



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 of 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 INFORMATION SESSION 4PM	12 th	13 th INFORMATION SESSION 4PM	14 th
17 th	18 th	19 th INFORMATION SESSION 4PM	20 th	21 st RESUMES submitted to TAF
School holidays	24 th	25 th PRE-SCREEN INTERVIEW	26 th	27 th PRE-SCREEN INTERVIEW
	OCTOBER			
	1 st PRE-SCREEN INTERVIEW	2 nd	3 rd PRE-SCREEN INTERVIEW	4 th
				5 th PRE-SCREEN INTERVIEW