School Based Traineeship Program application form 2025-2026

# Section 1 – Student information

| **Applicant details** | | | |
| --- | --- | --- | --- |
| **First name** | Text field | **Middle name** | Text field |
| **Last name** | Text field | | |
| **Date of birth** | Date field | | |
| **Residential address** | Text field | | |
| Text field | | |
| **Home number** | Text field | **Mobile** | Text field |
| **Personal email** | Text field | | |

| **Parent/guardian details** | | | |
| --- | --- | --- | --- |
| **First name** | Text field | **Surname** | Text field |
| **Relationship** | Text field | **Email** | Text field |
| **Home phone** | Text field | **Mobile** | Text field |
| **Address** | Text field | | |
| **Suburb** | Text field | **Postcode** | Text field |

| **Residency and citizenship information** | |
| --- | --- |
| Are you a permanent resident or Australian or New Zealand citizen? | Yes  No |
| If you are **not** a permanent resident or Australian or New Zealand citizen you will need to provide your **visa** documentation to show you have working rights in Australia. Are you able to meet this criteria? (attach a copy) | Yes  No |

| **Diversity information** | |
| --- | --- |
| We value the diversity of our people and work to create an inclusive work environment where all trainees feel safe and included.  The following questions help the Public Sector Commission better understand the diversity of our programs. Completing these questions is voluntary. | |
| **Gender** | Man or male   Woman or female   Non-binary  I use a different term (please specify) Text field  Prefer not to answer |
| Do you identify as being culturally and/or linguistically diverse? | Yes  No |
| Do you identify as Aboriginal and/or Torres Strait Islander? | Yes  No |
| Do you identify as a person with disability? | Yes  No |
| Do you have any accessibility requirements? | Yes  No |
| If you answered yes to the questions above, please provide more detail below. Your information will help the employing agency understand how best to support you in your placement. Again, this is voluntary.  Text field  If you require adjustments to support you with your application, or if you prefer to speak to a person, please contact the agency you are applying to. | |

# Section 2 – Applicant’s interest in the school based traineeship

| **Why are you interested in completing a school based traineeship? (Maximum 250 words - student to complete)** |
| --- |
| Text field |

# Section 3 – School details and recommendations

| **Vocational education and training (VET) coordinator details** | | | |
| --- | --- | --- | --- |
| **School name** | Text field | | |
| **First name** | Text field | **Surname** | Text field |
| **Address** | Text field | | |
| **Suburb** | Text field | **Postcode** | Text field |
| **Work Phone** | Text field | **Mobile** | Text field |
| **Email** | Text field | | |

**Please provide one recommendation from your VET coordinator and one from a current teacher and ask them to complete the sections below.**

| **VET coordinator recommendation** | | | | |
| --- | --- | --- | --- | --- |
| Will the student be working towards their Western Australian Certificate of Education (WACE) in Years 11 and 12? | | | | Yes  No |
| Will the school be able to release the student on Thursday and Friday each week? | | | | Yes  No |
| If no, which 2 days of the week will the school release the student for the traineeship program? | | | | |
| Text field | | | | |
| Has the traineeship program been discussed with the student and parent or guardian about how the traineeship program and school timetabling work together to achieve their WACE requirements? | | | | Yes  No |
| Are the VET coordinator, the student and parent or guardian aware that the student will be working during the school holidays? | | | | Yes  No |
| The school understands that during school holidays the employer may negotiate for the trainee to work additional hours. The student will be paid for any additional hours. The school supports this with the school’s ‘duty of care’ arrangement. The student will seek approval for such an arrangement from the school, the parent or guardian and employer. | | | | Yes  No |
| **Comments about suitability of student for the traineeship program** | | | | |
| Text field | | | | |
| **VET coordinator** | Text field | **Date** | Date field | |
| **Signature** |  | | | |

**Include a written signature, not a typed response.**

| **Teacher recommendation** | | | | |
| --- | --- | --- | --- | --- |
| **Comments about suitability of student for the traineeship program)** | | | | |
| Text field | | | | |
| **Teacher** | Text field | **Date** | Date field | |
| **Signature** |  | | | |
| **Principal endorsement** (Only required if the Year 10 student has not been issued their grades for first semester, or has an alternative pathway to complete their WACE) | | | | |
| The student is currently achieving a C grade for Mathematics. | | | |  |
| The student is currently achieving a C grade for English. | | | |  |
| The student has achieved all their Band 8, Year 9 NAPLAN requirements or their OLNA Category 3, or a combination of both. | | | |  |
| **Comments about suitability of student for the traineeship program** | | | | |
| Text field | | | | |
| Date field | Text field | **Date** | Date field | |
| **Signature** |  | | | |

**By signing, you believe that the student has the capability to successfully complete the traineeship program. This should be a written signature, not a typed response.**

# Section 4 – Location consideration

| **Traineeship location and travel** |
| --- |
| If you are successful for a traineeship, you will be required to travel to your employing agency’s office. Check the location of the traineeship before applying to the agency offering the traineeship.  Please describe below what transport you will use to travel to your agency’s office, and tell us any locations that you are unable to travel to. This may be considered by employing agencies as part of your application. |
| Text field |

# Section 5 - Declarations

| **Student declaration** | | | | |
| --- | --- | --- | --- | --- |
|  | I understand this is an application and there is no guarantee that I will be provided a school based traineeship. | | | |
|  | I understand the traineeship program runs for 18 months. | | | |
|  | I understand there is no guarantee that I will be offered employment with the agency at the end of the traineeship program. | | | |
|  | I understand that I am required to work during school holidays. From time to time the employer may ask me to work additional hours only in the school holidays. I will need to seek approval from the school and my parent or guardian in an email to ensure that I am covered under the school’s “duty of care”. Additional hours will attract additional paid hours of work. | | | |
|  | I understand that I am responsible for attending any training and events run by my employing agency. | | | |
|  | I have completed this form in consultation with my parent or guardian and I certify that the above details are true and correct. | | | |
|  | I acknowledge that the information provided on this form may be shared with the Public Sector Commission, the Department of Training and Workforce Development (Apprenticeship Office), Australian Apprenticeship Support Network and the registered training organisation. | | | |
|  | I understand that the Public Sector Commission may approach me to be considered for placement by other agencies if this application is not successful. | | | |
| **Student** | |  | **Date** |  |
| **Signature** | |  | | |

**This should be a written signature, not a typed response.**

| **Parent or guardian declaration** | | | | |
| --- | --- | --- | --- | --- |
|  | I understand that if my child is successful in securing a traineeship, they are required to adhere to the relevant employing agency’s employment conditions and requirements. | | | |
|  | I understand that if my child is successful in securing a traineeship, they are required to travel to the employing agency’s office location. | | | |
|  | I understand that if there are any concerns regarding my child during the traineeship program, I will contact the employing agency and VET coordinator to discuss the most appropriate steps. | | | |
| **Parent or Guardian** | | Text field | **Date** | Text field |
| **Signature** | |  | | |

**This should be a written signature, not a typed response.**

# Section 6 – Application checklist

| **Please ensure each of the following sections of this form are completed:** | |
| --- | --- |
|  | Section 1 – Student information |
|  | Section 2 – Applicant’s interest in the traineeship |
|  | Section 3 – School details and recommendations |
|  | Section 4 – Location preference |
|  | Section 5 – Student/parent declaration |

| **Please ensure each of the following items are attached:** | |
| --- | --- |
|  | Current resume |
|  | Year 10 report (Semester one) with Year 9 Naplan, OLNA results or subject grades |
|  | Visa documentation (please note this is only required if you **are not** a permanent resident or Australian or New Zealand citizen) |
|  | Submit this form, resume and Year 10 report directly to the contact or using the link provided by the agency. |

**Please ensure all documents are included in the application and complete all sections of this form for the application to be considered.**