School-based traineeship Recruitment and Referral Service

School-based traineeship 2019-2020

**Are you currently an Aboriginal and/or Torres Strait Islander currently in Year 10 and interested in applying for a school-based traineeship (SBT) in the Western Australian public sector while completing Year 11 and 12 in 2019-2020?**

On behalf of the WA public sector, the Public Sector Commission’s School-based traineeship Recruitment and Referral Service (SBTRRS) is seeking current Aboriginal and/or Torres Strait Islander, Year 10 students to apply for a SBT. Students can submit an application to be considered for a SBT from
6 Sept 2018.

The WA public sector is the largest employer in the State, with over 140 000 employees and has some of the most interesting career opportunities available. A list of agencies in the sector is available on [wa.gov.au](https://www.wa.gov.au/).

Successful Aboriginal students who meet the eligibility criteria will be registered in the SBTRRS database, which will be used to fill vacant SBT positions for a Certificate II in Government (Public Administration) that are available across the sector.

## Benefits to being employed as a SBT include:

* working within a public sector agency
* earning a trainee salary two days a week during school time
* points towards achieving your WA Certificate of Education (WACE)
* gaining experience and foundation knowledge of government administration
* achieving a nationally recognised qualification – Certificate II in Government (Public Administration)
* coordinated central support from the Commission, including off-the-job training, general advice to all stakeholders and graduation ceremonies
* potential ongoing public sector career opportunities after successfully completing secondary education, to a full time traineeship or an entry level 1 employment position.

# Eligibility criteria

You are eligible to apply for the SBT, Certificate II in Government (Public Administration) if you:

**are Aboriginal and or Torres Strait Islander**

* are an Australian citizen, or a permanent resident

Note: Certain Visa holders may be considered, however further eligibility criteria will need to be assessed by the Commission. Please contact the Commission directly to discuss on 6552 8813.

* are currently enrolled in Year 10 within a WA Secondary High School and commencing Year 11 in 2019
* are working towards WACE over Year 11 and Year 12
* have achieved a ‘C’ grade or higher in year 10 semester one for general English and general Mathematics subjects as a minimum.

# Supporting documentation

* two school recommendations must be completed. This is to assess that you are academically capable of undertaking a SBT. One recommendation must be completed by your school VET Coordinator and the other from one of your current subject teachers.

Note: The recommendation section is located within the ‘Student application form’. It is also available on the Commission’s [website](https://publicsector.wa.gov.au/workforce-and-diversity/employment/pathways-employment/traineeships-public-administration/school-based-traineeship-program) or via the Jobs WA Advertisement which will open on the 6 Sept 2018.

* provide your Year 10 semester one report, this must demonstrate your:
	+ Online Language Numeracy Assessment (OLNA) and
	+ minimum ‘C’ grade achievements for ‘general’ Mathematics and English

Note: This is a paid two days a week SBT. The release working days are traditionally on a Thursday and Friday.

# How to apply

If this interests you, talk to your school VET Coordinator and ensure that you meet the above criteria. If you are supported by your school and parent/guardian you can complete the ‘Student application form’ and be ready to upload the form along with your resume and other supporting documentation, the Commission will be accepting online applications only.

**Applications for registration will be advertised on** [**www.jobs.wa.gov.au**](http://www.jobs.wa.gov.au) **opening Wednesday 6 Sept 2018 and will close Wednesday the 19 Sept 2018 at 6pm**

You can locate the advertisement via keyword search:

2019/2020 Aboriginal Public Sector School Based Traineeship

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| **Contact us**For more information, contact the Commission’s Traineeship Coordinator on 6552 8701 or email youth@psc.wa.gov.au |