



School based traineeship - Information for schools

Information to be provided to students by Vocational Education and Training Coordinators

Learning outcomes

- Perform public administration duties.
- Deliver a service to clients.
- Follow workplace safety procedures.
- Work in a team environment.
- Use a range of software, technology and office equipment.
- Work effectively in a diverse environment.
- Achieve foundation knowledge and skills in best public administration and governance practices.
- Earn a trainee wage paid by the employing agency.
- Complete a Certificate II in Government (Public Administration) PSP20116.

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Core units

PSPGEN001 Work in a public sector environment

This unit covers the skills required to work as a trainee or new employee in the public sector. It includes accessing and using legislation, guidelines and organisational information, working with a diverse range of people and investigating career options.

PSPGEN002 Use routine workplace communication techniques

This unit describes the skills required to apply communication techniques for interacting with internal and external clients in the workplace. It includes handling routine enquiries, following and relaying routine instructions and engaging in workplace discussions.

PSPGEN003 Deliver a service to clients

This unit outlines the skills required to provide service to clients within a prescribed framework. It includes matching client service to needs and delivering client service.

PSBWH201 Contribute to health and safety of self and others

This unit describes the skills and knowledge required to work in a manner that is healthy and safe in relation to self and others and to respond to emergency incidents. It covers following work health and safety and emergency procedures and instructions, implementing work health and safety requirements and participating in work health and safety consultative processes.

Elective units

Please note the elective units may vary, however this is a typical example of the units of competence a School based trainee in Government may work towards achieving. The Registered Training Organisation will assist you to select the most suitable elective units when they come out to do a training plan.

PSPGEN006 Handle workplace information

This unit describes the skills required to handle incoming and outgoing workplace information. It includes collecting, analysing and processing workplace information.

PSPGEN007 Use technology in the workplace

This unit describes the skills required to perform various applications of technology and their use to achieve work outcomes. It includes selecting, using and maintaining technology.

Applications for registration will be advertised on www.jobs.wa.gov.au between July and August.

What can I expect when I start a school based traineeship?

- To accept a school based traineeship offer from an agency, you will be required to sign a fixed-term contract for 18 months with the agency. You and your parents will be invited along with the employing agency to attend a half day sign up and information session to sign the contract. You and your employing agency will also sign a training contract with an Australian Apprenticeship Support Network.
- Your parent/guardian must sign a permission slip confirming they are aware you will travel back with your employing agency to commence in your workplace for the second half of the day. You will need to be prepared to make your own way home at the end of the day.

Responsibilities

- Ensure all assessment tasks are completed and submitted on or before the due date.
- Keep and maintain a detailed time sheet showing your hours and attendance.
- Induction days and off-the-job training days may also be held throughout the year for you to attend. These days are compulsory and are also considered paid days of employment.
- Wear smart, conservative clothing that is appropriate for an office environment
- Ask your supervisor for advice on what is appropriate casual dress to wear on free dress days.
- Abide by your agency's code of conduct.
- Apply yourself to your training and make the effort to learn the skills needed to complete the qualification.
- Always ask questions of your supervisor if you are not sure or do not understand.
- The Registered Training Organisation is there to assist you with what you need to complete towards the Certificate II in Government.



Roster and leave

- The school must agree to release you into the workplace for two days per week on the understanding that you will maintain your school subjects (consecutive days and Thursdays and Fridays are preferred).
- The remaining three days you will attend school while completing Years 11 and 12.
- You will work in the school holiday periods.
- If you wish to take leave you will need to get approval from your employing agency.
- Any annual or sick leave is unpaid as you are paid a loaded hourly rate.

Supervision

- You will be assigned a designated supervisor within the workplace.
- The Registered Training Organisation will visit the workplace and provide support services to you and your workplace supervisor.
- The Registered Training Organisation will assess you through observation, theory based discussions and evidence based work provided by you as well as feedback from your workplace supervisor.

Wages

You will be paid an hourly rate (this includes a 25% loading in lieu of leave entitlements). To view the current hourly rates of public sector school based trainees, please refer to the Department of Mines, Industry Regulation and Safety website, or ask your employing agency.

Registered Training Organisation

The Registered Training Organisation will visit your workplace within six weeks of your commencement of the school based traineeship to prepare a training plan for you to use to complete the Certificate II in Government. This plan will be prepared in consultation with you and your workplace supervisor to get you started working on your units of competence.

Termination

In the event you wish to terminate your school based traineeship, the matter will be reviewed by your agency supervisor and the school VET Coordinator. The Public Sector Commission may also provide assistance where required. You must submit a formal written letter of resignation to terminate your contract. Alternatively, you can contact the Apprenticeship Office at the Department of Training and Workforce Development on 13 19 54.

If termination of the traineeship agreement is initiated by your employer, appropriate action will be pursued in line with the Apprenticeship Office at the Department of Training and Workforce Development and the relevant industrial award or agreements.

Where a school based traineeship is terminated, you will automatically be de-registered. The employing agency must notify the Apprenticeship Office (13 19 54) and the Public Sector Commission within 14 days of your termination.



Graduation

Upon successful completion of the school based traineeship, a graduation ceremony will be held for you and other Year 12 students where you will be presented with your qualifications. The ceremony is usually held in October. If you have not completed all the requirements, you will be presented with a Certificate of Participation.

Career options on completion of the School- based traineeship

Upon the successful completion of the school based traineeship, you can:

- look to complete a full time, higher level traineeship (e.g. a Certificate III in Government)
- register to be placed into the Trainee Transition to Employment Recruitment and Referral Service pool for Level 1 positions
- accept an offer of employment from your agency
- accept a fixed-term or permanent Level 1 position
- apply for employment opportunities via jobs.wa.gov.au
- seek other employment or education opportunities.

Speak to your employing agency about the options they may be able to offer you. Alternatively contact us for further advice.