

## Frequently Asked Questions

### Australian Apprenticeships Job Pathways website

#### **What is the main aim of the Australian Apprenticeships Job Pathways website?**

The site provides Australian Apprenticeships job and training information in an easy format that meets the needs of employers, job candidates, students, parents, careers advisors in schools and organisations like Job Network Members, Local Community Partnerships and Regional Industry Career Advisers.

The site steps people through the search for Australian Apprenticeships information even if they have no extensive knowledge of Australian Apprenticeships. The site can also be used as an online resource at career expos and as a self help tool for students and job candidates.

#### **Am I eligible to start an Apprenticeship or traineeship?**

To find if you are eligible to start an Apprenticeship or Traineeship you will need to contact an [Australian Apprenticeships Centre](#).

#### **Can I get a summary of the information available on this website?**

Go to the Careers Adviser menu item to download a PDF called "What's Available on this Site?".

#### **In the Job Pathways website, how were the Industry Groups created?**

The Industry Groups share some common themes with other job and career websites. They help people through a search pathway going from broad groupings to more specific sectors.

#### **How are the potential Australian Apprenticeships job titles distributed across these groups?**

Australian Apprenticeships job titles may be allocated to multiple Industry Groups to anticipate how people search for a specific job title. For instance, Pet Shop Worker has been allocated to Industry Groups of 'Gardening, Farming, Animals, Fishing & Environment' and 'Sales, Marketing and Customer Service'.

#### **What are the job titles I can see near the bottom of the 'Search' page of the Job Pathways website?**

These are examples of the range of Australian Apprenticeship 'Job Descriptions' available to view on the website. These examples will change each time you enter the site.

#### **How can I access the Job Pathway Charts on this site?**

Go to the "Search" option on the website and click on "Search by Job Pathway Chart". Select the Industry Group you are looking for and click 'Go'. Then select the Job Pathway Chart you wish to view and click "Go". When in a chart you can click on an underlined job title to view a Job Description.

## Acronyms, jargon and definitions

For a detailed glossary of Australian Vocational Education and Training (VET) terms go to the [National Centre for Vocational Education and Research](#) website.

## When I am doing a search on the Job Pathways website, how can I go 'backwards' to change my search request?

There are various ways to go "backwards" when searching the website. At all times you can click on the "Back" button on your Web browser, and this will take you back to the previous page you were looking at. When you are doing a search on the site you can go backwards by clicking on the 'back' buttons within the site and also by clicking on the titles on the left hand side menu under the title 'Search Details'.

## Where do I find Wages information?

Go to the "Self Help" or "Information and Links" menu items at the top of any page and look for the menu item on the left of the screen "Wages Information".

## What is an Australian School-based Apprenticeship?

Australian School-based Apprenticeships are Australian Apprenticeships undertaken while still at school that enables students to gain a vocational qualification while completing their school studies. Click on 'Information and Links' at the top of any screen and look for the 'Australian School-based Apprenticeships' menu item on the left hand side of the screen. You can also 'Search by ASbA' from the 'Search' menu item. Use this to search for potential Australian Apprenticeships job titles that are available as Australian School-based Apprenticeships in a specific State or Territory.

## How can I find a job as an apprentice or trainee?

Use the [Australian Apprenticeships Job Pathways](#) website to search for ideas about the apprenticeships and traineeships that may interest you. You can then contact an [Australian Apprenticeships Centre](#) in your region, search advertised job vacancies (via newspapers, job websites such as the Commonwealth Government's Job Search website), directly contact employers in industries where you would like to work or contact your local [Group Training Organisations](#). Job Network providers (call 136 268 or visit [www.jobnetwork.gov.au](http://www.jobnetwork.gov.au)) and careers advisers will be able to help.

## How do I find an Australian Apprenticeships Centre?

You can go to a Australian Apprenticeships Centre postcode search tool by clicking on 'Information and Links' and then looking for the 'Find and Australian Apprenticeships Centre' menu item on the left hand side. A link to this site is also in each Job Description.