

# EARN WHILE YOU LEARN

! IN 2025

Going into  
**YEAR 11**  
next year?

Looking to  
**KICK START**  
your career?

We need young  
people with  
**FRESH IDEAS**  
who want to  
make a difference.

## Think about a traineeship in the public sector

### What is the public sector?

We're the WA government agencies responsible for health, schools, public transport, tourism, community sport, the environment and

### SO MUCH MORE!

As a trainee, you could **work** on exciting projects, **use** a range of software and technologies, **learn** about business processes and **create** professional contacts.

You'll be paid 2 days a week over 18 months while completing a **nationally recognised Certificate II** in Government.

### What's happening in the public sector?

### A LOT!

We're working hard to deliver the quality services our diverse communities need.

There are many public sector agencies, each doing

### DIFFERENT AND EXCITING WORK

### What happens at the end of the traineeship?

You'll hear about learning and

### CAREER OPTIONS

to further your career.

### What do I need to do?

Talk with your

### VET COORDINATOR

today to get more details and find out how to apply.

### GET ONLINE

Head to [WA.gov.au](http://WA.gov.au) and search for

School Based Traineeships



Applications for 2025-26 open on 1 July 2024.

## Traineeships in metro Perth

- [Commissioner for Children and Young People](#)
- [Department of Biodiversity, Conservation and Attractions](#)
- [Department of Education](#)
- [Department of Energy, Mines, Industry Regulation and Safety](#)
- [Department of Health](#)
- [Department of Planning, Lands and Heritage](#)
- [Department of Training and Workforce Development](#)
- [Department of Transport](#)
- [Insurance Commission of Western Australia](#)
- [Metropolitan Cemeteries Board](#)
- [Mental Health Commission](#)
- [North Metropolitan TAFE](#)

## How students apply

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When applications open, students can see which public sector agencies are offering school based traineeships in 2025.

We recommend students look at the type of work each agency does to see if it aligns with their interests and future plans, as well as where they are located.

The student sends their applications directly to agencies that interest them. This must include:

- a completed **School based trainee application form**
- a current resume
- a Year 10 semester one school report which shows at least one of the following:
  - minimum C grade achievements for Mathematics and English
  - minimum NAPLAN Band 8
  - OLNA Category 3.

If the student's Year 10 semester one report is unavailable, the school principal can endorse their application in writing and confirm they are on track to meet the academic requirements.

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## The selection process

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Agencies assess applications and contact students and their parent or guardian directly if they choose to invite them to the next stage of the recruitment process. Students may be asked to come to a face to face interview.

If a student has not been offered a traineeship by their preferred agency, they may be approached by the Public Sector Commission to consider a placement elsewhere. This will only happen if the student has provided consent in the **School based traineeship application form** to be considered for other opportunities.

Successful applicants commence their traineeship in February 2025.

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## Your responsibilities as a trainee

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As a trainee you must:

- check your training plan regularly
  - complete work tasks to the best of your ability
  - complete assessment tasks on time
  - keep a daily timesheet of hours worked as required by your school and the agency
  - attend compulsory induction and training
  - wear appropriate work attire
  - comply with standards of behaviour in the agency code of conduct
  - learn and apply the skills to complete your qualification
  - ask questions when needed.
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# School Based Traineeship Program application form 2025-2026

## Section 1 – Student information

Applicant details			
<b>First name</b>	Text field	<b>Middle name</b>	Text field
<b>Last name</b>	Text field		
<b>Date of birth</b>	Date field		
<b>Residential address</b>	Text field		
	Text field		
<b>Home number</b>	Text field	<b>Mobile</b>	Text field
<b>Personal email</b>	Text field		

Parent/guardian details			
<b>First name</b>	Text field	<b>Surname</b>	Text field
<b>Relationship</b>	Text field	<b>Email</b>	Text field
<b>Home phone</b>	Text field	<b>Mobile</b>	Text field
<b>Address</b>	Text field		
<b>Suburb</b>	Text field	<b>Postcode</b>	Text field

Residency and citizenship information	
Are you a permanent resident or Australian or New Zealand citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are <b>not</b> a permanent resident or Australian or New Zealand citizen you will need to provide your <b>visa</b> documentation to show you have working rights in Australia. Are you able to meet this criteria? (attach a copy)	<input type="checkbox"/> Yes <input type="checkbox"/> 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.

<b>Gender</b>	<input type="checkbox"/> Man or male <input type="checkbox"/> Woman or female <input type="checkbox"/> Non-binary <input type="checkbox"/> I use a different term (please specify) <small>Text field</small> <input type="checkbox"/> Prefer not to answer
Do you identify as being culturally and/or linguistically diverse?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you identify as Aboriginal and/or Torres Strait Islander?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you identify as a person with disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any accessibility requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>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.</p> <p><small>Text field</small></p> <p>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.</p>	

## 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			
<b>School name</b>	Text field		
<b>First name</b>	Text field	<b>Surname</b>	Text field
<b>Address</b>	Text field		
<b>Suburb</b>	Text field	<b>Postcode</b>	Text field
<b>Work Phone</b>	Text field	<b>Mobile</b>	Text field
<b>Email</b>	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the school be able to release the student on Thursday and Friday each week?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the VET coordinator, the student and parent or guardian aware that the student will be working during the school holidays?	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments about suitability of student for the traineeship program	
Text field	
<b>VET coordinator</b>	Text field
<b>Date</b>	Date field
<b>Signature</b>	

Include a written signature, not a typed response.

Teacher recommendation			
<b>Comments about suitability of student for the traineeship program)</b>			
Text field			
<b>Teacher</b>	Text field	<b>Date</b>	Date field
<b>Signature</b>			
<b>Principal endorsement</b> (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.			<input type="checkbox"/>
The student is currently achieving a C grade for English.			<input type="checkbox"/>
The student has achieved all their Band 8, Year 9 NAPLAN requirements or their OLN Category 3, or a combination of both.			<input type="checkbox"/>
<b>Comments about suitability of student for the traineeship program</b>			
Text field			
Date field	Text field	<b>Date</b>	Date field
<b>Signature</b>			

**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
<p>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.</p> <p>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.</p>
Text field

## Section 5 - Declarations

Student declaration	
<input type="checkbox"/>	I understand this is an application and there is no guarantee that I will be provided a school based traineeship.
<input type="checkbox"/>	I understand the traineeship program runs for 18 months.
<input type="checkbox"/>	I understand there is no guarantee that I will be offered employment with the agency at the end of the traineeship program.
<input type="checkbox"/>	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.
<input type="checkbox"/>	I understand that I am responsible for attending any training and events run by my employing agency.
<input type="checkbox"/>	I have completed this form in consultation with my parent or guardian and I certify that the above details are true and correct.
<input type="checkbox"/>	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.
<input type="checkbox"/>	I understand that the Public Sector Commission may approach me to be considered for placement by other agencies if this application is not successful.
<b>Student</b>	<b>Date</b>
<b>Signature</b>	

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



Parent or guardian declaration			
<input type="checkbox"/>	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.		
<input type="checkbox"/>	I understand that if my child is successful in securing a traineeship, they are required to travel to the employing agency's office location.		
<input type="checkbox"/>	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.		
<b>Parent or Guardian</b>	Text field	<b>Date</b>	Text field
<b>Signature</b>			

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:	
<input type="checkbox"/>	Section 1 – Student information
<input type="checkbox"/>	Section 2 – Applicant's interest in the traineeship
<input type="checkbox"/>	Section 3 – School details and recommendations
<input type="checkbox"/>	Section 4 – Location preference
<input type="checkbox"/>	Section 5 – Student/parent declaration

Please ensure each of the following items are attached:	
<input type="checkbox"/>	Current resume
<input type="checkbox"/>	Year 10 report (Semester one) with Year 9 Naplan, OLNA results or subject grades
<input type="checkbox"/>	Visa documentation (please note this is only required if you <b>are not</b> a permanent resident or Australian or New Zealand citizen)
<input type="checkbox"/>	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.