

# JOB HUNTERS

Australian Apprenticeships include both apprenticeships and traineeships, which combine paid employment with training. They can be in the traditional trades or in non-trade industries, and can be full-time or part-time.

To start an Australian Apprenticeships you must have an employer willing to sign you on. Finding an apprenticeship or traineeship position is similar to finding any job, but there are also support networks that can help you find a position in the occupation of your choice.

When applying for apprenticeship or traineeship positions it is important to remember that the employer gets to decide who they want to hire. Having a good application, and doing your research before applying, will help your chances at finding a position.

## Australian Apprenticeships are a valuable start to your career.

- Earn while you learn
- Supported job hunting
- Hundreds of occupations in trade and non-trade industries



[aapathways.com.au/job-hunters](http://aapathways.com.au/job-hunters)

real skills for  
real careers

**AATIS** | Australian Apprenticeships & Traineeships Information Service

## Find an apprenticeship online

There are many national, local and industry specialist job search websites where you can look for advertised apprenticeships or traineeships.

When using websites like Seek and Indeed, look for terms like 'apprentice' and 'trainee' in the keywords. Most Australian Apprenticeship job ads will include information about the qualification you would be studying.

You can also set up job alerts on employer websites to always be prepared. Some employers only recruit at certain times of the year. If you are targeting a specific employer you should check the careers area on their website or contact them to find out how they recruit.

Another way to stay on top of job openings in the industry is to subscribe to newsletters. You can use a web search like Google to find industry groups you are interested in and subscribe to their newsletters.

## Social Media

Employers use many ways to let potential job seekers know that they have job openings. Not all employers will have a website, but they may be on social media platforms such as Facebook, Twitter or LinkedIn, which they might use to advertise positions.

Do some research, and follow companies you would like to work for. Follow Australian Apprenticeship Support Network providers and Group Training Organisations who will be sharing apprenticeship opportunities.

As part of your research you should be looking at reviews of employers to make sure you want to work with them.

Employers will also be looking at your social media accounts, to find out about your personality and see whether you are a good fit for their company. Make sure your online presences don't have anything you wouldn't want an employer to see.

## Offline job hunting

Many job vacancies are not advertised. This creates a 'hidden' job market where information about jobs is shared through employers' networks, co-workers, business associates, and friends.

Some vacancies can be found by cold calling businesses. You can contact them directly by phone and ask to speak to the person responsible for hiring new staff. Positions may also be created by employers in response to a direct approach from a job hunter.

If you are contacting a company directly, make sure you have done your research. You should know what the company does and whether Australian Apprenticeships are available in their industry. If they do advertise positions you should be familiar with this process.

The people in your networks can also help you find job vacancies, and might be able to refer you for positions. In order to do so, they will need to know what industry and occupations you are interested in.

## Using support networks

Australian Apprenticeship Support Network (AASN) providers recruit apprentices and trainees. They can assist with careers advice, job hunting information, and matching up apprentices and trainees with employers.

Group Training Organisations (GTOs) also employ Australian Apprentices across a range of different industries. The GTO is the direct employer of the apprentice or trainee, but they 'host' them out to a 'host employer' for their work. This means that the apprentice or trainee is employed by the GTO, but goes to the host employer for their day-to-day job.

If you are being supported by an employment services provider, talk to them about Australian Apprenticeship opportunities. This might be a jobactive or Disability Employment Services provider, or other support service.

You can register with local support network providers to access their services. Follow them on social media, and check their websites regularly for updates.

### The Apprentice Employment Network in Western Australia

Represents 23 Group Training Organisations (GTO) that employ young and mature age people in apprenticeships and traineeships, in a diverse range of industries within metropolitan and regional areas of WA.

Visit: [www.aenwa.com.au](http://www.aenwa.com.au)  
to find out more about our services and to connect with a GTO employer.

For further enquiries:  
Email: Executive Officer: [eo@aenwa.com.au](mailto:eo@aenwa.com.au)  
M: 0412 183 776



**Apprentice  
Employment Network**  
WESTERN AUSTRALIA