School-Based Apprenticeships and Traineeships (SATs)
Application Form

Career Liaison Officers – Ms Kellie Selby, Mrs Mandy Robinson
Acting Head of Department Career Pathways - Mr Dave McMillan

For students in Years 10, 11 or 12 wishing to undertake a School-based Apprenticeship or Traineeship (SAT) at CHSHS.

Please complete this form, have it signed and return to the Career Information Office

Please Note:
Students are encouraged to actively make contact with local businesses and utilise their family and friends network to seek out potential opportunities.

Career Information Office staff are available to help students write a resume to suit a particular job. However, it is not recommended that students hand out resumes randomly. Instead, “cold call” businesses to introduce yourself and then supply a resume should one be requested. Remember to keep a list of employers you have given a resume to or have spoken to. It is a good idea to collect their business card and call them back a couple of days later.

We recommend that students stay tuned to student notices where jobs are often advertised and check their school emails for the Current Positions Available list which is emailed weekly. The CHSHS Career Information Office has informative brochures that outline School-based Apprenticeship & Traineeships. Students can offer these to prospective employers when making contact with them.
The Process

1. When a student finds an employer willing to take on a school-based apprentice or trainee, the CHSHS Career Information Office personnel will assist the student in arranging a suitable period of work experience (generally 5 days). This requirement is waived should a student have previously worked for the employer on a part-time basis. This ensures that all parties can make some determination as to the suitability for the school-based apprenticeship or traineeship to go ahead. School personnel also attempt to ensure the student is prepared for the workplace.

2. If the work experience is successful and a traineeship or apprenticeship is offered by the employer, the CHSHS Career Information Office personnel liaise with the student, their parent/caregiver, the employer and the Australian Apprentice Support Network (AASN) to co-ordinate the signup and finalise all necessary paperwork. This can take a number of days to organise.

3. When all parties involved in the school-based apprenticeship or traineeship agree to the CHSHS Statement of Expectations plus the conditions of the SAT and the required paperwork has been completed, the student begins work. After this time, NO changes at all can be made to the SAT unless it is processed through the Career Information Office beforehand.

**Legislation** requires any student working in the Building and Construction Industry to have a Construction Safety White Card. The cost associated with obtaining this is the responsibility of the student.
APPLICATION FOR SCHOOL-BASED TRAINEESHIP or APPRENTICESHIP (SAT)

Student Details:
Name: ____________________________________________ PCG: ______________
Date of Birth: __________________
Address: _________________________________________________________________
Student Mobile number: _______________          Home Phone Number: ________________
Name of Parent/Carer who will attend sign-up: ___________________________
Parent Phone Number: ________________     Parent email: ________________

Employer Details:
Business Name: _____________________________________________________________
Contact’s full name: ______________________________ Phone No: __________________
Address of Employer: _________________________________________________________
Postal Address: _____________________________________________________________
Email Address: ______________________________________________________________

Work Experience:
Have you undertaken Work Experience with this employer?   YES / NO
    If YES, how many days did you complete?_________________
Are you currently working on a part-time basis with this employer?     YES / NO
    If YES, how long have you worked there?_________________

Signatures:
*Please note that no school timetable changes will be made until the actual sign-up takes place.
Student: ____________________________ Parent/Guardian: __________________________

Office Use Only Qualification:

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<td>Sign-up details:</td>
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<td>Statement of Expectations Provided:</td>
<td>Student □</td>
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