



Traineeship Opportunities

January 2019 – December 2019

The Apprenticeship Factory is seeking to employ a number of 2018 Year 12 students for the following Traineeship positions in 2019.

Traineeship position – **Certificate III in Education Support**

Traineeship position – **Certificate III in Community Activity Programs**

Traineeship position – **Certificate III in Information Digital Media and Technology**

Traineeship position – **Certificate III in Business**

The Apprenticeship Factory will be the Trainee’s employer, however the Trainees will be hosted out to various businesses in our region where they will work on a daily basis. Most of these locations will be within Educational settings, either Primary or Secondary Schools.

PROCESS FOR SUCCESSFULLY OBTAINING A TRAINEESHIP

1. Attend an Information session at The Apprenticeship Factory

Staff at The Apprenticeship Factory will be conducting 3 information sessions about these Traineeships. Interested students need to contact the office to book into one of these Information Sessions.

DATES: Tuesday 11th September at 4pm
 Thursday 13th September at 4pm
 Wednesday 19th September at 4pm

LOCATION: The Apprenticeship Factory Office
 44 Wyndham St Shepparton

CONTACT: 03 58 224 555

2. Resume

After attending an information session, students who are interested in applying for a position will need to submit a resume to The Apprenticeship Factory by **Friday 21st September**. The resume will then be reviewed and the students will be requested to attend a pre-screening interview in the School Holidays.

4. Pre-screening interviews

At the pre-screening interview, the Field Officer will ask a number a questions about the student, about their schooling, about their intentions into the future and what experience they have previously had. These pre-screening interviews will be conducted in the September School Holidays.

KEY DATES

SEPTEMBER 2018					
	Mon	Tue	Wed	Thu	Fri
	10 th	11 th <i>INFORMATION SESSION 4PM</i>	12 th	13 th <i>INFORMATION SESSION 4PM</i>	14 th
	17 th	18 th	19 th <i>INFORMATION SESSION 4PM</i>	20 th	21 st <i>RESUMES submitted to TAF</i>
School holidays	24 th	25 th <i>PRE-SCREEN INTERVIEW</i>	26 th	27 th <i>PRE-SCREEN INTERVIEW</i>	28 th
	OCTOBER				
	1 st <i>PRE-SCREEN INTERVIEW</i>	2 nd	3 rd <i>PRE-SCREEN INTERVIEW</i>	4 th	5 th <i>PRE-SCREEN INTERVIEW</i>