

The Apprenticeship Factory is seeking to employ a number of 2020 Year 12 students for the following Traineeship positions in 2021.

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 with The Apprenticeship Factory



Due to COVID 19 restrictions these information sessions will be held via Zoom.

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

DATES: Tuesday 8th September at 4pm

Thursday 10th September at 4pm

LOCATION: Via Zoom Meeting

CONTACT: To Register for a session contact Melissa Davies on 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 **Friday 18th 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**

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				
Mon	Tue	Wed	Thu	Fri
7 th	8 th <i>INFORMATION SESSION 4PM</i>	9 th	10 th <i>INFORMATION SESSION 4PM</i>	11 th
14 th	15 th	16 th <i>RESUMES submitted to TAF</i>	17 th	18 th
21 st	22 nd <i>PRE-SCREEN INTERVIEW</i>	23 rd	24 th <i>PRE-SCREEN INTERVIEW</i>	25 th
OCTOBER				
28 th <i>PRE-SCREEN INTERVIEW</i>	29 th	30 th <i>PRE-SCREEN INTERVIEW</i>	1 st	2 nd <i>PRE-SCREEN INTERVIEW</i>

School holidays