



## School Based Traineeship Application Process

To be considered for a School Based Traineeship you are required to:

- Complete the student application form
- Write a personal letter to Mr Cameron Todd, Manager Career & Vocational Education. An outline of how to structure your letter is on the reverse side of this page.
- Submit the application form and the letter, ***along with a copy of your latest school report*** to Mr Todd in the Career and Vocational Education office by 3.10pm, Friday 19<sup>th</sup> August 2016.
- School Based Trainees will be selected on the following criteria:
  - **Commitment to school program**
    - Completion of schoolwork to the best of your ability
    - (7/10 positive report comments/grades, 4/6 for Year 11's)
    - **Acceptable school behaviour**
    - (no significant negative behaviour reports)
    - Regular attendance (85% +)
  - **Personal presentation**
    - Adherence to college dress code (85% +)
    - Presentation at interview (school uniform)
  - **Demonstrated career goals and interest in an Industry Area**
  - **Knowledge of SBT program**
  - **Support and commitment of parents**

Return to  
Cameron Todd  
Manager Career and Vocational Education  
Geraldton Senior College  
FAX: 08 9964 7939  
EMAIL: [Cameron.Todd@education.wa.edu.au](mailto:Cameron.Todd@education.wa.edu.au)

Your Name  
Your Address

Mr Cameron Todd  
Manager Career & Vocational Education.  
Geraldton Senior College  
PMB 10100  
Geraldton WA 6530

Dear Mr Todd

A paragraph on why you want to do a School Based Traineeship and your knowledge of what this would involve.

A paragraph on your career goals and knowledge of the Industry Area that you would like to train in.

A paragraph describing your skills and qualities and why you would be an asset to any potential employer. (Really sell yourself!)

Yours sincerely

Your Signature

Date

**School Based Traineeship  
Student Application Form**

**Student Personal Particulars**

Family Name	First Name
Date of Birth	Country of Birth
Nationality	Aboriginal/Torres Strait Islander Yes / No
Address	
Phone	Mobile
Medicare Number	Hostel Student Yes / No
Main language spoken at home	

**Parent/Guardian Particulars**

Surname	Given Names
Relationship	
Address	
Home Phone	Mobile

**The job that I would like to be placed in for a School Based traineeship is**

\_\_\_\_\_

What are your goals when you leave school? (Personal/Career/Further education)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What type or types of jobs would you hope to get after leaving school?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Why have you applied to participate in the School Based Traineeship program?**

\_\_\_\_\_

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\_\_\_\_\_

What do you hope you will gain from the program?

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What are your hobbies/interests/sports/community involvement?

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List any Work Experiences/Structured Workplace Learning placements or paid employment that you have been involved in

Employer details	Type of work	Type of placement Eg SWL, Work experience , Part time work

Have you had any preliminary discussions regarding your participation in a School Based Traineeship with any employers?

- No
- Yes Please provide the name of the person and business or organization that discussions have been held

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**Declaration**

We understand that this is a first round application for School Based Traineeships at Geraldton Senior College and that submitting this form does not automatically entitle the applicant to a traineeship position. All applicants will be subject to a selection process.

Student signature \_\_\_\_\_ Parent/Guardian signature \_\_\_\_\_

**Please return to Mr Todd in the CAVE**

**Number your 3 areas of interest 1 to 3, number 1 being your area of most interest.**

**Arts, Sports and Recreation** (Limited Opportunities) - Aquatics, Recreation, Fitness Instruction

**Automotive Mechanic** - Tyre Fitting and Repair, Paint and Panel

**Building and Construction**, General Construction, Civil Construction

**Community Services, Health and Education** - Dental Assistants, Support Work, Community Services, Childcare

**Finance, Property and Business Services** - Business (Office Administration, Office Clerical, Secretary)

**Food** - Butcher, Baker, Pastry Cook

**Hospitality and Tourism** - Waiter, Waitress, Commercial Cook, Tour Guide, Travel Consultant

**Information & Communication Technologies** - Computing, Telecommunications

**Light Manufacturing** - Laundry Operators, Fabric Makers, Upholsterers

**Metals, Manufacturing Services** -Metal Fabricators, Welders, Boilermakers

**Primary Industry** - Farm Hand, Gardener, Horticulturalist, Landscape Gardener

**Printing & Graphic Arts** - Printing, Screen Printing

**Process Manufacturing** - Plastics, Plant Operators

**Public Administration** - Local Government Officer

**Utilities and Electrotechnology** – Print production, Screen Printing, Water Operations

**Transport and logistics** - Furniture Removalist, Warehousing,

**Wholesale, Retail and Personal Services** - Shop Assistant, Beautician (nails, make up), Florist



## Student Information for the Unique Student Identifier

### *USI...bringing your skills together*

From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

You can access your USI account online from a computer, tablet or smart phone anywhere and anytime.

### ***Do you need a USI?***

You will need a USI when you enrol or re-enrol in training from 1 January 2015 if you are a:

- student enrolling in nationally recognised training for the first time, for example if you are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course;
- school student completing nationally recognised training; or
- student continuing with nationally recognised training.

You are a continuing student if you are a student who has already started your course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked and you will be able to:

- view and update your details in your USI account;
- give your training organisation permission to view and/or update your USI account;
- give your training organisation view access to your transcript;
- control access to your transcript; and
- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

If you are an international, overseas or an offshore student please visit [usi.gov.au](http://usi.gov.au) for more information.

## How to get a USI

It is free and easy for you to create your own USI online.

While you may create your own USI, training organisations are also able to create a USI for you. Training organisations should do this as part of the enrolment process when you begin studying. Where this service is provided, training organisations will let you know.

### **Steps to create your USI**

The following steps show how you can create a USI:

**Step 1** Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

IMPORTANT: To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID.

For more information please visit: [usi.gov.au](http://usi.gov.au)  
Or contact us at Email: [usi@industry.gov.au](mailto:usi@industry.gov.au)  
Phone: Skilling Australia Information line - **13 38 73**  
To view this document online please visit: [usi.gov.au](http://usi.gov.au)

If you do not have proof of ID from the list above, you can contact your training organisation about the other forms of ID they can accept to help you get a USI.

**Step 2** Have your personal contact details ready (e.g. email address, or mobile number, or address).

**Step 3** Visit the USI website at: [usi.gov.au](http://usi.gov.au).

**Step 4** Select the 'Create a USI' link and follow the steps.

**Step 5** Agree to the Terms and Conditions.

**Step 6** Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact.

**Step 7** You should then write down the USI and keep it somewhere handy and safe.