

## **2024 – SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS**

### **WHAT IS A School based Apprenticeship or Traineeships (SATs)?**

- available to Years 10-12 students (Flexi Pathways Timetable)
- complete their school subject timetable
- attend paid work with an employer
- and
- enrol-complete a Certificate 3 qualification
- (linked to work tasks and industry - subsidised by User Choice Funding)

Visit Department of Employment Small Business and Training (DESBT)

<https://desbt.qld.gov.au/training/apprentices/sats>

### **HOW DOES A SAT CONTRACT WORK?**

#### **DURATION**

- approx. 13-24 months (depending on the industry area).

#### **PAID WORK ROSTER**

(a minimum 7.5 hours per week per 12 months of your SAT contract)

Visit: <https://www.qld.gov.au/education/apprenticeships/school-based/requirements/working-hours>

Example, one day per week plus outside school hours (weekends, school holidays)

Wednesday supports our flexi pathways students:

miss less class time therefore minimal homework after their SAT work day.

#### **Businesses may require other work release times:**

individual student timetable reviewed, suggested alternate days to business, prior to work experience trial with employer.

#### **VOCATIONAL THEORY TRAINING:**

completed online and or face to face with your training provider and trainer

every 3-4 weeks, plus

workplace observations

one competency unit at a time.

Training providers may include Aurora Training Institute, Australian Retail College (First Impressions Resources), CTA Training, First Choice College, TAFE Qld and others.

### **WHERE TO FIND THESE VACANCIES?**

**Student school email inbox:** check midweek + weekends. *Read email content and attachments.*

**If you wish to apply:**

check for parent-carer permission and follow the application instructions

**If you do not wish to apply:** delete the email

### **Apprentice - Trainee Job Boards (SATs or Full Time)**

Apprenticeship Central <https://www.apprenticeshipcentral.com.au/>

Busy at Work <https://www.busyatwork.com.au/apprenticeships-traineeships/>

MAS Experience <https://masexperience.com.au/for-job-seekers/>

MEGT Apprenticeships <https://www.megt.com.au/about-us/services/career-hub-apprentices-and-trainees>

## **Registered training organisation (RTO) vacancy information**

Aurora Training Institute (weekly updates to schools and their website)

<https://aurora.edu.au/programs/school-based-traineeships-and-apprenticeships/>

Australian Retail College (First Impressions Retail College)

<https://fir.edu.au/students/qld-school-aged-students/>

City Venue Management (e.g., Miami or Helensvale Aquatic Centres + other brands)

<https://careers.cityvenuemanagement.com.au/>

CTA Training Specialists

<https://clubtraining.com.au/hireme/>

Career Training Institute of Australia (CTIA) (Hospitality and Tourism training)

Email: [training@ctia.edu.au](mailto:training@ctia.edu.au) Web: [www.ctia.edu.au](http://www.ctia.edu.au)

Event Cinemas <https://www.evt.com/job-ads/event-cinemas-jobs/>

(annual school-based trainee programs + casual vacancies)

First Choice College

<https://fcc.edu.au/school-based-traineeship-jobs-board/>

G8 Education (for childcare industry school based traineeships)

<https://careers.g8education.edu.au/jobs/school-based-trainee-educator>

KFC School-based Traineeships

<https://applynow.net.au/jobs/SBT01-school-based-traineeships>

McDonalds School-based Traineeships

<https://careers.mcdonalds.com.au/>

Murray Mallee Training (for Reece Group - Bathroom, Plumbing, Irrigation, Civil Construction)

<https://careers.reece.com/au/work-that-matters/school-based-traineeships>

Village Roadshow Theme Parks (annual school-based trainee recruitment term 3)

<https://careers.villageroadshow.com.au/en/listing/>

## **HOW TO APPLY**

### **Create a current Resume (TEMPLATE following)**

Highlight individual skills, abilities, sport, creative arts, STEM or extra-curricular activities

Align these to the job tasks, industry, workplace offering the vacancy.

How can you demonstrate team work, active listening, basic use of tools or technology?

### **Refer sample next 2 pages**

Copy and Paste into a new Microsoft Word Document

Update for each individual application

Save your Resume to your computer or cloud storage as a Word Doc and PDF.

### **Visit the business website: find out more about where you may be working and training**

read their home page, about us, career section, marketing or news photos

this may help you in interview with the employer

### **Go to the Online Link to apply**

Some businesses will direct applicants to a recruitment online application form.

Read and follow those prompts.

Have a copy of your current Resume document or PDF ready to upload when prompted.

### **Sending an email expression of interest (EOI)**

Applicants may need to send an email to a business manager, human resources or department supervisor with their Resume or other documents attached.

Read the vacancy, confirm the email address you need to send your EOI and documents to.

Create a new email addressed to that email contact.

Subject line: type your full name, year level, school, EOI, business name and vacancy.

Example, Hugh Ryan Year 11 EOI SAT Cert 3 Business Event Cinemas Pacific Fair.

*If you are applying for more than one vacancy advertised by the same RTO or Employer:*

Example Email Subject line

John Sparrow Year 10 EOI SAT Cert 3 Business Various from Aurora list

Attach your current Resume PDF and other documents requested in the vacancy.

#### **Main email:**

Share a paragraph about you, what makes you a suitable applicant, your school supported release day (Wednesdays plus outside school hours) PLUS

any items of note about the business or how your interests link that industry.

Example

you might play AFL, buy your sport gear from the Footlocker store you are applying to.

Lastly, include if you have parent or carer support to apply: include their names and contact details.

Finish the email with thanks, your contact details in your Resume.

Complete a final spell check of your email then send.

#### **WHAT NEXT?**

- Application with Resume received by recruiting person or RTO contact
- phone or in person interview
- if successful in first interview, then referral to employer for interview
- possible work experience (sampling-volunteer) trial
- thereafter contacted by RTO or employer to offer school-based apprentice traineeship sign up and commencement.

#### **Industry Liaison (ILO) Office**

Initial contact for schoolbased apprentice-traineeships, casual employment, VET courses or programs.

Contact email - [rskra1@eq.edu.au](mailto:rskra1@eq.edu.au)

#### **Appointments:**

Informal student chats during meal breaks

Email queries with reply to parents, students, community

Designated ILO appointments with student and parents arranged pending family availability and ILO calendar during school terms

Communication regarding your ILO office contact is shared to the student, parent-carer, and-or, relevant training provider, SAT employer, school managers and support teams;

This way, our senior school and student support services teams, can suggest pathways, programs and support to see your senior student apply and progress positively in their individual Secondary Education and Training Plan (SET Plan).

Wishing you all every success in your senior studies and timetable options.

*Rachel*

Rachel Skrabanich  
Industry Liaison Officer  
Merrimac SHS

# Rachel Smith

Mobile: 0123 456 789 | rachelsmith@email.com

*(Tip: Name, mobile number and email address are essential. Current address could be included especially if you live nearby. Ensure that it is clearly displayed)*

## Career Objective

I am a reliable hard-working Year 11 student seeking casual or part-time customer service work in a sports retail environment. Having played soccer for nine years and a keen all-round sports enthusiast, I am looking to contribute knowledge and proven communications skills.

*(Tip: A career objective isn't essential, but it's useful if you don't have much experience and can convey enthusiasm and motivation. Briefly summarise any work you have done, your strengths and relevant expertise and state how you aim to apply this to your career goal. Adjust the statement to reflect the role you are applying for.)*

## Availability

Mon – Fri: 4.30pm – 10.00pm    Sat – Sun: 8.00am – 11.00pm    (up to 20 hours per week)

*(Tip: When looking for part-time casual work, it can be a good idea to include availability. If you're a student, clearly state the maximum number of hours you are able to work per week.)*

## Key Skills

- Customer service ability demonstrated when working efficiently in soccer club canteen
- Numeracy skills for cash handling tasks proven by achieving good results for mathematics subjects
- Highly developed communication skills shown by receiving positive feedback from supervisors after completing work experience
- Strong ability to work as part of a team developed through participating in soccer since the age of eight
- Demonstrated organisation skills as a result handing all assignments in on time
- Able to take responsibility and solve problems proven through umpiring and coaching.

*(Tip: Include 5-9 key skills as bullet points that you like using and that are relevant to the role. When applying for advertised roles, match to any criteria listed in the advertisement. Use action words such as 'demonstrated' or 'highly developed' and then provide information about when, where and how you've used the skill through your studies, work experience, volunteering, sporting activities, etc.)*

## Education

**Merrimac State High School – Gold Coast Qld 4218 – 07 5595 8666**

**Year 11 - 2023**

- Subjects include: Maths, English, Business Management, VET studies in Sport and Recreation.

*(Tip: List your most recent education qualifications first including any relevant university degrees and certificates. Professional development such as short training courses, workshops, licences, forms of accreditation, and other training can be included but is usually a separate heading.)*

## Work Experience

October 2020 – March 2021

**Park Hill Soccer Club Canteen**                      **Customer service (volunteer)**

- Served customers
- Handled cash including operating of cash register.

June 2019 – February 2020

**Argo Newsagency**                                      **Newspaper deliverer**

- Delivered weekend newspapers to houses.

*(Tip: Focus on most recent work experience first. Include your job title, organisation name and dates. Years and months can be included. Include responsibilities and achievements for each role.)*

## Leadership Roles

2020 – current

**Assistant Coach for junior players**              **Park Hill Soccer Club**

2019 – current

**Soccer umpire for under 14 team**              **Park Hill Soccer Club**

*(Tip: Include any volunteering, community participation or leaderships roles.)*

## Interests/Hobbies

- Played soccer since the age of eight
- Keen spectator of soccer, football and cricket.

*(Tip: Including a section on interests can be useful if it's relevant and active. Only include those interests which are relevant to the job you are applying for or those which demonstrate your proactive or positive traits.)*

## Referees

John Charles

Coach

Hill Park Soccer Club

0789 123 456

[John\\_charles@hillpark.edu](mailto:John_charles@hillpark.edu)

Wendy Stevens

Year 11 Coordinator

Hill Park Secondary College

\*School contact phone

*(Tip: If you decide to include referee contacts, notify the referee and indicate the type of roles that you will be applying for. You may also want to provide them with a copy of your resume. You can also simply write 'Available on request'.)*