [Smart and Skilled Program](#)
- commences before 30 June 2027.

If a Learner has previously commenced a Smart and Skilled traineeship training before 1 January 2020 and are returning to a traineeship before 30 June 2027, they will be eligible for fee free for the remainder of the training if a traineeship course or employer has changed.

\*Each student is limited to a maximum of commencing three fee free traineeships under this initiative.



### Benefits as an Employer

**Trainees bring practical skills, formal learning, and innovative ideas to your workplace. Including traineeships in your hiring and training strategy enables you to:**

- Bring new skills in to increase business competitiveness.
- Train and skill new employees to meet business needs
- Receive government incentives
- Promote training and development in your team
- Prevent future skills shortages and safeguard your business



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# EXISTING WORKER TRAINEESHIPS

## Are you an Employer looking to upskill and invest in your staff?

**An Existing Worker Traineeship may be the perfect way to upskill and empower your Team to take advantage of the various benefits and incentives available.**

### What is an Existing Worker Traineeship?

An Existing Worker Traineeship is available to any Learner who has begun or will begin their Traineeship after three months of full time employment or 12 months of part time employment with their service / Employer or after 3 months of completing a pre-requisite qualification.

Like any Traineeship, Learners gain on the job experience whilst completing a qualification and will receive support and feedback from both the employer and METS throughout the duration of their studies.

Unlike New Entrant Traineeships, the NSW State Government does not fund METS for Existing Worker Traineeships and therefore METS will invoice the employer to cover the training costs. In most cases, incentives the employer receives from the Commonwealth Government will offset these costs.

### Eligibility

To be eligible for an Existing Worker Traineeship a Learner must:

- Be an Australian Citizen or Permanent Resident
- Employed more than 3 months full-time or 30 hours + part-time/casual\*
- Employed 12 months permanent part-time/casual\* (approx. 20 hrs per week)

PLEASE NOTE: Employees can only be offered a traineeship if they are employed on either a permanent part-time or full-time basis.

\*Eligibility conditions do apply to traineeships and all prospective trainees must have this checked by an Apprenticeship Centre.

### Investment

Employers: Training costs for Existing Worker Traineeships are invoiced to the Employer in 3 intervals (commencement, mid point and completion) and are in most cases offset by incentives and subsidies.

Employers may choose to cover the full amount or a portion, then allowing the learner to contribute to the remaining.

Investment total for an Existing Worker Traineeship is \$3500.



### Benefits as an Employer

- Increase workplace productivity
- Upskill employees to meet business needs
- Receive Government incentives
- Promote employee loyalty

### Benefits as an Employee

- Achieve a nationally recognised qualification
- Receive Government incentive payments, as well as regular wages while studying
- Learn valuable workplace skills
- Receive comprehensive training
- Increased career opportunities



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# SCHOOL BASED TRAINEESHIPS (SBATs)

## Are you an Employer considering an SBAT?

**School-based Traineeships offer incredible opportunities for both Learners and Employers.**

### What is a School Based Traineeship?

School-Based Apprenticeships and Traineeships (SBATs) offer students a unique opportunity to kick-start their career while still in high school. Available to Year 10, 11, and 12 students in NSW, SBATs provide a pathway to gain valuable work experience, employment skills, and a nationally recognised qualification, all while completing their secondary education. Students aged 15 or older can participate, working part-time and completing their traineeship by the end of their HSC year.

An SBAT combines paid work, hands-on industry training, and school studies, allowing students to earn while they learn. Our program is tailored to Learners who are eager to explore their career interests, providing them with the support and guidance needed to succeed. Learners are immersed in a dynamic work environment, gaining practical skills and experience that will serve them well in their future careers.

For many, an SBAT represents their first job, a stepping stone to further education, or an alternative to traditional schooling. Regardless of the reason, SBAT students are engaged in a fast-paced, exciting, and challenging workplace and pay, all while receiving real-world training.

### Requirements

To be eligible for a School Based Traineeship a Learner must:

- Be a full time school student aged 15 years or older
- Have the school's agreement to undertake school based training
- Have an employer willing to train in their workplace
- Have the parent/guardian's permission (if under the age of 18)

\*Eligibility conditions do apply to traineeships and all prospective trainees must have this checked by an Apprenticeship Centre.

### Investment

Fee free traineeships are available to NSW trainees whose training:

- is funded under the NSW Government's [Smart and Skilled Program](#)
- commences before 30 June 2027.

\*Prior to commencing a School Based Traineeship, eligibility for fee-free training will be checked and confirmed. In the unlikely circumstances where a Learner is not eligible for a fee-free traineeship, associated fees, payment arrangements and/or concessions will be discussed and agreed to by all parties prior to commencement. \* This training is subsidised by the NSW Government.



### Benefits of Employing School-Based Trainees

- Recruit keen young staff before they graduate from high school
- Employ and train a young person part-time in your business
- Meet the current and future skills need of your business
- Give a young person realistic exposure to your industry

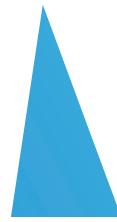


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## Traineeships



## Support and Delivery

METS Training Services are committed to providing our Learners with the support and resources necessary to enhance their training experience. We offer a range of standard and specialist services to meet your needs across all modes of delivery.

Our students receive ongoing support from their own METS Trainer by regular visits to their service, via our METSOnline training portal, phone, email or online meetings. Learners also have access to METSOnline for all learning materials, assessment submission and enables communication of valuable information with Learners and ensures flexibility & accessibility to records and resources 24 hours a day, 7 days a week.

## Skills Recognition

Students may have attained knowledge and skills in the workplace and/or competencies in one or more units. RPL (recognition of prior learning) and CT (credit transfer) are available for each unit of competency, based on evidence provided, relevant workplace experience, formal training or other expertise relative to the sector.

## Incentives and Funding

The Australian Government is committed to supporting the development of skilled labour across the country. It provides a range of financial incentives and benefits to employers and Australian Apprentices.

From 1 January 2026, the Incentive System will provide;

### The Priority Hiring Incentive

The Priority Hiring Incentive is financial support for employers and Australian Apprentices in priority occupations. It aims to sustain high levels of Australian Apprenticeship commencements and enhance retention rates in occupations experiencing national skill shortages.

What are priority occupations?

The Australian Apprenticeships Incentive System focuses on priority occupations identified on the Australian Apprenticeships Priority List. Priority occupations have strong current and future demand for skilled workers.

How much can I expect to receive?

- For full-time traineeships and apprenticeships, you can expect an incentive payment of up to \$1000 after six months and up to \$1500 after 12 months of employing an apprentice.
- For part-time apprenticeships, you can expect an incentive payment of up to \$500 after six months and up to \$750 after 12 months of employing an apprentice.

### Disability Australian Apprentice Wage Support (DAAWS)

Disability Australian Apprentice Wage Support (DAAWS) is an incentive payable to an employer who employs an apprentice who satisfies the disability eligibility criteria. Tutorial, interpreter, and mentor services are available to eligible trainees who require additional assistance with their off-the-job training.

What incentives can I expect as an employer?

Employers who employ an Australian Apprentice with disability in a Certificate II or higher-level qualification can receive up to \$216.07 per week for a full-time Australian Apprentice and on a pro-rata scale according to hours worked for a part-time Australian Apprentice.

PLEASE NOTE: Eligibility conditions do apply to traineeships and all prospective trainees must have this checked by an Apprenticeship Centre.

Government incentives payable to the employer are also assessed by an Apprenticeship Centre using guidelines provided by the Department of Education, Federal Government.



### Is my Business and Trainee eligible?

You will need to meet the eligibility criteria to receive incentives.

Contact your Apprenticeship Centre for more information