

School Based Traineeships & Apprenticeships

Gaining an Apprenticeship or Traineeship is an offer of employment. Employers are always looking for the best candidate and will make an offer based upon your suitability and experience. The more suitable you are and the more experience, the more employable you become.

The best way to become employable is to undertake **work experience** and/or gain **pre-vocational skills and qualifications**. You gain industry knowledge and skills that help to make you an attractive candidate. We suggest you undertake work experience one day a week over several months to develop these skills. Remember to always keep a log book of the activities you undertake and ask the supervisor to sign it each day. Confirmation of these skills can be added to your Resumé, which should be updated regularly. Pre-vocational qualifications are Certificate I/II programs offered at TAFE one day a week to Years 11 and 12 students, and help you to gain important industry skills.

Steps to Gaining an Apprenticeship/Traineeship

1. Create a Resumé. Examples of Resumés and Cover Letters are available on the Student Common drive. If you already have a resumé, ensure its currency by regularly adding details such as new skills or qualifications gained. If you currently have part-time work, ask your supervisor/manager if he/she is willing to be a referee for you or for a written reference.
2. Email your Resumé to Ms Raven for feedback: (arave7@eq.edu.au).
3. When you are satisfied with the Resumé quality, begin approaching potential employers and/or Apprenticeship Centres. This involves a phone call to make face-to-face contact. Alternatively, make an appointment with the Senior Schooling Head of Department for further advice.
4. Most employers require a student to have completed a work experience placement, which can be organised for out-of-school hours. This broadens your network of employers and potential skill base. You can either find a placement yourself or link in with Apprenticeships Queensland to source this on your behalf (service fee is charged). An officer from AQ is available most Wednesdays between 2pm – 3pm in the school office. See Ms Raven for an interview time.

If you are finding the position yourself, complete the **SWL (Work Experience) Application Form** (available outside Senior Schooling in Admin Block).

5. Once the SWL form is completed, a **Work Experience Agreement** Form is generated. Ensure this has been signed by your employer and parent/carer and return to school.
6. Attend your placement as required, being mindful that the employer may be looking to offer a position. Ask your supervisor if they offer apprenticeships/traineeships. Remember to log your activities and have this signed off each day.
7. Enrol in a **VET in Schools Program** that offers Pre-vocational courses one day a week at TAFE or another Registered Training Organisation. These are advertised to Year 10 students in August each year and are essential if you are looking for a position in many of the trade based areas.
8. In some industries, prior experience is not necessary. This is usually in areas such as Hospitality and Business. Check if there are any advertised positions on the student notices. Details are available on the student common drive at: S:\Common\DAILY NOTICES