



WHAT IS A TRAINEESHIP? WHO IS ELIGIBLE?

Traineeships combine vocational training with working in a real job, leading to a nationally recognised qualification. Anyone of working age, with eligibility to work full time or part time in Australia, can start a traineeship. For more information, please contact your local [Australian Apprenticeship Support Network](#) provider.

ARE THERE ANY COURSE FEE SUBSIDIES AVAILABLE?

On 1 January 2020, the [NSW Government](#) commenced an initiative to make traineeship training fee free to help improve access to traineeships. This means that for all approved traineeships based in NSW that commence from 2020, the entire course fees are subsidised. If you are based in NSW, please see visit our course [Certificate III in Urban Pest Management](#) for more course information.

Students in NSW registered for a traineeship in the Certificate III in Urban Pest Management may be eligible for course fee subsidies through the [Smart & Skilled](#) program. To see if you are eligible click [here](#).

WHAT DO I NEED TO DO?

Step 1:	Contact your local Australian Apprenticeship Support Network (AASN) provider to: <ul style="list-style-type: none"> Determine if my staff member is eligible for incentives/registration. Book a day and time to complete the Traineeship registration.
Step 2:	Complete the Traineeship registration with your AASN representative. <i><u>Important Note:</u> Be sure to advise you wish to nominate Rapid Training Pty Ltd as the Registered Training Organisation (RTO).</i>
Step 3:	Complete our online Enrolment form .

WHAT HAPPENS NEXT?

Step 4:	Once we receive the enrolment form and advise from the AASN, we will process the enrolment.
Step 5:	Process fee arrangements: <ul style="list-style-type: none"> All Students (<i>excluding eligible NSW Trainees</i>): We will issue the first instalment invoice or payment plan invoice and link. OR <ul style="list-style-type: none"> NSW Students: We will apply for NSW Smart & Skilled funding and obtain a Notification of Enrolment (<i>outlines the funding approval</i>).
Step 6:	Finalise Enrolment: <ul style="list-style-type: none"> Access granted to online portal A welcome email will be sent to student and employer contact, which will include: <ul style="list-style-type: none"> Training Plan (<i>outlines the course details</i>): <ul style="list-style-type: none"> This form needs to be signed and returned to Rapid Training A copy should be maintained on your file for reference Notification of Enrolment (<i>if applicable</i>) Remaining scheduled invoices (<i>if applicable</i>) Advise will be signed & returned to the AASN (<i>if applicable</i>)