



Traineeship Program

Information for Employers & Trainees

Congratulations on deciding to employ or become a budding florist through the Pearsons School of Floristry (PSF) traineeship program.

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1 What is a traineeship?

A traineeship is similar to an apprenticeship. A trainee is employed under a training agreement, and undertakes a combination of workplace and classroom-based training.

Pearsons School of Floristry (PSF) is an approved provider of floristry traineeships. On the fast-track PSF traineeship program, the trainee attends **Pearsons Commercial Design Certificate** classes one day per week for 36 weeks, and completes **Workplace Assessment** portfolios involving collecting evidence of competency in the workplace (see Section 6 for Training Program Summary).

Upon completion of the PSF traineeship program, the trainee receives the nationally recognised **Certificate III in Floristry** (WRF30104).

For employers, the benefits of employing a trainee include government funding and cost-effective staff recruitment and retention – details in Sections 2 & 3.

2 Overview of government funding & eligibility criteria

Employers and trainees may be eligible for two types of government funding:

Federal Government Funding: \$4,000

This funding is payable to the EMPLOYER for supporting a trainee through their traineeship program. To be eligible, the trainee must not have any prior qualifications in any field obtained in the past 7 years.

The \$4,000 is payable in two amounts:

- \$1,500 payable three months after commencement of traineeship program
- \$2,500 on completion of Certificate III (WRF30104)

To complete the Pearsons program, the student must successfully complete all course components AND Workplace Assessment.

NSW State Government Funding: \$3,000

The NSW State Government funding is paid in instalments to the training provider (Pearsons School of Floristry). The majority of this money is paid on completion of Certificate III. Only new employees (full time employed for less than 3 months or part time employed for less than 12 months) are eligible for the NSW State Government funding and there are other terms and conditions. Trainees who are eligible for this funding can pay **reduced course fees** – see Section 11, Enrolment Form & Payment Options – and contact PSF for fee details.

Are you eligible for funding?

This is assessed by an Australian Apprenticeship Centre.

For more information on funding available to support employers and trainees, please contact your local Apprenticeship Centre.

Find your local Apprenticeship Centre by visiting this website:

www.australianapprenticeships.gov.au

3 How does a PSF traineeship benefit the employer?

For employers, a PSF traineeship is a **cost-effective** way to recruit and train staff.

The key benefit is that you are developing a **highly skilled** and **motivated** trainee as part of your floristry team.

PSF's training program is a **fast-tracked**, one-year training program, building your trainee's skills faster – so they can take on more responsibility in the workplace – and saving you 36 day's wages (compared the standard 2 year/72 day program at other institutions).

Government funding of up to **\$4,000** is available as an incentive to employers, trainees can be paid a **traineeship wage** and if the trainee is a new employee you may be rebated for their payroll tax.

Wages: The employer is obliged to pay the trainee for the hours they work and for their one day per week in the classroom (a total of 36 classroom days on the fast-track PSF program).

Trainees can be paid a **traineeship wage**. As of October 2008, the Retail Shop Assistant training award hourly wage can vary from \$5.05 to \$13.18, depending on the number of years out of school and skill level of the individual. Contact the Department of Industrial Relations for current traineeship award wages:

Tel 131 628, web www.industrialrelations.nsw.gov.au

Materials: The **cost of flowers and other materials is included** in the PSF course fees. (With the exception of the final assessment day at the end of the course when students are required to source their own materials; we recommend a budget of \$100 wholesale.)

4 How does a PSF traineeship benefit the trainee?

Pearsons School of Floristry offers budding florists a unique fast-tracked opportunity to gain employment and paid training leading to a nationally recognised qualification.

As a PSF trainee, you will:

- Fast-track the classroom component of the Certificate III course (Pearsons Commercial Design Certificate) to just one day per week, for 36 weeks, so you are qualified faster.
- Learn from the experts; PSF only teach floristry and as part of Pearsons Florist, we have 40 years experience running 10 Sydney stores. All of our trainers are industry-active and qualified florists.
- Learn in a fun and supportive environment; PSF is a small private training college with excellent pastoral care and support to help all students to achieve their goals.
- Participate in our Enrichment Program including demonstrations, student competitions, grower visits, e-newsletter and industry events.
- Have the support of an employer who is committed to helping you through your training.

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As a trainee you may be eligible for savings such as concessions on transport.

5 Why choose Pearsons School of Floristry for your training program

Experience in the floristry industry

Pearsons School of Floristry is a private training provider accredited to deliver training for Certificate III in Floristry (WRF30104).

As part of Pearsons Florist, we have 40 years experience gained running 10 stunning retail outlets throughout Sydney. We enjoy sharing our experience and industry knowledge with the next generation of florists, who benefit hugely from being 'inside the industry' from the moment they enter the classroom.

Our passion

Part of the magic of the Pearsons School of Floristry lies with the breadth of knowledge and passion of our trainers and support team. We love floristry – in fact it's all we do!

Some of our team have owned their own floristry business, others have been working in cutting-edge stores internationally, some are currently working with innovative floral designers around Sydney, and all are hand-picked by Pearsons because of their industry knowledge and skills.

We are a small team offering excellent pastoral care and support to help all students to achieve their goals. Find out more about our trainers and support team at

<http://www.pearsonsschool.com.au/AboutUs/SchoolTeam.aspx>

Training excellence

We have developed a **unique fast-tracked training program**, taking all elements of Certificate II and Certificate III in just one year (instead of the standard 2 years) and we focus on developing work-ready florists. Read the course information pack on **Pearsons Commercial Design Certificate** for full detail on the classroom component of the training program.

In addition to our classroom training, all students are encouraged participate in our free Enrichment Program to really expand their industry knowledge. Activities include funeral director and grower visits, demonstrations, student competitions and more.

Awards

In 2002, PSF were recognised by the NSW Department for Education & Training for their commitment to quality training and were awarded two major training awards; **Retail Training Provider of the Year** and **Small Training Provider of the Year**. We are proud to be finalists again in 2008.



6 Training Program Summary

Pearsons School of Floristry is a private training provider accredited to deliver training for **Certificate III in Floristry (WRF30104)**. PSF have developed a unique program, taking all elements of Certificate II and Certificate III and focusing on developing a work ready florist.

Fast-tracked classroom training – Pearsons Commercial Design Certificate

Trainees attend 36 Pearsons Commercial Design Certificate classes, one day per week, from 9am to 3pm. The classes are delivered in 4 modules of 9 weeks and a choice of study days is available. Delivering training in just 36 classes means the trainee can spend more time in the workplace. Read the course information pack on **Pearsons Commercial Design Certificate (PCDC)** for full details on the classroom component of our Certificate III training program.

Workplace assessment (WPA)

Trainees must complete Workplace Assessment for PSF to award Certificate III and for employers to obtain your Federal government funding. Trainees must prove their skills in the workplace by preparing two portfolios of work and completing workbooks for Certificate II and Certificate III.

It is critical that your trainee complete WPA in a timely manner for you to receive your final funding payment. We recommend you discuss their WPA portfolios after a trainee completes their first term. PSF receive minimal funding from the NSW State Government until this is completed.

Log books & assignments

Trainees are required to keep a log book throughout the course recording care tips for floristry stock and to build their floristry industry knowledge. Trainees are also required to complete assignments including seasonal market reports each term. It is recommended that students allow two hours per week for out of class study. This time should be used to complete class assignments, to revise practical designs and prepare for workshops.

Theory workshops

The PCDC training program includes 2 dedicated workshop days focusing on *Colour Theory* and *Retail & Marketing*.

Market visits

Trainees are required to visit the markets once each term and to prepare a seasonal market report.

Practical designs & assessments

Trainees are assessed throughout the year on the key practical skills. Designs included in the training program are listed in the **scheme of work** summary below.

Scheme of work - overview

Module 1 (weeks 1 – 9)

Practical designs: Gift wrapping, hand-tied posy, grouped posy, long stem bouquet, posy bowl & variations, wiring techniques & wired units. buttonhole, symmetrical bowl, hair circlet.

Theory, assignments & enrichment: Market excursion & seasonal market report, elements & principles of design, colour theory workshop, costing & pricing, flower and plant identification and conditioning methods, stock control & display procedures.

Workplace Assessment portfolio: Operate retail equipment. Collect evidence of workplace practice and start to compile WPA portfolio.

Module 2 (weeks 10 – 18)

Practical designs: Handtied funeral sheaf, open spray, foam wreath, presentation bouquet, corsage & variations, laurel chaplet, wired tribute, casket spray and vase design.

Theory, assignments & enrichment: Shop procedures; answering the phone, taking orders & arranging deliveries, talking to funeral customers. Flower and plant identification and conditioning methods. Funeral director excursion & funeral design assignment. Market excursion & seasonal market report.

Workplace Assessment portfolio: Communication in the workplace. Apply point of sale handling procedures. Collect evidence of workplace practice for WPA portfolio.

Module 3 (weeks 19 – 27)

Practical designs: Wedding posy/handtied, posy bouquet in foam holder, wired posy, cascade tied bouquet, single trail bouquet with foam holder, single trail bouquet fully wired, multiple trail bouquet with wired natural stems, pew end tied, pew end foam.

Theory, assignments & enrichment: Market visit & seasonal report, wedding exhibition. Shop procedures - bridal consultations, bridal designs, styles and pricing. Retail & Marketing workshop.

Workplace Assessment portfolio: Work effectively in a retail environment. Collect evidence of workplace practice for WPA portfolio.

Module 4 (weeks 28 – 36)

Practical designs: Formal linear asymmetrical bowl, horizontal bowl, handtied practice, parallel arrangement, custom designs on chicken wire & willow, formal linear handtied, large scale design.

Theory, assignments & enrichment: Growers visit, presentation to class, end of year major display & exhibition. Market excursion & seasonal market report. Minimising theft, create a display for a small business.

Workplace Assessment portfolio: Balance the register, sell products & services, provide service to floristry customers. Collect evidence of workplace practice for WPA portfolio.

7 Getting Started - How to set up a traineeship

For employers

- **Find the right trainee**

Existing staff members may be eligible to become trainees. To find a new staff member, you can advertise in the local paper or put a sign in your shop window. Your local high school careers advisor may be able to put you in touch with potential trainees, or contact PSF –we will advertise your position on our online Job page for free.

- **Contact an Apprenticeship Centre**

Contact your local centre (see Section 12, Contacts & Useful Links). They will explain the process, financial incentives and eligibility criteria in detail, and assist with preparing a training contract and lodging your application.

- **Talk to Pearsons School of Floristry**

Once your trainee is registered through the Apprenticeship Centre, they can enrol on the course. PSF will conduct a short interview with the trainee to answer any questions and go through the terms and conditions. Course fee payment is required before the trainee commences training.

For trainees

- **Find employment**

Approach your local florists and talk to them about traineeships. You can pass on a copy of this information pack to potential employers (or call PSF to request a pack be sent). Contact PSF or look at our online Job page – we sometimes know of employers looking for trainees.

- **Contact an Apprenticeship Centre**

Contact your local centre (see Section 12, Contacts & Useful Links). They will explain the process, financial incentives and eligibility criteria in detail, and assist with preparing a training contract and lodging your application.

- **Enrol on the course**

Once you are registered through the Apprenticeship Centre, you must enrol on the course. PSF will conduct a short interview to answer any questions and go through the terms and conditions. Course fee payment is required before you commence training. (See Section 11 - Enrolment Form and Payment Options).

8 Supporting the Trainee

PSF's traineeship program is a three-way partnership between the employer, the trainee and the school. To support the trainee through the training program and to give them the best chance of successfully completing Certificate III in Floristry (WRF30104), all three parties need to be aware of their obligations:

Employer's obligations

- To pay the trainee for their hours of work, plus day of study (min 21 hours per week)
- To facilitate learning by supporting & encouraging the trainee
- To supervise the trainee's completion of the Workplace Assessment portfolio

Trainee's obligations

- To attend all classes and to advise PSF and the employer if they plan to miss a class (eg due to illness)
- To complete all classwork, practical assessments and assignments
- To complete the Workplace Assessment portfolio in a timely manner
- To participate in Enrichment Program events, excursions etc
- To communicate with the employer and keep them updated on progress in the classroom

Pearsons School of Floristry's obligations

- To deliver high quality training to the trainee
- To support & encourage the trainee to develop their floristry skills
- To monitor the trainee's progress and communicate progress to the trainee and employer (eg end of module reports)
- To contact the employer if the trainee misses a class due to illness or otherwise (as this is considered a working day)

9 What if... Frequently Asked Questions

What if the employer & trainee want to change the day of study?

PSF can offer flexibility and will allow the trainee to transfer classes, subject to availability. This must be done in writing and with notice.

What if a trainee misses classes?

The trainee can organise to attend at another time, subject to availability, if one week's notice is given. If not, they may have to purchase additional flowers for another make-up class. (see PSF Terms and Conditions for more details).

If a trainee misses a few classes, PSF will attempt to contact them and the employer to discuss any issues. A student that is sick on a class day may be entitled to sick pay.

What happens if the trainee leaves their employment?

You are obligated to contact the Apprenticeship Centre and PSF to inform them of the termination of employment.

The trainee can either withdraw from the course with an accredited Statement of Attainment for the components completed to date or continue with PSF as a full fee paying student.

What if a trainee does not complete all classroom assessments, assignments and Work Place Assessment?

PSF will follow-up with the student, and if appropriate, their employer to discuss any issues.

NB: The employer will not receive your final funding payment until all work is completed.

What if the trainee is concerned about their progress?

Contact the Student Support officer – we are here to help you to succeed.

What should the employer do if she is unhappy with the progress of the trainee?

Please contact our Commercial Course Manager to discuss any issues.

What happens if PSF are concerned about the progress of the trainee?

With the consent of the student, we will contact the employer to discuss any issues.

What if the employer trainee wish to discontinue the traineeship?

You will need to inform your Apprenticeship Centre and PSF. If the trainee wishes to continue training at PSF they will become a Full Fee paying Student.

10 Enrolment & Payment Options

Enrolment

To secure your place on the course we require a deposit of \$750. Please contact the school for a deposit & enrolment form. This will outline terms and conditions, and payment options. The trainee will be asked to attend a short informal enrolment interview to run through the enrolment form and to answer any questions you may have.

Payment options

You can choose to pay your fees **up-front** or to spread the fees over **4 instalments**, before the start of each term. Trainees who are eligible for state funding can pay reduced fees; trainees who are not eligible for state funding are required to pay full fees.

For detail on course fees and enrolment call 9550 7755 or email school@pearsonsfiorist.com.au

11 PSF Contacts

Pearsons School of Floristry

School Administration

Unit 6, 7-29 Bridge Road
Stanmore NSW 2048

Ph: (02) 9550 7755

Fax: (02) 9550 7703

Email: school@pearsonsflorest.com.au

Web: www.pearsonsschool.com.au

Darlinghurst Classrooms

50 Oxford Street

Darlinghurst NSW 2010

Registered training organisation number: 90454

ABN: 60 093 843 406

National training information service ID number: 326718

School Director – Barbara Pollak

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Mobile: 0417 360 666

Email: barbarap@pearsonsflorest.com.au

Course Manager – Debra Dwyer

Phone: (02) 9550 7708

Email: debrad@pearsonsflorest.com.au

Student Support – Emma Fernandez

Phone: (02) 9550 7709

Email: trainer@pearsonsflorest.com.au

Sales & Administration – Clarissa Esposito

Phone: (02) 9550 7755

Email: school@pearsonsflorest.com.au

Useful links

Australian Apprenticeships Centres

See Australian Apprenticeships website to find a centre near you

<http://www.australianapprenticeships.gov.au/>

Department of Industrial Relations

Tel 131628, www.industrialrelations.nsw.gov.au

NSW Department for Education & Training

Tel 13 28 11, <http://apprenticeship.det.nsw.edu.au/fe.htm>