

## School Based Traineeships in Public Schools – Host School Information

Funded by the Elsa Dixon Aboriginal Employment Grant

The Department of Education (DoE) is offering school based traineeships (SBT) positions in the Public Schools system to Year 10 Aboriginal and Torres Strait Islander (ATSI) students. The positions are funded through the Elsa Dixon Aboriginal Employment Grant which subsidises the salaries and ongoing support of the positions.

This program will open doors for ATSI students to gain meaningful employment in their local communities. The SBT combines school, paid work and training and will provide students with a nationally recognised qualification. This course contributes to the student's HSC and may attribute to an ATAR.




**Qualifications Options:** *(please click on hyperlink to refer to NESA information)*

Qualification	Job Role	No of Days on the Job	Suitable Environment
<a href="#">Certificate II in Business</a>	Provide support to administration staff	100	DoE primary school or pre-school front office. DoE high school careers office or other faculty within school (not front office due to confidentiality concerns)
<a href="#">Certificate III in Education Support</a>	Provide support to teacher of a primary school class	100	DoE primary school classroom
<a href="#">Certificate III in Early Childhood Education and Care</a>	Assist early childhood workers to care for small children, including babies	100	DoE funded pre-school
<a href="#">Certificate II in Agriculture</a>	Assist the farm manager to care for animals, plants and machinery	100	DoE high school agriculture plot with full time farm manager. Access to livestock and machinery necessary

### What is the Commitment?

- Students will attend work from Term 4, one day per week at your school for 100 days. Students may attend work blocks or additional days, this will be discussed at a local level
- Wages are funded by the Elsa Dixon Grant monies held by the Department of Education
- Timesheets will need to be signed off locally and processed off site
- The Host School will allocate a staff member from your school to supervise the trainee and provide a main point of contact for the student for the duration of the traineeship. Trainees must not be left unsupervised whilst in the workplace.
- The Host School will support the trainee in safety and duty of care requirements, i.e., completion of mandatory training and Workplace Health and Safety requirements
- The Host School will provide all necessary facilities and opportunities for the trainee to complete the competencies requires for the traineeship
- The Host School will communicate regularly with the Home School
- Be aware of the Department's incident reporting guidelines and procedures

For more information please contact your Home School Careers Advisor or your Regional SBAT Officer

Megan Reynolds	Hunter/Newcastle		02 4904 3962
Donna Kearns	North Coast		02 6656 6611
Susi Bell	New England/North West		02 6755 5016