School-based traineeship Recruitment and Referral Service

School-based traineeship application form
2019-2020

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| **Section 1 – Student information** |
| Applicant details |
| First name |  | Surname |  |
| Middle name |  | Gender |  |
| Date of birth |  | Email |  |
| Home phone |  | Mobile |  |
| Address |  |
| Suburb |  | Postcode |  |
| Parent/guardian details |
| First name |  | Surname |  |
| Relationship |  |  |  |
| Home phone |  | Mobile |  |
| Address |  |
| Suburb |  | Postcode |  |
| Email |  |  |  |
| Vocational Education and Training (VET) Coordinator details |
| First name |  | Surname |  |
| School name |  |
| Address |  |
| Suburb |  | Postcode |  |
| Work |  | Mobile |  |
| Email |  |

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| **Section 2 – School recommendations** |
| VET Coordinator recommendation |
| Please provide two recommendations (one from your VET Coordinator and the other from a current teacher). Please ask them to complete the sections below. |
| 1. Will the student be working towards their Western Australian Certificate of Education (WACE) in Year 11 and 12?
 | [ ]  Yes [ ]  No |
| 1. Will the school be able to release the student for two days per week on a Thursday and Friday?

If no, what two days will the school release the student for the school-based traineeship? (please circle) | [ ]  Yes [ ]  No |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 1. Has the school-based traineeship been discussed with the student and parent/guardian in relation to how the SBT and school timetabling works in alignment to achieving their WACE requirements?
 | [ ]  Yes [ ]  No |
| 1. The VET Coordinator, the student and parent/guardian aware that they will be working during the school holidays?
 | [ ]  Yes [ ]  No |
| 1. The school understands that they have a ‘duty of care’ for the school-based trainee, being released for two days per week into a workplace. This extends out to the students attending occasional off the job training in work time
 | [ ]  Yes [ ]  No |
| 1. The school understands that the employer may negotiate for the school-based trainee to work additional hours only in the school holidays. The student will be paid for any additional hours. The school supports this with the schools ‘duty of care’ arrangement. The student will seek approval for such an arrangement from the school the parent/guardian and employer
 | [ ]  Yes [ ]  No |

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| Please provide your VET Coordinator recommendation of the students suitability for a school-based traineeship below. |
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| VET Coordinator name |  | Signature and Date: |  |

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| **Teacher recommendation**  |
| Please provi**de your Teacher recommendation** of the students suitability for a government administrative **school-**based traineeship below**.** |
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|  Teacher Name: |  | Signature:  |  |
| Subject taught to student:  |  | Date: |  |

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| **Section 3 - Student/parent declaration** |
| Student declaration |
| * I understand that there is no guarantee that I will successfully gain a school-based traineeship.
* I understand that a school-based traineeship runs for 18 months over 2019 -2020.
* I understand that I am required to work during school holidays. From time to time the employer may ask me to work additional hours only in the school holidays. I will need to seek approval from the school and my parent/guardian in an email to ensure that I am covered under the school’s “duty of care.” Additional hours will attract additional paid hours of work.
* I understand that I am responsible to attend any off the job training events related to the school-based traineeship. I will receive prior notification of such events from the Commission. I will ensure I communicate this with my employer, school and parent/guardian.
* I have completed this form in consultation with my parent/guardian and I certify that the above details are true and correct.
* I acknowledge that the information provided on this form will be kept private and used for the Public Sector Commission’s, Recruitment and Referral Service only.
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| Student name |  |
| Signature |  | Date |  |
| **Parent/Guardian declaration** |
| * I understand that if my child is successful in securing a school-based traineeship, they may need to attend occasional off the job training events. This will be off site from the school and employer and generally held at the Public Sector Commission, Dumas House 2 Havelock Street West Perth. I give permission for my son/daughter to attend these in relation to their school based traineeship.
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| Parent/guardian name |  |
| Signature |  | Date |  |

**Important student document check list (see Section 4 below).**

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| **Section 4 – Student document checklist** |
| Please include the following when you submit your completed application online. All listed documents below need to be attached in the online application in order to be considered. **Applications will open on** [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) on the **16 July 2018** and will **close 31 August 2018**. Type into the search bar: School - Based Traineeship in Government (Public Administration) 2019 - 2020  |
| Please ensure each of the following sections are completed within this SBT application form and ready to be attached online from 16 July 2018:* Section 1 – Student information
* Section 2 – School recommendations
* Section 3 – Student/parent declaration
* Section 4 – Student document checklist
 | [ ] [ ] [ ] [ ]  |
| * Current resume
 | [ ]  |
| * Year 10 report (Semester one) with OLNA results
 | [ ]  |
| * VISA documentation (please note this only required if you **are not** an Australian Citizen or permanent resident attached
 | [ ]  |

 **For any queries regarding this application please call 6552 8701 or email** **youth@psc.wa.gov.au**