

*The Apprenticeship Factory is seeking to employ a number of 2017 Year 12 students for the following Traineeship positions in 2018.*

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 12<sup>th</sup> September at 4pm  
Thursday 14<sup>th</sup> September at 4pm  
Wednesday 20<sup>th</sup> 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 22<sup>nd</sup> 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				
Mon	Tue	Wed	Thu	Fri
11 <sup>th</sup>	12 <sup>th</sup> <i>INFORMATION SESSION 4PM</i>	13 <sup>th</sup>	14 <sup>th</sup> <i>INFORMATION SESSION 4PM</i>	15 <sup>th</sup>
18 <sup>th</sup>	19 <sup>th</sup>	20 <sup>th</sup> <i>INFORMATION SESSION 4PM</i>	21 <sup>st</sup>	22 <sup>nd</sup> <i>RESUMES submitted to TAF</i>
25 <sup>th</sup>	26 <sup>th</sup> <i>PRE-SCREEN INTERVIEW</i>	27 <sup>th</sup>	28 <sup>th</sup> <i>PRE-SCREEN INTERVIEW</i>	29 <sup>th</sup>
OCTOBER				
2 <sup>nd</sup> <i>PRE-SCREEN INTERVIEW</i>	3 <sup>rd</sup>	4 <sup>th</sup> <i>PRE-SCREEN INTERVIEW</i>	5 <sup>th</sup>	6 <sup>th</sup> <i>PRE-SCREEN INTERVIEW</i>