

Apply for job

Position No:
Pool Ref SBT05

Work Type:
Fixed Term - Part Time

Location:
**Perth metropolitan and regional
areas**

Closing Date:
2015-10-23 5:00 PM
(YYYY-MM-DD)

Are you currently in year 10 and thinking about a trainees
WA public sector while completing year 11 (in 2016) and
2017)?

Look no further – register your interest now! This is an exciting opportunity to kick-start your career within the Western Australian (WA) public sector while gaining a Certificate II in Government, a nationally recognised qualification.

Eligibility

To be considered for a traineeship you are required to meet the following criteria:

an Australian Citizen, Permanent Resident or a New Zealand passport holder who has been resident in Australia for 6 months or more (If you are a visa holder, contact Australian Apprenticeships Centre on 13 38 73 for clarification regarding eligibility)
currently enrolled in year 10 at a WA public school and commencing year 11 in 2016
deemed academically capable of undertaking a school-based traineeship by your school VET Coordinator and another school teacher (2 recommendations required)
enthusiastic, reliable and dedicated to completing your schooling as well as meeting the program requirements
committed to working 1 or 2 days per week for 18 months in an office environment within a public sector agency

Aboriginal students and students with disability are strongly encouraged to apply.

The WA public sector has some of the most interesting career opportunities around, so if you are interested in a public sector traineeship, visit www.wa.gov.au to see the range of agencies you could work in.

Job description

The Public sector 'school based traineeship program' will give you the opportunity to work in a WA public sector agency part time for 18 months while earning a school based trainee wage. On successful completion of the traineeship at the end of year 12, you will attain a nationally recognised qualification – a Certificate II in Government. As a school based trainee you will:

perform reception and administration duties
process mail
work in a team and contribute ideas
use a range of software and technology
use a range of office equipment
deliver excellent customer service
work effectively and efficiently within a WA public sector agency
use a range of workplace communication strategies
work effectively with diversity.

Application instructions:

1. Print a copy of the [Recommendation Form](#) which needs to be completed and signed by the following:
 - a) your school VET coordinator and another one of your teachers (2 recommendations required)
 - b) your parent/guardian
 - c) yourself
2. Prepare and attach a current resume
3. Complete your application online

Select the 'Apply for Job' button at the bottom of this page.

You do not need to 'Login' or 'Register', simply click the 'Continue with Application' button.

It is recommended that you allow at least 20 minutes to complete the online registration, as you are required to fill out an Application Form, attach your Recommendation Form and resume

IMPORTANT – before applying, please have the following information ready:

- **Recommendation Form (signed by one of your teachers, your school VET coordinator, parent/guardian and yourself)**
- **A current resume (in Microsoft Word format)**

[Without this information, you will be unable to complete your application.](#)

Tips on resume writing is available on the [WA Government Jobs Board](#) website.

Within seven days of registration you will receive a confirmation email and a guide to being registered. Remember, you have to be in year 10 in a public school and have intentions of completing year 11 and 12 to be considered for this school based traineeship opportunity.

For further job related information:

Download a copy of [Public sector school—based traineeship program – guide for schools and students](#)

Contact the Traineeship Coordinator at youth@psc.wa.gov.au or on 6552 8590.

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