

Information for students

Find out how to apply and what to expect when you join the School Based Traineeship Program in the WA public sector.



Applications for 2026-27 are now open.

Our traineeship program is a fantastic opportunity for students heading into Year 11 who are looking to start a great career.

Over 18 months you gain real experience working part time in a public sector agency, learning valuable workplace skills and being paid while you finish Years 11 and 12.

What is the public sector?

We are the government agencies that support the community by delivering services like health, education, conservation and transport.

How to apply

Applications for 2026-27 are open from 23 June to 6 August 2025.

You can read about what each [agency taking part in 2026-27](#) does and what their traineeship involves. Make sure check the location of the agency before applying as you need to arrange your own daily travel if you are appointed to a traineeship.

Your application must include:

- a completed [School based trainee application form](#)
- a current resume
- a Year 10 semester one school report with Year 9 NAPLAN, OLNA results or subject grades.

If you have any questions talk with your school VET coordinator or contact the Public Sector Commission by email youth@psc.wa.gov.au or telephone 6552 8764.

What happens next?

The agency you apply to assesses your application and contacts you directly if they would like to talk with you – this may include a face to face interview.

If you are successful, you and your parent/guardian sign an 18 month fixed term employment contract with the agency.

Your traineeship starts in February 2026. The agency contacts you before you start and gives you details about how to get to work and the day and time you start.

Working arrangements

Your school must agree to the following so you can complete all necessary school subjects for the Western Australian Certificate of Education (WACE):

- Working 2 days a week at the agency (usually Thursday and Friday).
- Attending school 3 days a week to complete Years 11 and 12.

If you miss classes due to your traineeship commitments, it is your responsibility to ensure that all assessment tasks are completed and submitted on or before the due date.

Hours: You are required to work 7.5 hours each day. Start and finishing times vary between agencies.

Wages: You are paid an hourly rate of pay as a trainee based on your age and your agency's industrial agreement and/or award. Your employment contract names the agreement and award that you are employed and paid under. For more information, talk with your agency human resources team or your supervisor.

Leave: You are entitled to annual and sick leave. You work your normal days during school holidays unless a different arrangement is agreed by your agency.

What to expect

Your day to day work varies depending on the agency you are working in. But all trainees can expect the following.

Getting started: Your agency arranges your introduction to the agency and any training you need to complete in your first few days. The person who is supervising you at work (your workplace supervisor) provides you with further information when they meet with you.

Training contract: You, your parent/guardian and the agency sign a training contract with an Australian Apprenticeships Support Network provider within 21 calendar days of starting your job. Your agency organises this.

Training plan: Your formal training is delivered by a registered training organisation. The trainer visits you at work in the first 6 weeks and, after speaking with your workplace supervisor, prepares a training

plan that helps you complete the units of the Certificate II in Government. Speak to your supervisor to negotiate time each day to complete your formal study while at work.

You are assessed by the trainer through:

- observation
- theory based discussions
- work samples provided by you
- feedback from your supervisor.

Supervisor: The agency assigns you a workplace supervisor who provides regular and meaningful tasks and supports you to complete your Certificate II in Government units. The trainer also supports your workplace supervisor.

Your responsibilities as a trainee

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.

Graduation and further pathways

Once you have completed your school based traineeship and Certificate II in Government you can:

- complete a full time higher level traineeship (like a Certificate III in Government)
- apply for the [Solid Futures traineeship program](#) if you are an Aboriginal and Torres Strait Islander person
- accept a fixed term or permanent position if offered
- apply for jobs on the [WA government jobs board](#)
- look for other employment or education opportunities.

Your agency can give you more information about employment and further education options.

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School Based Traineeship Program

Provided by

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