



Apprentice Handbook

eLA

eLearning Australia

RTO's NTIS Provider No 32051

Please note – this student handbook is an addition section to the Student Handbook that you have already received. This handbook contains specific information on Apprenticeships and Traineeships.

Welcome

On behalf of the staff at eLearning Australia, we would like to welcome you.

To help you to understand the way our organisation works and to help you get the most from your studies, we are providing this Student Handbook which we hope will answer many of the questions you have about studying with us.

Please take the time to read this handbook and sign the form at the back of the book acknowledging that you have done so. In accordance with the Privacy Act, eLearning Australia would also appreciate your signing the consent form. If you would like further clarification, please feel free to talk to one of our staff members.

This acknowledgement form will be retained in your student file.

If, after reading this booklet you have any questions, please ask your teacher or another staff member to explain.

All staff members are here to assist you to learn as quickly as possible and we encourage you to talk to us at any time to discuss any problems you may have.

We trust that your time with eLearning Australia is an enjoyable one and that the skills you learn here prove valuable in your chosen career.

The Management Team

Head Office Contact Details

eLearning Australia Pty Ltd
The Innovation Centre
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Sippy Downs 4556
P: 0754502795
F: 0754502694
E: support@elearningaustralia.net.au

Student Contribution Fees

eLearning Australia is required, by the State Government to collect student fees for courses with an outcome of Australian Qualification.

Student contribution fees are calculated at the following rate:

- \$1.40 per nominal hour for each module or unit of competency

Below is the table of student contribution fees per course

Course	Nominal Hours	Cost of student contribution fees in total
Certificate II in Electrotechnology (Career Start)	420 Nominal Hours	\$588
Certificate III in Electrotechnology – Electricity	1040 Nominal Hours	\$1456
Certificate II in Telecommunications	240 Nominal Hours	\$336
Certificate II in Voice and Data	388 Nominal Hours	\$532
Certificate IV in Front Line Management	460 Nominal Hours	\$644

Fee Exemptions

A student may be exempt from paying full or partial fees, if it can be shown that they fall into one or more of the following exemption categories:

- A student has not completed year 12 and was or will be under 17 years of age at the end of February, in the year in which the RTO delivered training is undertaken. (Proof of age is required. Students are asked to provide a current license or another form of Photo Identification)
- Where the student is an Aboriginal or Torres Strait Islander Person.
- A student holds a Health Care Card or pensioner card or issues our training organisation with an official for under the Commonwealth law confirming that the student, his or her partner or the person of whom the student is a dependent, is entitled to concessions under a health care card or pensioner concession card.

- A student may also be exempt from paying tuition fees if it can be shown that payment would cause extreme financial hardship.
 - A student is a School Based Apprentice or Trainee.
- Student contribution fees are collected for all modules or units of competency where training is conducted, including any units completed through the Recognition of Prior Learning Process (RPL). Provisions exist for partial and full exemptions.

Payments

Contribution Fees are paid per unit of competency. Students are required to pay them prior to enrolling in to a unit. eLearning Australia will invoice you for this. As per above students are eligible for discounts – please refer to Fee Exemptions above.

Travel and Accommodation Allowance

The Queensland Department of Education, Training and the Arts (DETA) provides financial assistance to apprentices and trainees who are required to travel from their usual place of residence to attend training with their supervising registered training organisation (SRTO), i.e. institute. To be eligible for these subsidies, the apprentice or trainee must travel at least 100 kilometers (round trip). The subsidies are paid to the closest supervising registered training organisation that is able to deliver the training program.

Claim forms are available from the DETA website.

(www.trainandemploy.qld.gov.au)

Profiling

The eLogBook

(view a screen cast of this in the “Student Tool Box”)

This online tool is used to record and collect data from a students work place training. This is an important tool to for fill your requirements for your workplace training.

Once you have access to your student profiles on intersect you will be able to access the profiling section (see below). All you have to do is choose your category, select the picture that you associate with the task that you completed and drag that in to your weekly activity area.

Profiling

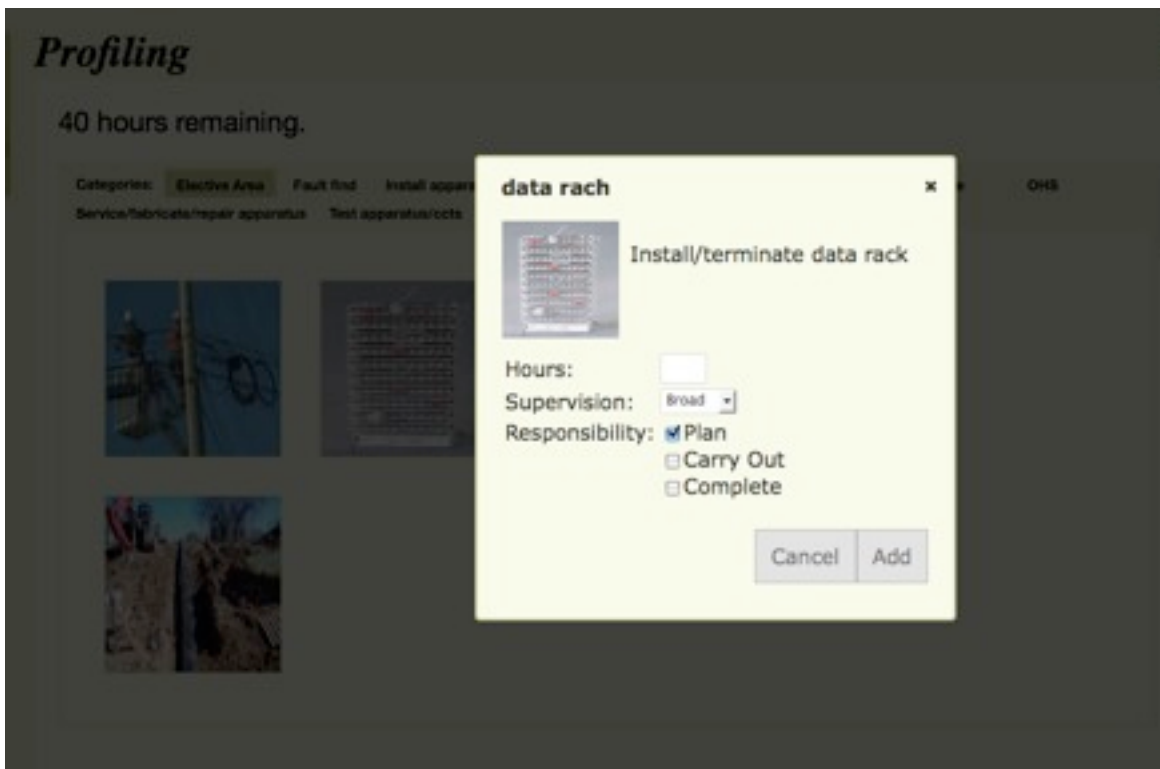
Beta warning: This software is in an early stage of development and may contain bugs. Double check that everything works as you go. Please report any bugs in L288.

40 hours remaining.

Categories: **Elective Area** Fault find Install apparatus Install support/protection Install/terminate LV cable Leave OHS

Service/fabricate/repair apparatus Test apparatus/tools

Weekly activity:
Drag your activities here.

























Once you have dragged an activity in to the weekly activity box you will be required to fill in this data box which will allow you to fill out the activity hours, how you were supervised and your responsibility. Once this is filled out you press add and it will look like it does below. Once you have completed all your activities you press done and your employer will have to approve your report.

Weekly activity:
Drag your activities here.

data rach
12 Hours; Broad Supervision; Plan Responsibility.  

Done

Date	Supervisor Approved	RTO Approved	Actions
Monday the 16th of February, 2009 - Sunday the 22nd of February, 2009	✓	✓	
Monday the 23rd of February, 2009 - Sunday the 1st of March, 2009	✓	✓	
Monday the 2nd of March, 2009 - Sunday the 8th of March, 2009	✓	✓	
Monday the 9th of March, 2009 - Sunday the 15th of March, 2009	✓	✓	
Monday the 16th of March, 2009 - Sunday the 22nd of March, 2009	✓	✓	
Monday the 23rd of March, 2009 - Sunday the 29th of March, 2009	✓	✓	
Monday the 30th of March, 2009 - Sunday the 5th of April, 2009	✓	✓	
Monday the 6th of April, 2009 - Sunday the 12th of April, 2009	✓	✓	
Monday the 13th of April, 2009 - Sunday the 19th of April, 2009	✓	✓	
Monday the 20th of April, 2009 - Sunday the 26th of April, 2009	✓	✓	
Monday the 27th of April, 2009 - Sunday the 3rd of May, 2009	✓	✓	
Monday the 4th of May, 2009 - Sunday the 10th of May, 2009	✓	✓	
Monday the 11th of May, 2009 - Sunday the 17th of May, 2009	✓	✓	
Monday the 18th of May, 2009 - Sunday the 24th of May, 2009	✓	✓	
Monday the 25th of May, 2009 - Sunday the 31st of May, 2009	✓	✓	
Monday the 1st of June, 2009 - Sunday the 7th of June, 2009	✓	✓	
Monday the 15th of June, 2009 - Sunday the 21st of June, 2009	✓	✓	
Monday the 8th of June, 2009 - Sunday the 14th of June, 2009	✓	✓	
Monday the 22nd of June, 2009 - Sunday the 28th of June, 2009	✓	✓	
Monday the 24th of May, 2010 - Sunday the 30th of May, 2010	✗	✗	
Monday the 17th of May, 2010 - Sunday the 23rd of May, 2010	✗	✗	
Monday the 10th of May, 2010 - Sunday the 16th of May, 2010	✗	✗	

Above is what your report screen will look like. The red crosses indicate activity reports that you have submitted that are yet to be approved by your supervisor or RTO.

Training Packages

Training packages are sets of nationally endorsed standards and qualification for recognising and assessing people's skills. Training Packages do not describe how an individual should be trained. Teachers and trainers develop the learning strategies based on the needs, capabilities and circumstances of the learner.

Transition to a new training package

Training packages/curricula are regularly reviewed and revised to ensure that they meet current industry needs. It is a requirement under the AQTF to ensure that steps are taken to manage the transition to new or reviewed Training Packages within 12 months of their publication. If a new training package is introduced during your apprenticeship, you may be required to transition to this new training package, which will require a new training plan.

Contacts

Additional information on wages, employer incentives, and training packages are available.

The Department of Education, Training and the Arts (DETA) will advise and give information on any student enquiry/issue.

Contact: 1800 639 629

Australian Apprenticeship Centres

Australian Apprenticeship Centres process incentives and register training contacts with DETA and give advice. These organisations are usually the first point of contact for students and employer queries.

Contact: 1800 639 629

Wageline

Wageline assists students (employee's) with information on awards and conditions.

Contact: 1300 369 945

Apprenticeships Info

Provides free advice, referrals and support to all Queenslanders about apprenticeships, traineeships and training options.

Contact: 1800 210 210

<http://www.apprenticeshipsinfo.qld.gov.au/>