School Based Traineeship Program application form 2023-2024

# Section 1 – Student information

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| **Applicant details** |
| First name | Text field | Middle name | Text field |
| Surname  | Text field | Gender | [ ]  Male [ ]  Female[ ]  Another self-identity[ ]  Prefer not to say |
| Date of birth | Date field | Email | Text field |
| Home telephone | Text field | Mobile | Text field |
| Address | Text field |
| Suburb | Text field | Postcode | Text field |
| **Diversity information** |
| What is your country of origin? | Text field |
| Do you consider yourself to be Aboriginal or Torres Strait Islander? | [ ]  Yes [ ]  No |
| Are you a permanent resident or Australian or New Zealand citizen?  | [ ]  Yes [ ]  No |
| If you are **not** a permanent resident or Australian or New Zealand citizen you will need to provide your **visa** documentation to show you have working rights in Australia. Are you able to meet this criteria? (attach a copy) | [ ]  Yes [ ]  No |
| Do you consider yourself to have a disability, impairment or long term condition?  | [ ]  Yes [ ]  No |
| If you answered yes to the question above please provide details below if you require any work place adjustments.Text field |
| **Parent/guardian details** |
| First name | Text field | Surname | Text field |
| Relationship | Text field | Email | Text field |
| Home phone | Text field | Mobile | Text field |
| Address | Text field |
| Suburb | Text field | Postcode | Text field |

# Section 2 – School details and recommendations

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| **Vocational Education and Training (VET) coordinator details** |
| School name | Text field |
| First name | Text field | Surname | Text field |
| Address | Text field |
| Suburb | Text field | Postcode | Text field |
| Work Phone | Text field | Mobile | Text field |
| Email | Text field |

 **Please provide one recommendation from your VET coordinator and one from a current teacher, and ask them to complete the sections below.**

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| **VET coordinator recommendation** |
| Will the student be working towards their Western Australian Certificate of Education (WACE) in Years 11 and 12? | [ ]  Yes [ ]  No |
| Will the school be able to release the student for 2 days per week on a Thursday and Friday? | [ ]  Yes [ ]  No |
| If no, which 2 days of the week will the school release the student for the traineeship program?  |
| Text field |
| Has the traineeship program been discussed with the student and parent or guardian in relation to how the traineeship program and school timetabling works in alignment to achieving their WACE requirements? | [ ]  Yes [ ]  No |
| Are the VET coordinator, the student and parent or guardian aware that the student will be working during the school holidays? | [ ]  Yes [ ]  No |
| The school understands that they have a ‘duty of care’ for the trainee being released for 2 days per week into a workplace.  | [ ]  Yes [ ]  No |
| The school understands that during school holidays the employer may negotiate for the trainee to work additional hours. The student will be paid for any additional hours. The school supports this with the school’s ‘duty of care’ arrangement. The student will seek approval for such an arrangement from the school, the parent or guardian and employer. | [ ]  Yes [ ]  No |
| **Comments about suitability of student for the traineeship program** |
| Text field |
| VET coordinator | Text field | Date | Date field |
| Signature |  |

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| **Teacher recommendation** |
| **Comments about suitability of student for the traineeship program)** |
| Text field |
| Teacher | Text field | Date | Date field |
| Signature |  |
| **Principal endorsement** (Only required if the Year 10 student has not been issued their grades for first semester, or has an alternative pathway to complete their WACE) |
| The student is currently achieving a C grade for Mathematics.  | [ ]   |
| The student is currently achieving a C grade for English. | [ ]   |
| The student has achieved all of their Band 8, Year 9 NAPLAN requirements or their OLNA Category 3, or a combination of both. | [ ]   |
| **Comments about suitability of student for the traineeship program** |
| Text field |
| Date field | Text field | Date | Date field |
| Signature |  |

**By signing, you believe that the student has the capability to successfully complete the traineeship program.**

# Section 3 – Location preference

If you are successful for a traineeship, you will be required to travel to your employing agency’s office location.

Please select your top 3 potential locations you could travel to for your traineeship.

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| **Potential locations may include Perth CBD, East Perth, Cannington, Osborne Park, Midland, Fremantle, Welshpool, Karrakatta, Joondalup and Subiaco.**  |
|  | Text field |
|  | Text field |
|  | Text field |
| Please advise of any travel considerations, including any locations that you are unable to travel to, and it may be considered by employing agencies as part of your application. This may include any regional travel considerations.  |
| Text field |

# Section 4 - Declarations

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| **Student declaration** |
| [ ]  | I understand there is no guarantee that I will be provided a school based traineeship. |
| [ ]  | I understand the traineeship program runs for 18 months. |
| [ ]  | I understand there is no guarantee that I will be offered employment with the agency at the end of the traineeship program. |
| [ ]  | 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 or 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 for attending any training and events run by my employing agency.  |
| [ ]  | I have completed this form in consultation with my parent or 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 Employment and Referral Service. Information may be shared with the Department of Training and Workforce Development (Apprenticeship Office), Australian Apprenticeship Support Network, the registered training organisation and the interviewing/employing agency. |
| Student | Text field | Date | Text field |
| Signature |  |

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| **Parent or guardian declaration** |
| [ ]  | I understand that if my child is successful in securing a traineeship, they are required to adhere to the relevant employing agency’s employment conditions and requirements. |
| [ ]  | I understand that if my child is successful in securing a traineeship, they are required to travel to the employing agency’s office location. |
| [ ]  | I understand that if there are any concerns regarding my child during the traineeship program, I will contact the employing agency and VET coordinator to discuss the most appropriate steps. |
| Parent or Guardian | Text field | Date | Text field |
| Signature |  |

# Section 5 – Application checklist

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| **Please ensure each of the following sections of this form are completed:** |
| [ ]  | Section 1 – Student information |
| [ ]  | Section 2 – School details and recommendations |
| [ ]  | Section 3 – Location preference |
| [ ]  | Section 4 – Student/parent declaration |
| [ ]  | Section 5 – Student document checklist |
| **Please ensure each of the following items are attached:** |
| [ ]  | Current resume |
| [ ]  | Year 10 report (Semester one) with Year 9 Naplan, OLNA results or subject grades |
| [ ]  | Visa documentation (please note this is only required if you **are not** a permanent resident or Australian or New Zealand citizen) |
| [ ]  | Upload and attach this form, resume and Year 10 report when applying on Jobs WA |