Public Sector, Certificate II in Government

School-based traineeship application form   
2020-2021

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section 2 – School recommendations | | | | | |
| **VET Coordinator recommendation** | | | | | |
| Please provide two recommendations (one from your VET Coordinator and the other from a current subject 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 are aware that the student will be working during the school holidays? | | | | Yes  No | |
| 1. The school understands that they have a ‘duty of care’ for the student to be released for two days per week into the workplace. This extends out to the student attending occasional off the job training in work time. | | | | Yes  No | |
| 1. The school understands that the employer may negotiate for the student 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 employing agency. | | | | Yes  No | |
| 1. The school endorses the student to complete a school-based traineeship with a WA public sector agency working towards a Certificate II in Government. | | | | Yes  No | |

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide VET Coordinator recommendation of the students suitability for a government administrative school-based traineeship below: | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| VET Coordinator name: |  | Signature and  date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Teacher recommendation | | | |
| Please provide **subject teacher recommendation** of the students suitability for a government administrative school-based traineeship below: | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| Teacher name: |  | Signature: |  |
| Subject taught to student: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Section 3 - Student/Parent/Guardian 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 2020 -2021. * I understand that I am required to work two days per week 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 and will be paid to attend any off the job training events related to the school-based traineeship. I will receive prior notification of such events from the Public Sector 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 only be used for the Public Sector Commission’s, Recruitment and Referral Service. Information may be shared with the Department of Training and Workforce Development (Apprenticeship Office), Australian Apprenticeship Support Network, Registered Training Organisation and the interviewing/employing agency. | | | |
| 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, 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. * Should my child be successful in securing a school-based traineeship I give permission for them, on the first day of employment, to attend the morning sign up information session at Dumas House and then to travel back with their supervisor to their employing agency for the rest of the day. This information will be communicated to all parties prior to the commencement date. | | | |
| Parent/guardian name: |  | | |
| Signature: |  | Date: |  |

**Important student document checklist (see Section 4 below).**

|  |  |
| --- | --- |
| 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 be open on** [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) and will **close 27 September 2019**. Type into the search bar: Public Sector School Based Traineeship 2020- 2021 | |
| Please ensure each of the following sections are completed within this SBT application form and ready to be attached to the online:   * 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) |  |
| * 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 8813 or email** [**youth@psc.wa.gov.au**](mailto:youth@psc.wa.gov.au)