

## Traineeships in Employment Services

### Employment Services Level 4 (CHC41115 Certificate IV in Employment Services)

Betterlink Business Consultancy & Training Services Group is a Registered Training Organisation providing training services to clients in Australia and overseas. (Provider number 51769)

Our expertise is in the delivery of innovative and relevant training in employment services, career development, leadership, management and human resources.

We now have the opportunity to offer a *Certificate IV in Employment Services (CHC41115)* via a traineeship to newly appointed employees funded through Jobs and Skills WA and subsidised by the WA Department of Training and Workforce Development, along with traineeships for existing workers.

Legislated mandatory fees are payable for this program. The typical generic course overleaf has a fee\* of \$2,486.25 for new workers and \$4,429.35 for existing worker trainees in 2024.

(\*Note: the student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees).

Trainees are eligible to receive up to 50% of the qualification through skills recognition.

### Why Traineeships & Why Use Betterlink Group?

- ☑ Traineeships offer a supported & flexible pathway to the Employment Services qualification and with financial incentives available to the employer they can be a **financially positive** training alternative.
- ☑ Training staff gives you the benefit of investing in employees you know and trust, increasing their confidence, productivity and performance leading to better engagement with clients and improvement in key outcome areas.
- ☑ Staff achieve a nationally recognised qualification demonstrating to clients and stakeholders that you ensure that staff are qualified and professional in their roles.
- ☑ Our model utilises work-based activities and real-world examples in the workplace as much as possible instead of large amounts of theoretical assignments.
- ☑ We provide flexible training and assessment arrangements minimising the impact training can have on day to day operations. We undertake site visits to observe, coach and mentor groups and individuals on the job and can travel far and wide to do so.
- ☑ Our trainers and assessors have over 20 years 'hands on' experience in the industry and as we are a WA based organisation we are easily contactable and understand the local labour market.
- ☑ We are dedicated to the growth and development of individuals, teams and organisations providing ongoing support to assist you to achieve your career goals.

## What Does the Qualification Cover?

The Certificate IV in Employment Services consists of fourteen units of competency, nine compulsory and five electives. A typical course includes the following units.

### Compulsory Units

CHCCCS016:	Respond to client needs
CHCCOM02:	Use communication to build relationships
CHCDIV001:	Work with diverse people
CHCECD001:	Analyse & apply information that supports employment & career development
CHCECD002:	Deliver and monitor contracted employment services
CHCECD003:	Promote job seekers to employers
CHCECD006:	Develop and monitor employment plans
CHCLEG001:	Work legally and ethically
CHCPRP001:	Develop and maintain networks and collaborative partnerships

### Elective Units

CHCECD008:	Deliver services consistent with a career development framework
CHCECD009:	Conduct career guidance interviews
CHCECD010:	Provide support to people in career transition
CHCADV001:	Facilitate the interests and rights of clients
CHCCCS004:	Assess co-existing needs

### Typical Elective Units for the Disability Sector

CHCDIS007:	Facilitate the empowerment of people with a disability
CHCECD007:	Maximise participation in work by people with disability
CHCECD005:	Deliver employment services to employers
CHCADV001:	Facilitate the interests and rights of clients
CHCCCS004:	Assess co-existing needs

## Conditions

1. Participants must be at least 15 years of age and be an Australian resident or hold an appropriate visa.
2. Employers must demonstrate that they have adequate supervision & training capacity to meaningfully engage the apprentice/trainee.
3. Trainees may be a new employee of any age above 15 years.

For the purpose of a traineeship, **a new employee or prospective employee is an employee who has a less than 3 months full time equivalent employment relationship with their employer.**

The working relationship can be built up through full time, part time, casual employment, or engagement as a seasonal or contract worker.

***The eligibility of new workers to have their training funded depends on whether they meet the eligibility requirements of the programme and the prior qualifications they hold. This will be determined on a case by case basis by your local Apprenticeship office.***

## **There are also some potential financial benefits...**

Employers choosing to access traineeships and apprenticeship programs may be eligible to access federal and state government incentive payments for **new worker** traineeships.

### **1. Access to financial incentives from the Commonwealth**

Federal government incentives of up to **\$3,500** are available to reduce the cost of training for new full-time employees.

### **2. Access to financial incentives from the WA State Government**

State government incentives also exist in WA through the Employer Incentive Scheme and can be up to an additional **\$2,125** for a typical 12-month new worker traineeship at Certificate IV level.

**NOTE:** Conditions do apply concerning employer incentives so please contact your local Apprenticeship office to access further up to date information.

***For more information on employment services traineeships please contact Betterlink Group to discuss your requirements.***

**Phone:**  
**Email:**

**(08) 9353 3089**  
**[info@betterlinkgroup.edu.au](mailto:info@betterlinkgroup.edu.au)**

