



## Personal Assistant / Receptionist / Administrator Traineeship

*Certificate III In Property Services (Agency) CPP30207*

A traineeship enables receptionists, personal assistants and administrators to be trained in the workplace to national standards. The training is a combination of formal off-job classes through the Real Estate Training College (RETC) and on-the-job training at your place of work through mentoring and coaching. The traineeship operates generally for a minimum of 6 months and a maximum of 12 months with a 6 week probation period.

### **BENEFIT TO EMPLOYER:**

The office may be eligible for government incentives up to \$4,000.  
The office builds the skills of their administration staff.

### **BENEFIT TO TRAINEE:**

The cost of the formal training is significantly reduced through a government subsidy.  
A trainee will undertake off-the-job training throughout the traineeship and receive a nationally recognised Certificate III in Property Services (Agency) upon completion of the contract period.

### **EMPLOYERS NEED TO:**

Select a trainee who they wish to employ.  
Contact an Australian Apprenticeship Centre (AAC) to determine eligibility of trainee for incentives and arrange a meeting between the AAC, trainee and yourself to sign the contract of training.  
(Ring the Real Estate Training College on 8410 4990 for AAC contact people for your area).  
Contact the Real Estate Training College to arrange a training plan for the new trainee.

### **TRAINEES NEED TO:**

Seek out an employer who will engage them as a trainee.  
Attend a meeting with the AAC and their new employer to sign the contract of training.  
Contact the Real Estate Training College to arrange a training plan/program.

Please contact the Real Estate Training College to discuss any aspect of the traineeship program on 8410 4990.