

Councils offer some fantastic career opportunities, so give yourself a head start by working for your council while still at school!

As a school-based trainee you get:

A training wage

Workforce skills & experience

Training – both on and off the job

A minimum of 4 units over two years towards your HSC for your vocational qualification

The option to undertake the new Industry-Based Learning course which will provide 4 units credit over two years towards your HSC

A nationally recognised qualification that leads to many career opportunities both within councils and in the private sector.

Where do I get more information?

Your School-Based Traineeship Coordinator, Principal or Career Advisor. Contact details for your local DET School-Based Traineeship Coordinator are at www.sbatinnsw.info

Your Local Community Partnership

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

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

The Human Resource Manager or Personnel Officer of your local council

Thought about working in **local government?**

Give it a go with a **school-based traineeship**



NEW SOUTH WALES
DEPARTMENT
OF EDUCATION
AND TRAINING



How does a School-Based Traineeship work?

As a school based trainee you spend at least 100 days (although you can work more) in council employment across Years 11 and 12 and approximately 300 hours in structured training with your Registered Training Organisation (RTO). Structured training may involve attending classes at TAFE or with another training provider or working through training materials supervised by the RTO. You will also be assessed both on the job and off the job through written tests, project work and practical exercises.

Depending on the arrangements made between you, your school, the council and your RTO, your employment is likely to be during the school term (eg. one day per week) and in school holidays.

What Traineeships are available?

There are a number of traineeships that might be of interest to you and your council in fields such as information technology, horticulture, automotive services, etc. However there are now two qualifications that are specifically designed for local government but will also give you the skills that will be attractive to other employers.

Certificate II in Local Government

– gives you a great grounding in the administrative skills needed to work in most areas of council. During your traineeship you could find yourself working in sections such as:

- Urban planning
- Environmental health
- Information technology
- Recreational centres
- Libraries
- Building surveying
- Administration
- Customer service
- Visitor centres
- Engineering

Certificate II in Local Government (Operational Works)

– is ideal if you like to be outdoors. Some of the areas you may find yourself working in are:

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

What happens once I've finished my traineeship?

Having a vocational qualification and work experience will definitely give you an edge on your competition, leaving you with a greater chance of securing full-time employment after you leave school.

Within local government you can pursue a range of roles with your Certificate II in Local Government or Certificate II in Local Government (Operational Works) qualifications.

With further training and experience your career path could take you any number of directions, for example:

How much will I be paid?

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



Certificate II in Local Government *School-Based Trainee*

Corporate Services

Personal Assistant
Administration Officer

➔ Office Supervisor
Human Resources Officer

➔ Customer Service Manager
Administration Manager
Marketing & Communications Manager

Planning/Environmental Services

Assistant Planner
Assistant Building Surveyor

➔ Planner
Environmental Health Officer

➔ Strategic Planner
Social Planner
Senior Building Surveyor

Community & Economic Development

Youth Services Officer
Child Care Worker

➔ Children's Services Coordinator
Tourism Development Officer

➔ Community Services Manager

Certificate II in Local Government (Operational Works) *School-Based Trainee*

Operational Works

Depot Clerk

➔ Maintenance Supervisor
Plant Supervisor
Outdoor Works Coordinator

➔ Maintenance Manager
Traffic Manager
Manager

Trades

Works Technical Officer

➔ Carpenter
Electrician
Mechanical Fitter

➔ Technical Services Manager
Fabrication Workshop Supervisor

Asset Maintenance

Groundsperson
Nursery Officer
Waste Recycling Officer

➔ Horticulturist
Parks Supervisor
Water Services Supervisor

➔ Parks & Recreation Director
Water & Sewerage Manager
Rural Roads Manager

“All our 12 school-based trainees were snaffled up after they finished their traineeship. The council was able to offer three of our trainees permanent positions.”