

*The Apprenticeship Factory is seeking to employ a number of 2024 Year 12 students for the following Traineeship positions in 2025.*

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

Traineeship position – **Certificate III in Sport, Aquatics and Recreation**

Traineeship position – **Certificate III in Information Technology**

Traineeship position – **Certificate III in Business/Administration**

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 with The Apprenticeship Factory



Staff at The Apprenticeship Factory will be conducting 2 information sessions about these Traineeships via zoom.

**DATES:**            Tuesday 10th September at 4pm  
                                  Wednesday 11<sup>th</sup> September at 4pm

**LOCATION:**        Via Zoom Meeting

**CONTACT:**      To Register for a session contact Melissa Davies on 58 224 555  
                                  Mobile : 0419 327 707.

### 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 **Monday 16th September**. The resume will then be reviewed and the students will be requested to attend a pre-screening interview in the School Holidays.

**Please email your resume to [mdavies@theapprenticeshipfactory.com.au](mailto:mdavies@theapprenticeshipfactory.com.au)**

### 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 2024					
	Mon	Tue	Wed	Thu	Fri
	9 <sup>th</sup>	10 <sup>th</sup> <i>INFORMATION SESSION 4PM</i>	11 <sup>th</sup> <i>INFORMATION SESSION 4PM</i>	12 <sup>th</sup>	13 <sup>th</sup>
	16 <sup>th</sup> <i>RESUMES submitted to TAF</i>	17 <sup>th</sup>	18 <sup>th</sup>	19 <sup>th</sup>	20 <sup>th</sup>
<b>School holidays</b>	23rd	24th <i>PRE-SCREEN INTERVIEW</i>	25th <i>PRE-SCREEN INTERVIEW</i>	26th <i>PRE-SCREEN INTERVIEW</i>	27th <b>AFL PUBLIC HOL</b>
	30 <sup>th</sup> <i>PRE-SCREEN INTERVIEW</i>	1st <i>PRE-SCREEN INTERVIEW</i>	2nd <i>PRE-SCREEN INTERVIEW</i>	3rd <i>PRE-SCREEN INTERVIEW</i>	4th