

School based **traineeships**

Frequently Asked Questions



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Community Solutions Apprentice and Trainee (A&T) team recruit and employ apprentices and trainees internally with Endeavour Foundation and Community Solutions business units. We take care of their employment requirements, organise the formal training and support them during their journey with you. We specialise in a whole range of trainee and apprenticeships including school based traineeships.

This document will help you understand what a school based traineeship is and the internal process and options available, as well as highlighting some Frequently Asked Questions (FAQs).

School based apprenticeships and traineeships (SATs) allow high school students to earn a wage, train towards a nationally recognised qualification and study towards their Queensland Certificate of Education at the same time.

Who can apply for a school based traineeship?

High school students in Year 11 or 12 can apply for a school based traineeship.

Does the student need permission to complete a school based traineeship?

Yes, students must have support from their school and permission from their parent or guardian, if under 18.

Why are school based traineeships a good option?

School based traineeships are a great career path to bring motivated candidates into the industry earlier. They provide real paid work experience for the student, and upon completing school, will be further qualified.

Working hours for school based trainees

Students will be paid for the work they do and will need to work a minimum 7.5 hours or one (1) day a week between Monday-Friday, averaged over every 3 months, for every 12 months of the training contract.

They must work at least 375 hours/50 days for every 12 months of the training contract.



What types of internal school based traineeships are available?

- Certificate III Individual Support
- Certificate III Business
- Certificate III Community Services
- Certificate III Information Technology

If you have something else in mind, let us know by emailing GTOrecruitment@communitysolutions.org.au and we will work to tailor this to your department.

What happens once a school based trainee has been selected?

Community Solutions will advertise with the local schools in the region and create a shortlist of potential candidates to meet business needs. You, the hiring manager, are then involved in the hiring process, interviewing and selecting the most suitable candidate.

Once you have selected your trainee, the Community Solutions Field Officer liaises with the School Careers Officer (including validating report card) as well as the guardian of the successful trainee to proceed.

The Talent Acquisition team then arranges a Fit2Work screening check, books a pre-employment medical and organises any compliance requirements such as obtaining a Blue Card and NDIS check.

How does the training contract work?

Registered Training Organisations (RTOs), such as TAFE, deliver nationally recognised training. RTOs support the traineeship process by providing the certified training whilst the trainee continues day to day on the job learning. Your trainee will be signed up with a designated RTO who specialise in their qualification.

The Australian Apprenticeship Support Network (AASN) registers the training contract with Department of Youth Justice Small Business and Training (DYJESBT) and provides advice to support employers, apprentices and trainees. The trainee is registered with AASN in their first week to sign the training contract.



When does the trainee start their qualification?

It can take anywhere from 4-6 weeks until the trainee receives information about their training plan, schedule, and trainer contact details.

Once your trainee starts to receive contact from the RTO, please ask your nominated Community Solutions' A&T Field Officer to provide guidance about your Employer Resource Assessment (ERA).

What is an Employer Resource Assessment?

Before your trainee receives their training plan and schedule from the RTO, you will receive a form to complete called an Employer Resource Assessment (ERA). An ERA is used to verify that you have the required skills, experience or qualifications to support the units of competency listed in the trainees training plan.

If you have any questions about this, please reach out to your nominated Community Solutions A&T Field Officer.

How much time is allocated to certificate training each week?

Certificate training hours are arranged directly with the school, allowing trainees to complete their coursework independently. While at the workplace, school-based trainees are fully committed to on-the-job paid work.

Does the trainee have a probation period?

Yes. The majority of traineeships have a 180-day probation. This will be confirmed depending on the qualification undertaken.

More information

For more information and if you have any questions, please email us on GTOrcruitment@communitysolutions.org.au