

# aviation ground operations



Aviation is a diverse industry that offers countless stimulating careers for both ground and air operations. On an international scale Australia carries over 12 million people and handles over 300 thousand tonnes of inbound freight with similar figures for outbound passengers and freight.

## Examples of Job Roles

- Aircraft Refueller
- Airside Operator
- Cargo Services Operator
- Ground Services Operator
- Baggage Handler

## Examples of Employers

- Airlines and charter services
- Regional, Domestic and International Airports
- Emergency services

## Benefits for Employers

Traineeships result in productive workers who are familiar with your business and trained for your industry. Benefits include:

- Improved industry standards as a result of more relevant training through the national training package.
- A better trained, more versatile and multi-skilled worker
- Industry support
- Control over recruitment process
- Employing the person of your choice
- Financial incentives from the Government

## Benefits for Trainees:

- Get great pay and conditions
- Earn while you learn
- Learn new skills you will have forever
- Gain nationally recognised qualifications
- Develop a career pathway with plenty of opportunities for promotion

## What is a Traineeship?

A traineeship is a full or part-time employment-based training program which usually leads to a national recognised qualification. Some employers are able to offer training on-the-job while others welcome the opportunity for trainees to receive a combination of on and off-the job training, usually with the involvement of a Registered Training Organisation (RTO).

## Qualifications

- Certificate II\* in Aviation (Ground Operations and Service)
- Certificate III\* in Aviation (Ground Operations and Service)
- Certificate IV in Aviation (Ground Operations and Service)

*\* Available as a traineeship*

## What is a Training Package?

A training package is a set of nationally endorsed competency standards, guidelines and qualifications developed by industry to meet its training needs.

## Training Packages have the following benefits:

- Developed by industry for industry
- Contain nationally recognised qualifications
- Encourage on-the-job training
- Provide many pathways to competency
- Simple and affordable training that provides greater flexibility for industry

*Competency standards are developed by industry and identify the skills and knowledge workers need in order to perform tasks in the workplace.*

For further information please go to:  
[www.apprenticentre.wa.gov.au](http://www.apprenticentre.wa.gov.au)

## Skills recognition

Skills recognition is the recognition of competencies currently held regardless of how, when or where the learning occurred, including formal or informal training and education, work experience and general life experience.

To achieve recognition you need to provide suitable evidence that you are currently competent as assessed against the industry's competency standards.

## Australian apprenticeship centres

Australian Apprenticeship Centres (AACs) provide apprenticeship and traineeship services to employers and job seekers and assistance with employer incentives, including information on training options and marketing and promotion.

For a list of AACs in Western Australia visit [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

## Frequently asked questions

### How do I find a Traineeship or become a trainee?

You can use a variety of sources, which are available to both prospective trainees and employers:

- Local Job Networks
- Secondary school career advisors
- Recruitment advertisements on line or in newspapers
- Work experience
- Word of mouth
- Direct contact by a prospective trainee to a business
- Group Training Schemes

### What financial arrangements apply to traineeships?

Trainees are paid according to the relevant award which regulates the wages and conditions of their employment. For further information please contact the Fair Work Online website at: [www.fairwork.gov.au](http://www.fairwork.gov.au)

Employers are eligible to receive financial incentive payments from the State and/or Federal Government to help reduce the cost of training. Employers are exempt from payroll tax in respect of all trainees.

### What if I cannot find an employer?

Group training schemes employ trainees and place them on a rotational basis with host employers to provide workplace training experience. This method of sharing the responsibility for training and employment of trainees can be advantageous to employers who, due to fluctuating workloads and or restrictions on work continuity, may not be in a position to offer continuous satisfactory training.

### Are there any age restrictions on trainees?

No. Anyone can be taken on as a trainee but Government incentives will only apply if previously funded training has not been undertaken.

### If I move interstate, will my qualification be recognised?

Yes. All training packages are nationally endorsed and recognised which means your qualifications are truly portable.

Australian Apprenticeship Centres	<a href="http://www.australianapprenticeships.gov.au">www.australianapprenticeships.gov.au</a>
Australian Apprenticeships Job Pathways	<a href="http://www.aajobpathways.com.au">www.aajobpathways.com.au</a>
ApprentiCentre	<a href="http://www.apprenticentre.wa.gov.au">www.apprenticentre.wa.gov.au</a>
Australian Logistics Council	<a href="http://www.austlogistics.com.au">www.austlogistics.com.au</a>
Department of Education	<a href="http://www.det.wa.gov.au">www.det.wa.gov.au</a>
Department of Education Services	<a href="http://www.des.wa.gov.au">www.des.wa.gov.au</a>
Department of Education, Employment & Workplace Relations	<a href="http://www.deewr.gov.au">www.deewr.gov.au</a>
Department of Training and Workforce Development	<a href="http://www.dtwd.wa.gov.au">www.dtwd.wa.gov.au</a>
Get Access	<a href="http://www.getaccess.wa.gov.au">www.getaccess.wa.gov.au</a>
Group Training Australia	<a href="http://www.grouptraining.com.au/">www.grouptraining.com.au/</a>
Job Services Australia	<a href="http://www.deewr.gov.au/Employment/JSA/Pages/default.aspx">www.deewr.gov.au/Employment/JSA/Pages/default.aspx</a>
My Future	<a href="http://www.myfuture.edu.au/">www.myfuture.edu.au/</a>
National Training Information Services	<a href="http://www.ntis.gov.au">www.ntis.gov.au</a>
Training.com.au	<a href="http://www.training.com.au">www.training.com.au</a>
Transportal	<a href="http://www.transportal.com.au">www.transportal.com.au</a>
Transport and Logistics Industry Skills Council	<a href="http://www.tlisc.com.au">www.tlisc.com.au</a>

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