



Traineeships in the Western Australian public sector

A guide for youth and agencies

Enquiries:

Diversity and Employment Branch
Public Sector Commission
Dumas House, 2 Havelock Street, West Perth WA 6005
Locked Bag 3002, West Perth WA 6872
Telephone: (08) 6552 8500
Facsimile: (08) 6552 8710
Email: youth@psc.wa.gov.au
Website: www.publicsector.wa.gov.au

© State of Western Australia 2016

There is no objection to this publication being copied in whole or part, provided there is due acknowledgement of any material quoted or reproduced.

Published by the Public Sector Commission, May 2016.

Copies of this publication are available on the Public Sector Commission website at www.publicsector.wa.gov.au

Disclaimer

The Western Australian Government is committed to quality service to its customers and makes every attempt to ensure accuracy, currency and reliability of the information contained in this publication. However, changes in circumstances over time may impact on the quality of this information.

Accessibility

Copies of this publication are available in alternative formats upon request.

Contents

- About public sector traineeships 4**
- Overview of the traineeship process 5**
- Candidate registration 6**
- Referral, selection and recruitment 7**
- Induction and placement 8**
- Traineeship completion 9**
- Roles and responsibilities 10**
- Definitions 12**

About public sector traineeships

Many traineeships in the Western Australian public sector are facilitated through the Public Sector Commission's 'Public sector traineeship recruitment and referral service'.

This service offers opportunities for young people to be selected by public sector agencies for both school-based and full-time traineeship programs. Those who are selected for a position in an agency traineeship program will:

- be employed and hosted by their agency for a period of 12 months for full-time trainees or 18 months for part-time trainees
- earn a trainee wage, based on age and final year of schooling completed
- receive support, including mentoring, to complete the traineeship
- develop skills relevant to public administration
- gain a nationally recognised qualification on completion of the program – *Certificate II, III or IV in Government (Public Administration)*

The service includes three streams: a general stream, a stream for Aboriginal youth, and a stream for young people with a disability. All streams offer opportunities in metropolitan and regional areas.

While it is not guaranteed that a trainee will continue to be employed by the agency once their traineeship has concluded, trainees will receive guidance from their agency on identifying and applying for employment opportunities. Further, those who successfully complete their traineeship are also eligible for the Public Sector Commission's 'Traineeship transition to employment, recruitment and referral service', which allows agencies to fill permanent positions by selecting a trainee without a further recruitment process.

Overview of the traineeship process

1. Candidate registration

Young people register their interest as a candidate on the Jobs WA website.

2. Referral, selection and recruitment

Agencies that run traineeship programs will periodically request candidate details from the Commission's referral service, then undertake a recruitment process to select and appoint candidates as trainees.

3. Induction and placement

Agencies will provide successful candidates with an induction prior to commencing employment. Once inducted, trainees will be employed by their agency for a period of up to 12 months (or 18 months part-time). During this period, trainees will complete a *Certificate II, III or IV in Government (Public Administration)*.

4. Traineeship completion

On successful completion of the program, trainees are presented with their qualification and are eligible for the Commission's 'Traineeship transition to employment, recruitment and referral service'.

Candidate registration

Eligibility

To be considered for a traineeship, individuals must:

- be between 17 and 24 years of age
- have completed a minimum of Year 10 or equivalent
- have a current residential address in Western Australia
- be committed to working full time for up to 12 months (or part time for up to 18 months) in an office environment within a public sector agency.

Registration

If you are eligible and would like to be registered as a candidate for a traineeship:

1. Go to www.jobs.wa.gov.au and navigate to the 'Employment programs' section, then the 'Young people (17-24)' page.
2. Under the 'Traineeships in the Western Australian public sector' section, click the 'register as a candidate' link under the stream that applies to you.
3. After reading the information, click the 'Apply for job' button at the bottom of the page
4. Enter your details—completing all fields and uploading your resume—and submit.

Notifications

Once details are submitted, candidates will receive an automated email confirming registration in the referral pool. Candidates will then receive emails when their application is referred to agencies for consideration, and the agency may then contact the candidate directly to arrange an interview.

Also, the Commission holds quarterly information sessions for candidates to meet with traineeship program managers and discuss the traineeship process. Candidates will receive an email invitation to attend. Candidates are encouraged to attend to have any questions addressed and to demonstrate enthusiasm to be selected for a traineeship. Candidates who attend information sessions and make a positive impression on the traineeship program managers will be prioritised for referral to agencies.

Referral, selection and recruitment

Referral

Agencies that run traineeship programs will periodically request candidate details from the Commission's referral service. The referral team will then publicise the agency's program to the pool of candidates, and candidates who respond expressing their interest in that agency's program will be referred for the agency's consideration.

Selection

The agency will then assess the candidate information and resumes, and shortlist candidates to progress through a selection process, which may include:

- attending an interview
- undertaking written and verbal assessment activities.

Candidates should be mindful that this is a competitive process; there are usually more candidates referred to an agency than the number of positions available. It is important to present well and demonstrate enthusiasm for the position.

Recruitment

After the selection process has completed, agencies will consider the number of positions available in their traineeship program and will make employment offers to the successful candidates.

Unsuccessful candidates

After all successful candidates have accepted their offers, email notifications will be sent to the unsuccessful candidates—and those who undertook an interview are encouraged to seek feedback. The agency will notify the Commission of its recruitment selection, and unsuccessful candidates will be returned to the referral pool.

Induction and placement

Upon commencement of their traineeship, trainees will participate in an induction coordinated by their agency. At this induction trainees will:

- receive and sign a traineeship employment contract and other relevant documents
- learn about the Western Australian public sector working environment, their roles and responsibilities as a trainee and the public administration skills they are required to develop throughout the traineeship
- receive an outline of the units required to complete in order to receive a *Certificate II, III or IV in Government (Public Administration)*
- meet their agency supervisor and mentor.

While employed at the agency, trainees will:

- receive ongoing supervision, mentoring and other support as required
- work towards completing a *Certificate II, III or IV in Government (Public Administration)*
- develop public administration skills and participate in relevant workplace training (for example, business writing, computing skills etc.).

Achieving a qualification

The *Certificate II, III or IV in Government (Public Administration)* comprises a number of core and elective units. Suitable elective units will be determined by the agency in consultation with the Registered Training Organisation (RTO).

The RTO will prepare a plan for the trainee, which will include completing all core and elective units, completing all workplace tasks as assigned by the supervisor, and building a portfolio of evidence. Trainees will also be provided with a guide to assist in linking the learning outcomes of the competencies to their responsibilities in the workplace.

The RTO will regularly meet with the trainee to review progress on the plan and ensure the portfolio of evidence is sufficient to meet the requirements of the qualification. The RTO will also work with the agency to ensure the trainee is assisted to follow the plan and make workplace adjustments if required.

Traineeship completion

Ongoing employment

In advance of completing the traineeship, agencies will advise trainees as to whether there is a vacant ongoing position which the trainee can fill on successful completion of their traineeship. If there are no vacancies available, the agency will guide the trainee on identifying and applying for employment opportunities in the public sector.

Trainees should also note that, on completion of their agency's traineeship program, they are eligible for the Commission's 'Traineeship transition to employment, recruitment and referral service'. This is a pool for trainees who have successfully completed an agency traineeship program, from which agencies are able to seek referrals from the Commission, then select and appoint trainees to fill vacant ongoing positions without further recruitment processes.

Trainees who are nearing the end of their traineeship are encouraged to discuss this opportunity with their agency in the first instance, and to contact the Commission if they wish to be included in the program.

Qualification presentation

On successful completion of the traineeship, the trainee will be presented with their qualification, possibly at a graduation event organised and hosted by the agency. Trainees are encouraged to provide their agency with feedback on the traineeship program, and to the Commission on their experience as a trainee.

Roles and responsibilities

Trainee

Trainees will be responsible for:

- committing to a full-time traineeship for a period of up to 12 months (or 18 months part-time)
- undertaking relevant and meaningful training and learning opportunities
- completing units towards a *Certificate II, III or IV in Government (Public Administration)*, which will be assessed by an RTO through regular assessment visits
- attending all meetings, training sessions, information sessions and assessment visits
- submitting timesheets and leave forms on time and according to specified deadlines
- raising any issues that may impact upon their traineeship progress with their mentor or supervisor.

Public sector agency

The agency will be responsible for:

- recruiting trainees
- contacting the Australian Apprenticeship Support Network (AASN) to register the trainee [The AASN will prepare a training contract between the agency and trainee, and lodge the contract with the Department of Training and Workforce Development's Apprenticeship Office. This contract ensures relevant wages and conditions are in place including adequate facilities and supervision necessary to complete the training.]
- meeting all costs associated with the program, including funding of trainees' wages
- engaging an RTO to deliver the qualification
- delivering information sessions for candidates
- providing trainees with an induction prior to commencement of their traineeship
- providing mentoring and support to trainees, including monitoring their progress
- coordinating relevant training for trainees and supervisors.

The supervisor nominated by the agency will be responsible for:

- ensuring trainees are exposed to meaningful and relevant administrative tasks that develop skills, experience and knowledge
- assisting trainees to complete the units towards their qualification
- monitoring trainees' performance and progress
- ensuring trainees' timesheets and leave forms are completed accurately and submitted in a timely manner.

The agency should establish a learning process to ensure trainees understand new tasks and provided an opportunity to apply the skills. Under this process, the supervisor should:

- explain the task, its significance and how it contributes to the agency's business
- demonstrate the steps to complete the task and ensure the trainee makes notes for future reference
- provide the trainee with an opportunity to complete the task under supervision
- provide positive feedback to the trainee and make suggestions for improvement to enable the trainee to perform the task confidently unsupervised.

Registered Training Organisation

The RTO will be responsible for:

- drafting a training plan specifying the competencies trainees will be required to achieve during their traineeship, in order to complete their qualification
- providing trainees with a guide to assist in linking the learning outcomes of the competencies to their responsibilities in the workplace
- allocating an assessor for each trainee
- monitoring the trainee's progress towards completing their qualification
- issuing trainees with a *Certificate II, III or IV in Government (Public Administration)* upon successful completion.

The RTO assessor will also be responsible for assessing competencies in the workplace, and providing relevant support and guidance to trainees and agency supervisors.

Definitions

Candidate

A person who has applied for a traineeship initiative and has been referred to the Public Sector Commission.

Certificate II, III or IV in Government (Public Administration)

The nationally recognised qualification a trainee completes during their public sector traineeship.

Competencies

Competences are the units of work which need to be completed, assessed and recognised in order to achieve the above qualification.

Public sector agency

Government agencies which are responsible for delivering key services to the Western Australian community and have agreed to employ the trainee throughout the duration of their traineeship.

Registered training organisation

Registered Training Organisations (RTOs) are responsible for delivering the traineeship qualifications and competencies.

Agency supervisor

An employee identified by the agency to supervise the trainee in the workplace and provide the trainee with training, support and tasks to complete.

Timesheet

A formal record of the time spent in the workplace.

Training contract

A legally binding agreement between the agency and the trainee, registered with Australian Apprenticeship Support Network (AASN) outlining the agency's obligation to employ and train the trainee.