

SCHOOL-BASED TRAINEESHIPS in Sport and Recreation

A school-based trainee is a student still attending school, generally in year 11 or 12, who also works part-time for an employer. They undertake a traineeship that provides them with the same qualifications as full or part-time trainees.

Employers of school-based trainees must provide **a minimum of 48 days full-time paid work for each year of the traineeship. This equates to about 6-8 hours per week.** The days or times this is one is negotiated within the contract. The training undertaken by a school based trainee is done during school hours, so an employer only pays for the actual hours worked and not for training hours.

Generally a school based trainee would undertake a Certificate II traineeship, although in some circumstances they may undertake a Certificate III traineeship.

So, a school based trainee gains hands on work experience, accredited training and through modifications to their school curriculum they are able to complete their senior schooling.

Sport and recreation trainees work in the sport, fitness, outdoor recreation, and community recreation in a diverse range of jobs. Examples include administrators, assistant coaches, officials, retail assistants, fitness instructors, pool lifeguards, community recreation assistants and outdoor recreation assistants.

See overleaf for real-world examples of traineeships in our industry.



OBTAINING A SCHOOL-BASED TRAINEESHIP

Step 1. Decide on a Traineeship. Trainees need to think about what they wish to achieve and what traineeship is available to help achieve their goal.

Step 2. Source an employer. There needs to be a workplace where the trainee is employed and can do on-the job training.

Step 3. Source a training organisation. A Supervising Registered Training Organisation (SRTO) needs to be selected to undertake the training component of the traineeship.

Step 4. Sign the paperwork. A training contract is required to be signed between the trainee (and parent/guardian if necessary), the employer and the SRTO. The legal document will outline each parties responsibilities for the duration of the traineeship. Australian Apprenticeship Centres will assist with this process. A training plan, including the education, training and employment schedule, will also be agreed upon and signed by the SRTO and the trainee. This will outline the time allocated to traineeship training and employment.

Step 5. Training contract lodgment and commencement. The training contract is lodged by the Australian Apprenticeship Centre to the Department of Education and Training once the supervising registered training organisation confirms its role and has negotiated the training plan. A probation period applies to all newly employed trainees.

More information:

www.skillsalliance.com.au (Careers Portal)
www.apprenticeshipinfo.qld.gov.au
www.training.qld.gov.au
www.tafe.qld.gov.au
www.jobsearch.gov.au
www.dest.gov.au
www.gtaqnt.net.au

SCHOOL-BASED TRAINEESHIPS

real-world examples

Karl was a Year 12 student who was struggling with completing his schooling and found it hard to concentrate and apply himself at school all day. It came to his mother's attention that the local Recreation Centre was advertising for a school based trainee. She called them to find out more and discovered that Karl could be employed as a wage earner for the time he was at work, as well as being able to negotiate his schooling and training. His mother thought it seemed too good to be true.

Karl applied for the traineeship. As he was a keen sportsman and was a local to the area, he thought that would be fantastic. Karl was offered the Traineeship and after discussions with the Australian Apprenticeship Centre, the Recreation Centre management and with the school, he was signed up for a Certificate II in Sport and Recreation.

All parties agreed upon a training and work schedule that suited. Most pleasing for Karl was that he got to drop one subject at school and he got to work in a recreation centre for 6 hours every week. His work covered cleaning and administration but also included assisting in training kids in games and physical activity, assisting in the running of the soccer and basketball competitions and playing soccer with the kids on Vacation Care.

The commitment he made to get this traineeship was that he had to try harder at school. The training component was done mostly by workbooks but he found that the Registered Training Organisation support, as well as the mentoring and assistance given by the Recreation centre manager, helped him achieve his goal.

At the end of Year 12 Karl passed all his school subjects as well as having on his Senior Certificate 'Certificate II Sport and Recreation (Community Recreation Assistant)'. The next day, Karl commenced work as a full time Community Recreation Assistant at the recreation centre and signed up to complete his Certificate III and become a qualified Recreation Officer.

James operates a fitness centre employing a number of industry qualified staff who deliver a range of fitness programs. James has identified that he has a range of tasks that he and his staff find difficult to complete due to time constraints. These tasks, which include general filing, membership updates, mailing of renewals and promotional material and general tidying around the gym would require about 8 hours a week to complete. Unfortunately James has worked out that employing someone to complete these tasks is not cost effective.

He is approached by **year 11 school student Mary**, who wants to work in the fitness industry. Mary tells James that there is a sport and recreation traineeship at Certificate II that would provide her with a range of skills including general administration and filing, customer service, occupational health and safety, as well as some fitness specific skills. Ultimately Mary is interested in becoming a full-time fitness instructor.

James identifies that by employing Mary as a trainee he will receive federal government incentives and that the training Mary receives will not cost her or him anything. The federal incentives, coupled with the traineeship wage rates, make employing Mary an attractive proposition.

He advises her that he will employ her as a Certificate II trainee to do general tasks. He tells her that if she completes her Certificate II and all goes well he will then employ her in the Certificate III traineeship that will qualify her as a Fitness Instructor. If he does this, James will receive more incentives for employing Mary as a Certificate III trainee and if he continues to employ her when she finishes school he may also receive more incentives.

Through the traineeship James is able to employ Mary at a cost-effective rate to undertake the small jobs that weren't getting done. He also gets the opportunity to see if Mary has what it takes to work in the industry before employing and training her as a fitness instructor.

