

Learn YOUR way with us



BSB20120

**Certificate II in
Workplace Skills**



BSB30120

**Certificate III
in Business**



CHC50125

**Diploma
of Early
Childhood
Education
& Care**



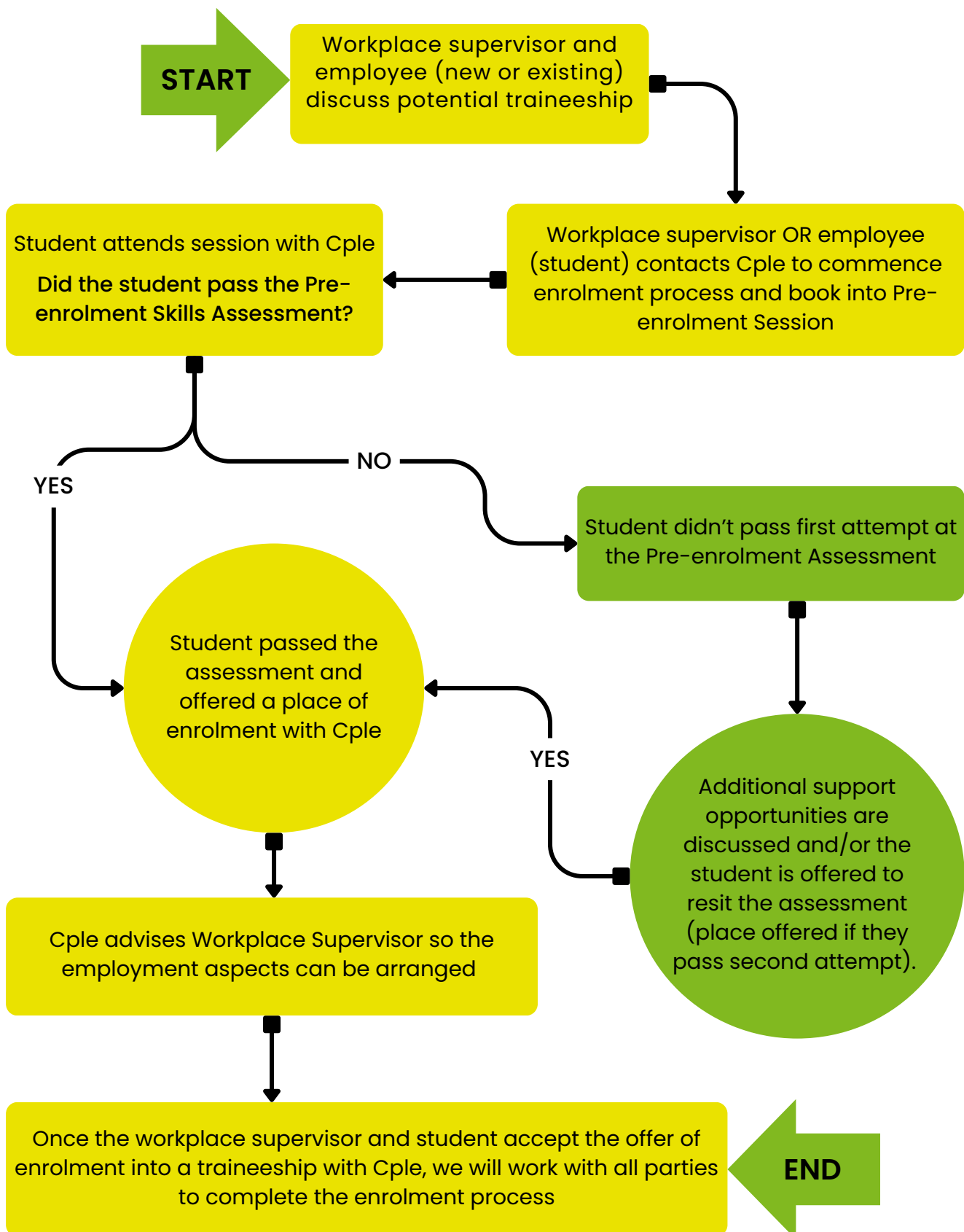
CHC30121

**Certificate
III in Early
Childhood
Education
& Care**



Cple Traineeship Enrolment Process

NOTE: The Pre-enrolment Skills Assessment is a compliance requirement for ALL students enrolling with ALL RTOs. It allows the RTO to identify what supports a student may need.





Traineeship

Employer 'To-Do' List

Tasks	Tick once completed
Is my staff member on (or going to be on) a permanent part-time or full-time contract?	
Is my staff member 15 years or older?	
Do they (or will they) work a minimum of 15 hours a week (if enrolling in a Certificate III or Diploma) or 11 hours per week (if enrolling in a Certificate II)?	
Are they permanent residents or eligible visa holders? Click the link below to confirm if their visa is eligible. https://www.act.gov.au/skills/students/australian-apprenticeships/eligible-visa-holders	
Contact Cple to organise for employee to attend a Pre-enrolment Session.	
Receive notification from Cple that my employee has met the eligibility criteria for enrolment/traineeship funding	
Organise the trainee sign up with an Australian Apprenticeships Support Network Provider (notify Cple of sign-up date – must be notified as soon as possible)	
Notify Cple of the following: <ul style="list-style-type: none">• Employee's employment commencement date (if new employee)• Date you would like them to commence qualification (if existing employee)	

Contact Cple if you have any questions or need any assistance to complete the enrolment process:

 (02) 6293 6220
 admin@cple.com.au

Important Information

Trainee's must be employed between:

- 11 to 20 hours a week for a Certificate II
- 15 to 20 hours a week for a Certificate III.
- Traineeships refers to User Choice funding. The student only pays an enrolment fee and the Government funds the rest.
- This funding can be used for Certificate II, Certificate III and Diploma qualifications as long as they are on the ACT Skills Needs List.
- There are certain eligibility requirements for this funding. Please check with Cple to confirm if your employee is eligible for this funding



*User Choice funding refers to Australian Apprenticeships, including traineeships, and is funded by the ACT and Australian Governments.

Traineeship

STUDENT 'To-Do' List

Tasks	Tick once completed
Access your USI Number OR create a USI number if you do not already have one https://www.usi.gov.au/students/get-a-usi	
Complete the Enrolment Form via VETenrol – this will be emailed to you by Cple <i>NOTE: You will need access to the following documents to upload when completing the online enrolment.</i> Citizenship / Permanent Residency You must provide ONE of the following: (include both sides of the ID) <ul style="list-style-type: none">• Citizenship / Permanent Residency• Australian birth certificate (include both sides of the ID)• Australian Passport New Zealand passport holder who has been a resident in Australia for more than 6 months.• Eligible visa approved by Skills Canberra (Need a copy of the International Passport)• Nationalisation Certificate (include both sides of the ID) Green Medicare Card (include both sides of the ID)• NewStart Card Proof of Age over 15 Years You must provide ONE of the following: (include both sides of the ID) <ul style="list-style-type: none">• Australian Passport• Australian Drivers licence (include both sides of the ID)• Australian Proof of Age Card (include both sides of the ID)	
Confirm your days of employment AND notify Cple: <ul style="list-style-type: none">• You will need to speak to your school/college regarding which two days you are able to work.• You should then discuss these days with your workplace manager to ensure it suits the workplace as well.• Once you have confirmed your days of employment, notify Cple of these days.	
Confirm the start date for your employment and notify Cple: <ul style="list-style-type: none">• To allow enough time for the traineeship sign up processes, it's recommended you allow 4-6 weeks between the Pre-enrolment Session, and your employment start date.	
Ensure you have access to a laptop/portable device that has Microsoft Word and Google Chrome installed <ul style="list-style-type: none">• This is a requirement of all Cple courses.	

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Your path.

Your pace.

Your potential.



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