

Become one of the growing number of NSW councils offering employment to local kids through a School-Based Traineeship.

School-Based Traineeships give councils the opportunity to:

Invest in the region's future workforce

Raise the council's profile as an employer of choice

Identify trainees with long-term employment potential, particularly in areas of skills shortage

Relieve the workload of permanent staff, particularly in administrative, customer service and project support functions

Develop the supervisory, training and mentoring skills of existing staff

Share the skills and experience of older workers with young workers of the future

In addition, councils may receive government incentives starting from \$2,000 (ex GST) for each student who completes their School-Based Traineeship.

Where do I get more information?

Your regional Independent Industry Support Service (IISS) on **13 28 11** or www.skilling.nsw.gov.au

Your local DET School Based Traineeship Coordinator. Details are at www.sbatinnsw.info

Your local Australian Apprenticeships Centre (AAC) at www.australianapprenticeships.gov.au

Your Local Community Partnership

Local Government Association of NSW and Shires Association of NSW (LGSA) for industrial enquiries

Give Young People
a Head Start with a
Local Government
school-based
traineeship



NEW SOUTH WALES
DEPARTMENT
OF EDUCATION
AND TRAINING



How does a School-Based Traineeship work?

School-based trainees spend a minimum 100 days in council employment across Years 11–12 and approximately 300 hours in structured training with a Registered Training Organisation (RTO). Structured training may involve attending classes or working through training materials supervised by the RTO. During their traineeship students are assessed both on the job and off the job through written tests, project work and practical exercises.

Depending on the arrangements made between the council, school, the student and their RTO, trainees are likely to work with council during the school term (eg. one day per week) and in weekly blocks in school holidays.

As the trainee's employer, you have the ability to select the students most suitable to your organisation.

What are the benefits for the trainee?

Apart from the obvious benefits of:

- A training wage
- Workforce skills and experience
- Training – both on and off the job
- Up to 8 units towards the HSC across Years 11 and 12, and
- A nationally recognised qualification that leads to career opportunities both within councils and in the private sector

...trainees also have the opportunity to break down the stereotypes sometimes held by young people about council employment.

By working behind the scenes, trainees observe and undertake some of the wide-ranging tasks required of council staff, leaving you and them in a better position to make decisions about their longer-term career prospects in local government.

What Traineeships are available?

There are two new School-Based Traineeships that are specifically designed for local government.

Certificate II in Local Government

– gives trainees a great grounding in the skills needed to work in most areas of councils. Depending on the student's interests and the council's needs, trainees could be placed or rotated around any number of sections, including:

- Urban planning
- Environmental health
- Administration – including rates administration and governance administration
- Customer service
- Visitor centres
- Engineering
- Building surveying
- Information technology
- Recreation centres
- Libraries

The traineeship covers 10 units, one of which is compulsory. The other units may be chosen from a wide selection of electives. Examples include:

- Follow defined OHS policies and procedures (*compulsory unit*)
- Coordinate production of communication materials
- Apply conflict resolution strategies
- Provide service to local government customers

Certificate II in Local Government (Operational Works)

– is ideal for young people who like to be outdoors. Some of the areas in which trainees could work are:

- Parks and gardens
- Water and sewerage services
- Road, footpath and bridge maintenance
- Traffic management

The traineeship covers 14 units and includes one compulsory unit (Follow defined OHS policies and procedures). In consultation with the RTO, councils have a large range of electives from which to choose, for example:

- Work effectively in local government
- Operate and maintain equipment
- Perform field support duties in a roadwork environment
- Control traffic at a work site
- Collect waste refuse or recyclable
- Measure and calculate civil materials

There are also a number of other school-based traineeships available to councils. For further information, visit www.sbatinnsw.info



What industrial arrangements exist for school-based trainees?

School-based trainees are paid the trainee rates prescribed by the Local Government (State) Award 2007 or the Australian Pay and Classification Scale (APCS), whichever is applicable.

What are council's responsibilities?

Council is responsible for providing all necessary facilities and opportunities for the trainee to complete both the formal training and on-the-job training requirements. This includes working with the RTO and school to ensure the trainee can attend off-the-job training and providing supervision and instruction by a person with competencies in the relevant vocation.

How does the recruitment and management process work?

Councils can advertise or work with their local schools, Local Community Partnership or Traineeship Coordinators to select an appropriate trainee. The council and the trainee complete and sign a Training Contract that is prepared by the local Australian Apprenticeships Centre. A training plan is then developed by the Registered Training Organisation (RTO) in consultation with the employer and the school.

Throughout the traineeship, the trainee is supported by their school, their RTO and their Traineeship Coordinator. If the council has any concerns, it can contact the trainee's school, RTO, the local Independent Industry Support Service or Australian Apprenticeships Centre.

"After recruiting 10-12 great students, I can honestly say school-based traineeships have been a positive experience all round."

Leah Daley, Human Resource Manager, Gwydir Shire Council