

2024 *Employer 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 training 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 an 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 an advanced apprentice to **earn and learn** at the same time.



University Experience

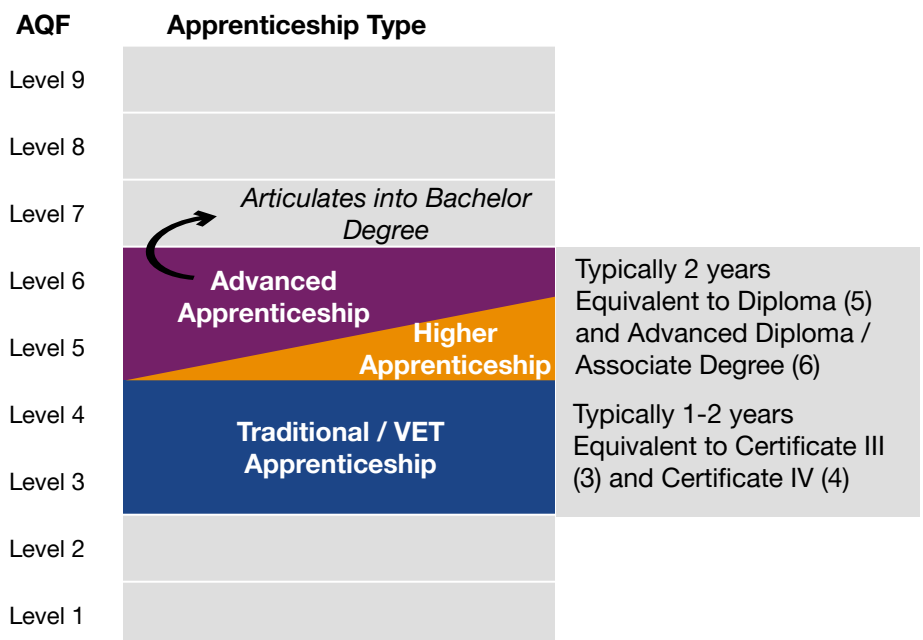
The higher education course is at the Diploma level, with the option to articulate into a Bachelor level qualification.



Employment Experience

Like the traditional apprenticeship model, advanced apprentices undertake a significant portion of their 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 my business?

Strengthen your talent pipeline with access to workers with the right skills

Opportunity to upskill current employees and support their career progression

Lead community growth and regional economic development

How could this work in my business?

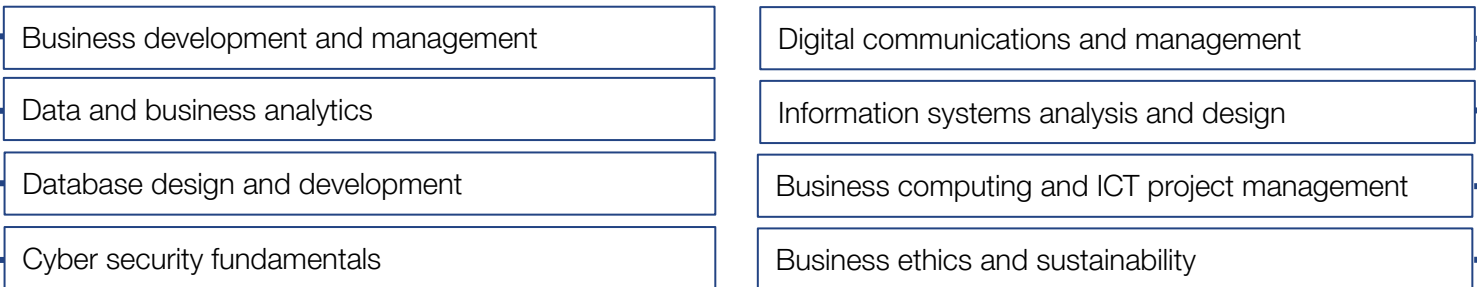
Your advanced apprentice will undertake some online and/or offsite training with the university. This training will be designed to provide key skills and foundational knowledge critical to their Diploma. However, your advanced apprentice will spend the majority of their time in the workplace undertaking workplace tasks that will credit towards their qualification. The university will work with you to ensure these tasks are aligned to your business needs and will support you and the advanced apprentice to complete these tasks.

What's being co-designed?

Business in the Digital Age Advanced Apprenticeship - a course for Business and IT Professionals

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 the Bowen Basin and Mackay regions 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 my advanced apprentice learn?

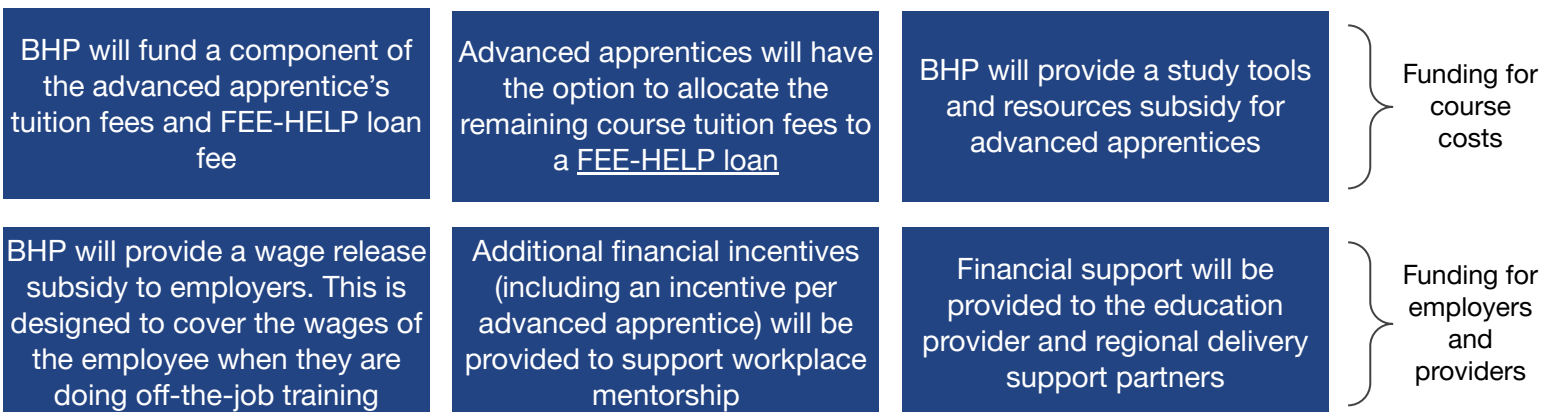


The skills and knowledge that your advanced apprentice will gain will have a number of benefits for your business. See the next page for more detail on the unique benefits the program offers.

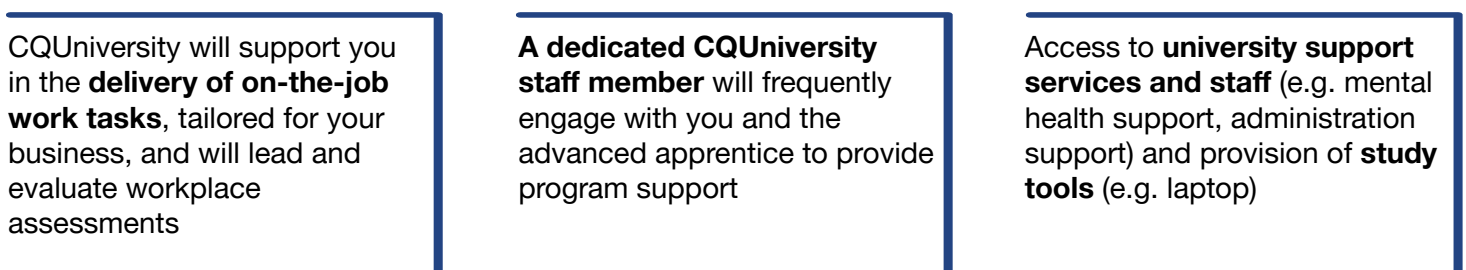
What support is available to my business?

Financial support for your business

BHP will provide funding for the course costs and to support employers and advanced apprentices in the delivery of the program. Your business will receive a study release wage subsidy for some or all of the time your advanced apprentice is not at work. This includes the costs to your business for block study release and any days/hours per week for online study release. An overview of the different funding buckets is available below, and a more detailed breakdown of the costs and funding will be provided in due course.



Support services available for you and your advanced apprentice



Benefits to your business

How will the program benefit my business?

Build and grow your workforce on-the-job

The program enables you to invest in your current and future workforces through a work-integrated learning model, meaning your employees will not have to leave the workplace for the majority of their learning. In this way, on-the-job work tasks and assessments will contribute to the course requirements and will enable your employees to deliver value to your business from day one.

Support workforce growth, attraction and retention in your business

Offering new and existing employees the opportunity to upskill or retrain within your business will support career development goals, provide pathways for progression and ultimately support employee satisfaction and retention. The course will be structured in a way that enables course content and delivery to be tailored to meet the needs of your business, supporting your employees to best support your business growth objectives.

Recruit new employees or upskill existing employees within your business

Advanced apprenticeships can be a pathway to recruit new employees for your business or can be undertaken by existing employees within your business seeking to upskill or retrain. They are a great opportunity for you to future proof your business to meet new and emerging business demands and to ensure talent is retained.

Advanced apprentices complete a higher education qualification and gain new skills that can be used in your business

In contrast with traditional apprenticeships, advanced apprenticeships include Diploma (AQF 5) qualifications that articulate into a Bachelor's Degree (AQF level 7). These higher education qualifications are delivered by higher education providers, including CQUniversity. Your advanced apprentice will be able to implement those skills in your business to drive new ways of working and business growth.

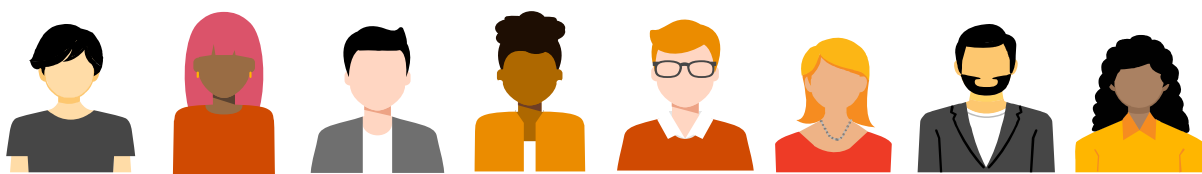


The program is accessible to people of all demographics, backgrounds and life experiences

Advanced apprenticeships are accessible to a range of cohorts providing flexibility for your business in who you take on or nominate to participate in the program. This includes recent school leavers, mature aged workers, LGBTQI+ individuals, and unemployed individuals looking to enter the industry, as well as existing employees seeking to upskill or move into new job roles. A number of wrap-around support services will be available to prepare advanced apprentices for the program and to support them throughout the duration of the program.

Off-the-job learning is flexible and can work around your business needs

Off-the-job training does not have to include a specific day per week spent on campus. It can be delivered in a way and place that suits your advanced apprentice, your business, and the university, enabling your advanced apprentice to learn the new knowledge, skills and behaviours required. The style and timing of the off-the-job training is varied - it can be a block of time at the beginning of a Term, or in line with workplace shifts. This is to be confirmed with CQUniversity in alignment with the training plan.



Your responsibilities as an employer

What are your responsibilities in the program?

On-the-job training

Employers participating in the program are required to support the provision of on-the-job works tasks and assessments with the support and guidance from a Central Queensland University staff member. The course curriculum is designed to provide flexibility and tailored tasks and assessments based on individual business needs and resources.

Advanced apprentice recruitment

For an advanced apprentice to be a part of the program, they are required to be employed by an employer. The advanced apprentice may already be employed with your business or may be new to your business. If you take on a new advanced apprentice into your business, you are required to follow the relevant recruitment or hiring process and appropriately integrate them into your business.

Payments and entitlements

Responsibilities are the same as to existing employees. This includes provision of general employment entitlements such as sick leave, annual leave, superannuation etc. Depending on the relevant Award, you may be required to provide uniforms and equipment. You can find out more by contacting Fair Work.

Workplace health and safety

Under the Australian Workplace Health and Safety law, your workplace is required to provide a safe place for all workers, free from verbal, physical, sexual and racial abuse. Instructions regarding workplace health and safety must be provided to the advanced apprentice and they are required to follow these instructions. More information on workplace health and safety can be found at [WorkSafe QLD](#), [WorkSafe WA](#) and [SafeWork NSW](#).



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 Skills for Tertiary Education Preparatory Studies (STEPS) program commencing in Term 3, 2023 for advanced apprentices who do not meet the direct entry requirements or would like some additional support before commencing their studies. The [expression of interest form](#) is live and can be accessed via the program's website.

The employer onboarding process

In order to participate in the Future of Work Program and receive funding, employers will enter into a program agreement with BHP. This agreement will outline the key responsibilities and obligations of both the employer and BHP. Additionally, employers will work with CQUniversity to confirm the training plan for their advanced apprentice.

The advanced apprentice recruitment process

Most Advanced Apprentices are likely to be existing employees within a business, however, there is the option for businesses to recruit new employees and have them participate in the Advanced Apprenticeship program.

If you wish to recruit an Advanced Apprentice into your business, the Future of Work Program Team can support with marketing materials and promotion via social media. Employers are to all follow a standard recruitment process (e.g. CV review, interview, offer/acceptance).

Once you are onboarded, what are the next steps?

Nominate a supervisor to:

- Supervise, mentor, and provide feedback on their work throughout the duration of the program
- Work with CQUniversity to ensure the advanced apprentice is making reasonable progress and is completing their training on a weekly basis

On-the-job training

- Provide the facilities and range of work as per the training plan
- Allocate appropriate time and release the advanced apprentice to complete their off-the-job university training throughout the duration of the program
- Regularly check in with the advanced apprentice 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.

#GrowYourWorkforceOnTheJob

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.

