

2024 Advanced Apprentice Guide to the Business in the Digital Age **Advanced Apprenticeship**

#EarnAndLearn



Advanced Apprenticeships



The journey so far...

With regional communities in Australia experiencing **significant skills shortages**, particularly as a result of the COVID-19 pandemic, the need for a pipeline of skilled workers is critical for future economic prosperity.

The Future of Work advanced apprenticeship program is a place-based program combining higher education with employment to support skills development and upskilling that is **tailored to the needs of regional businesses**.

Skills in business and technology are increasingly needed across a range of industries to support businesses to grow and evolve in a more uncertain environment.

Business and technology skills have been identified as a priority, with the Federal Government estimating that **87% of jobs across all sectors in Australia require digital literacy, with data and digital skills the fastest growing emerging skills**.

To support this, a Business in the Digital Age Advanced Apprenticeship has been **designed specifically for the Future of Work Program's target regions** with the input of local businesses and industry stakeholders to address local skills shortages.

What is an advanced apprenticeship?

For the purposes of the Future of Work Program, an advanced apprentice is a person that is enrolled in a higher education course with a registered education provider and has an employment contract with a registered employer. This structure enables you to **earn and learn** at the same time.



University Experience

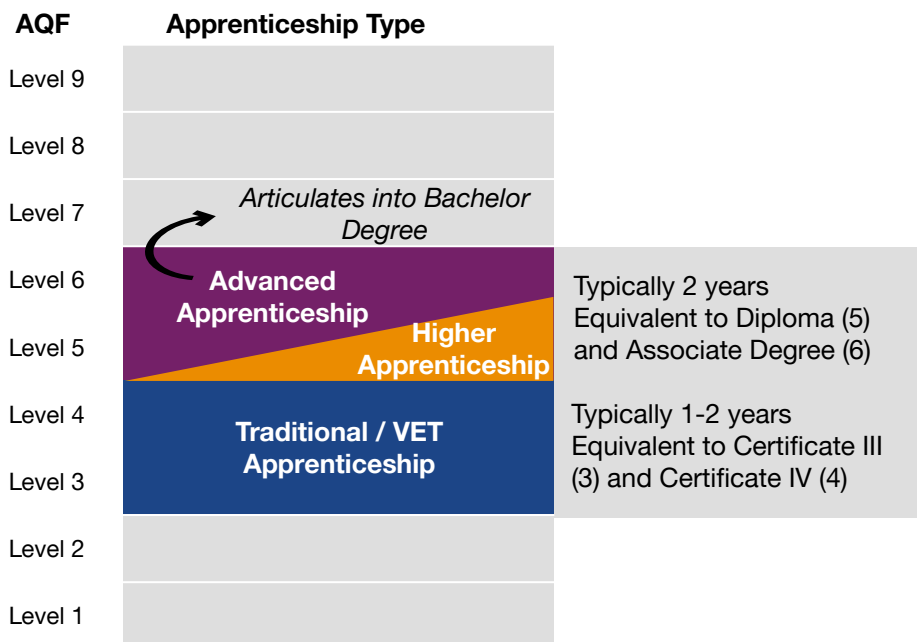
The higher education course is at the Diploma level, with the option to articulate into a Bachelor level qualification.



Employment Experience

Like the traditional apprenticeship model, you will undertake a significant portion of learning in the workplace on-the-job.

The advanced apprenticeship model enables new employees to pursue alternative pathways into employment, and allows existing employees to upskill and retrain to meet changing job role needs.



What are the benefits for me?

Earn an income and gain industry experience whilst studying a university qualification

Opportunity to upskill in your role and focus on career progression

Subsidised higher education opportunity in your local community

What would this look like for me?

You will gain a unique and differentiated opportunity to your peers in traditional higher education courses. As an advanced apprentice you will spend most of your time learning in the workplace and working closely with a mentor and university staff member who will support you to complete tasks that are aligned to your role and your business' needs. This on-the-job learning will credit towards your qualification. You will also spend a portion of your time off-the-job undertaking institutional learning, such as face-to-face training in the region and participating in online tutorials.

Business / IT Professional (Business in the Digital Age Advanced Apprenticeship)

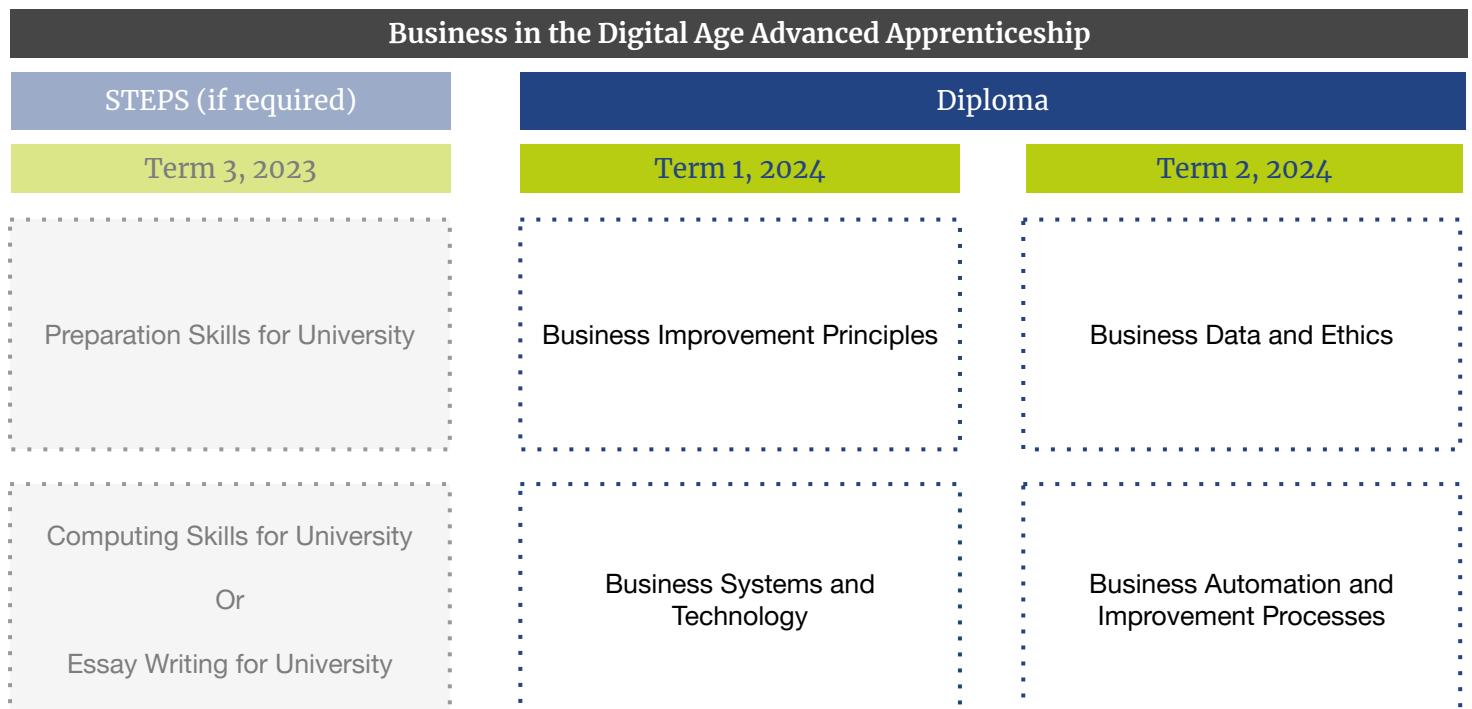
With the input and support of regional industry stakeholders and local businesses, CQUniversity has designed a one-year Diploma of Business in the Digital Age to be delivered as an advanced apprenticeship in Mackay and the Bowen Basin in Queensland, the Upper Hunter Region in New South Wales and the Pilbara and Goldfields regions in Western Australia. The course is designed specifically for these regions to respond to local skill needs and shortages.

What will I learn during my advanced apprenticeship?

During your advanced apprenticeship, you will learn key business and IT skills and foundational knowledge for your role in industry and to support your career progression. Each unit will focus on key study areas such as business improvement, systems and technology, data and ethics and automation, to enable you to develop the skills and knowledge required to progress in your career and move into more senior job roles, such as managerial and leadership positions.

The diagram below outlines the Diploma units* to be delivered across the two terms of the program. Advanced apprentices who feel they would benefit from a refresh on the skills that will help them be successful in their studies can complete two STEPS units in the Term prior.

The four units that make up the Diploma of Business in the Digital Age will be delivered across two terms in a block model. Each unit is valued at 12 credit points. The block model allows you to focus on the two units you are studying each term and reinforces the concepts you learn in the practical environment. For further information on each of the units, please refer to the Course Structure and Content Document.



For the 2024 cohort, the Diploma of Business in the Digital Age will be delivered over Term 1 and Term 2 2024. Students who wish to undertake STEPS units can do so in Term 3 2023.

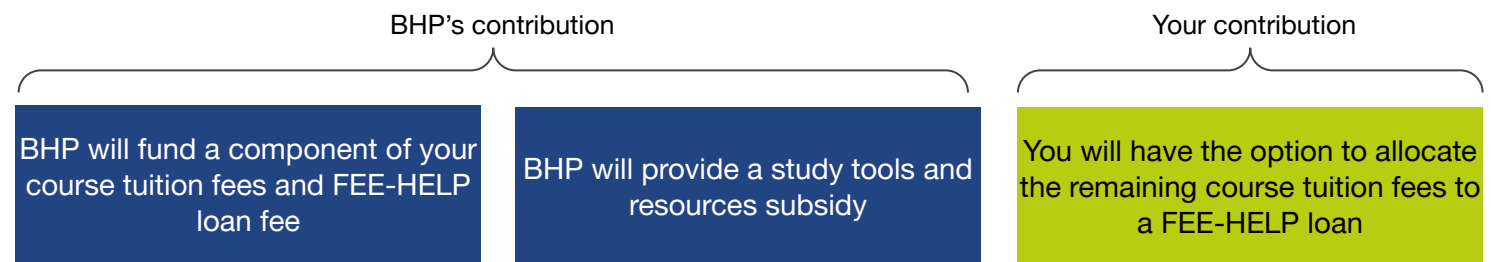
*Please note that course unit names are subject to change.

What support is available to me?

As your participation in the program will include your employment with a business, you will be paid a wage. This will be determined by your employer at the time of you signing your employment contract. At a minimum, this should be the minimum wage in alignment with the [National Employment Standards](#) and any relevant awards.

You will receive funding from the Future of Work Program for a component of your course tuition fees. You will have the option to allocate the remaining course tuition fees to a [FEE-HELP loan](#), which you will begin to pay back through the tax system once you earn above the compulsory repayment threshold (\$51,550 for the 2023 - 2024 income year). For more information, visit [this link](#). For those who have a FEE-HELP loan, BHP will fund the 20% loan fee.

Further information on funding and course costs will be available over the coming months.



Additional support services available to you

A **dedicated CQUniversity staff member** and a **workplace mentor** will frequently engage with you and will support you to undertake on-the-job and off-the-job work tasks and assessments

If you require **study tools and resources** (including wifi, laptop, textbooks) to participate in the program, you will have the opportunity to apply for funding to support this

You will have access to **university support services and staff** (for example, student learning support) as well as access to **on-the-ground facilities** in the region for off-site training and study

Future pathways

What are my options after completing my advanced apprenticeship?

Industry and job role opportunities

The program is designed to enable advanced apprentices to build a stable foundation of core business and IT skills in their role across key areas such as business improvement, business systems and technology, data and ethics and automation. Advanced apprentices will also have the opportunity to continue to build further knowledge and skills on top of this foundation as the program progresses. This will support and enable **career development and progression with your current employer** or enable you to **upskill or reskill to be able to move across job roles and industries**.

Further higher education

Advanced apprentices who complete the one-year program and wish to continue their higher education journey will have the option to articulate into the recommended **three-year degree program** - a **Bachelor of Business** (management major with start-ups and entrepreneurship minor / master of business management minor). The degree will include content that builds on the previous year and provides the option for advanced apprentices to select more elective units based on their interests and unique career pathways.

University Enrolment

What are the entry requirements?

Entry requirements for the course are designed to be flexible to ensure the program is accessible to a range of cohorts and individuals, including recent school leavers, mature aged workers, unemployed individuals as well as existing employees or new entrants to the workforce. However, advanced apprentices who were not born in Australia, Canada, New Zealand, the United Kingdom, Ireland, South Africa or the United States of America will be required to demonstrate their English language proficiency before they can be accepted into the course. Due to the flexible entry requirements, the following factors may be considered for students who apply to undertake the Diploma of Business in the Digital Age as part of the Future of Work Program:

- Work or volunteering experience
- Post-secondary or tertiary courses undertaken
- Post-secondary university entrance tests, bridging or enabling courses
- Year 12 completion and results.

If I don't meet the entry requirements, what are my options?

Advanced apprentices who do not meet the entry requirements or feel they would benefit from a refresh on the skills that will help them be successful in their studies have the option to undertake two units from the Skills for Tertiary Education Preparatory Studies (STEPS) during the term prior to commencing the Diploma. These units include: Preparation Skills for University, Computing Skills for University, and/or Essay Writing for University. Following successful completion of two STEPS units, advanced apprentices can apply for direct entry into the Diploma of Business in the Digital Age.

To be eligible for STEPS, advanced apprentices must be an Australian citizen or permanent resident, reside in Australia, and be 18 years of age or older.

Your Employment

What are employers looking for?

The program has been co-designed with industry and local employers. In alignment with this, local employers involved in the program are seeking new and/or existing employees to upskill or retrain within their businesses to support their business needs, career development goals, and to provide pathways for progression, ultimately supporting employee satisfaction and retention in the region.



I am an existing employee, what do I need to know?

If you are an existing employee of a participating employer in the program, you will continue to be employed in your role for the duration of the program. Your employer is investing in your growth and development to enable you to perform in your current role and to support your career progression.

I am a new entrant to the industry or a new employee, what do I need to know?

Employers may wish to use the Advanced Apprenticeship program as a way to fill skills gaps and/or grow their business. If you are not currently an employee of a participating employer in the program, you may find a business looking to bring on an Advanced Apprentices and participate in the employer's typical recruitment process prior to being accepted into the program.

Business in the Digital Age Advanced Apprenticeship

Below is an example of on-the-job and off-the-job training when participating in the program. It is noted that this is only an example, and will vary depending on your employer's needs and schedule. More information will be provided during the onboarding process.

On-the-job training

- Apply customer-centric and business improvement principles to problems that arise in the workplace
- Utilise relevant written and verbal communication skills for day-to-day communication in the workplace
- Demonstrate an understanding of ethical data management processes, considering the collection and usage of data in the workplace when undertaking day-to-day tasks
- Identify and understand applications of automation and use this to improve current business processes
- Leverage an understanding of cyber security awareness to support key business technology platforms used in the workplace

Off-site university training

- Online workshops focused on core unit content, for example business improvement principles
- Completion of self-directed learning activities and formative assessments



How to apply and next steps

Application and onboarding process

Where and when to apply

The 2024 cohort for the Business in the Digital Age Advanced Apprenticeship is planned to commence in Term 1, 2024 with the STEPS program commencing in Term 3, 2023 for those who do not meet the direct entry requirements or feel they would benefit from completing STEPS units. The advanced apprentice [expression of interest form](#) is live and can be accessed via the program's website.

The advanced apprentice application and recruitment process

In order to participate in the Future of Work Program and receive funding, advanced apprentices will need to complete the application form that includes a series of questions and a short essay to support the program team and CQUniversity through the application phase.

Once you are onboarded, what are the next steps?

You will be allocated a supervisor to:

- Supervise, mentor, and provide feedback on your work throughout the duration of the program
- Work with CQUniversity to ensure you are progressing through the course and participating in training on a weekly basis

On-the-job training

- You will be provided with the relevant facilities and range of work as per the training plan
- You will be allocated appropriate time and be released to complete your off-the-job university training throughout the duration of the program
- Regularly check in with your supervisor and CQUniversity to evaluate training progress

Visit the Future of Work Program website at www.regionalfutureofwork.com or email applications@regionalfutureofwork.com for more information.



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About the Future of Work Partnership

BHP and the Australian Government Department of Education have created the Future of Work Program to deliver 1,000 skills development opportunities in regional Australia. BHP is investing up to \$30 million in target regions in Queensland, Western Australia, New South Wales and South Australia.

This program is designed to help regional Australians and businesses prepare for the future, and support local efforts to overcome challenges brought by COVID-19.

To build a successful, adaptable and resilient workforce for the future, a strong focus on development and adaptation of education and training courses is required. These efforts must be focused on enhancing people's learning experiences, creating opportunities for unemployed people to gain employment, and to upskill existing employees to be better prepared for the challenges of the future.

To find out more please visit www.regionalfutureofwork.com or email applications@regionalfutureofwork.com.

