

## **2023 – SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS**

These opportunities are available to Years 10-12 students to

- ✓ complete their school timetable,
- ✓ paid work with an employer and a
- ✓ Certificate 3 qualification linked to their work tasks and industry (subsidised by User Choice Funding)

For more information, visit Department of Employment Small Business and Training (DESBT) <https://desbt.qld.gov.au/training/apprentices/sats>

### **SCHOOL SUPPORTED RELEASE INFORMATION**

A school-based apprentice or trainee is required to work 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>

This is approximately one day per week plus additional times outside school hours (e.g. weekends, school holidays)

Currently our generic school supported release day is Wednesday.

However, individual student SAT release is reviewed by school administration alongside student timetable and pathways plans; then communicated to the student, parent, employer and training organisation between expression of interest, application and SAT interview.

### **WHERE DO STUDENTS FIND THESE VACANCIES**

#### **Student school email inboxes:**

Students are encouraged to check their school email mid-week and week end as this Inbox storage capacity is less than a personal email account.

If students do not regularly check and update their inbox, their limit will be reached and no new emails will be received into your student school inbox.

Once you have read the email content and attachments:

**If you wish to apply:**

discuss with your parent-carer for permission and follow the application instructions

**If you do not wish to apply:**

delete the email

#### **Apprentice Trainee Job Boards and RTO Vacancies:**

Go to the Merrimac SHS SATs webpage

<https://merrimacshs.eq.edu.au/support-and-resources/student-services-and-support-programs/school-based-apprenticeships>

Click on the [link](#) under the following subheading

**Apprentice Trainee Job Boards and Registered Training Organisation (RTO) Vacancies.**

This will take you to that resource and information document. Thank you.

## **HOW STUDENTS APPLY FOR SATS OR SIMILAR TRAINING OR EMPLOYMENT**

### **Create a current Resume**

Highlight individual skills, abilities, sport, creative arts, STEM or other extra-curricular activities and interests that may align with the job tasks, industry, workplace offering the SAT opportunity.

This may demonstrate team work, active listening, use of various tools or technology that students have learned on campus or in the community.

Refer sample Resume following 2 pages.

Copy and Paste this into a new Microsoft Word Document

Update for each individual application

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

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

Visit the employer website to see photos and find out a little more about where you are applying to work and train.

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

Some businesses will direct applicants to their online application form.

Read and follow those prompts.

Also, be ready to upload a copy of your Resume as a PDF where indicated.

### **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 to confirm the email address you need to send your EOI and other application documents to. Create a new email addressed to that email contact.

In the subject line, type your full name, year level, school, EOI then type the name of business and vacancy. For example, Mark Daniel Year 11 EOI SAT Cert 3 Business Event Cinemas Pacific Fair.

If you are applying for more than one vacancy advertised by the training provider or business, please type your Email Subject line like 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.

In the main email, type a summary paragraph about you, what makes you a suitable applicant, your school supported release day (Wednesdays plus outside school hours) and any items of note about the business or how your interests link that industry. For example, you might play AFL and 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. Do a final spell check of your email then send.

# 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 handling 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'.)*