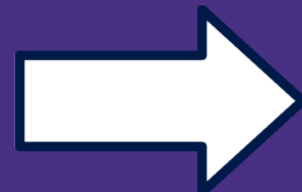


PATHWAY TO A SCHOOL-BASED APPRENTICESHIP OR TRAINEESHIP (SAT)

There are a number of ways to maximise the chances of finding a School-based Apprenticeship or Traineeship. Searching and applying for a SAT is very much like hunting for any job. An employer has to create a vacancy and decide to employ and train you as an apprentice or trainee.

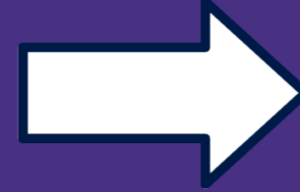
STEP 1

RESEARCH



STEP 2

PREPARATION



STEP 3

JOB HUNTING



STEP 4

SIGN UP

EXPLORE POTENTIAL CAREER OPTIONS

Take a career quiz to explore your work style and find out what careers align with your skills/interests.

- SEEK Career Quiz
- Explore Careers Australia



RESEARCH CAREER OPTIONS AND INDUSTRY TRENDS

Research career options and industry trends:

- <https://myfuture.edu.au/>
- www.gooduniversitiesguide.com.au/careers-guide
- www.joboutlook.gov.au

FIND INFORMATION ABOUT SCHOOL-BASED APPRENTICESHIPS AND TRAINEESHIPS:

- www.aapathways.com.au
- www.desbt.qld.gov.au/training/apprentices

MAKE A LIST OF LOCAL EMPLOYERS

Once you have a career in mind, make a list of local employers relevant to your industry of interest.

SPEAK WITH THE SCHOOL TO WORK OFFICER/SENIOR SCHOOLING TEAM

Speak with Mrs Hodgkinson or the Senior Schooling team about potential career options.



UNDERSTAND SCHOOL-BASED APPRENTICESHIPS AND TRAINEESHIPS (SATS)

Understand the benefits and responsibilities of completing an School-based Apprenticeship or Traineeship. Have an understanding about the costs of training, wages and job prospects.



The Queensland Training Information Service (QTIS) website explains all the finer details involved in a SAT.

- <https://www.qtis.training.qld.gov.au/>

CREATE A RESUME

Search the internet for resume writing help and ideas:

- www.kidshelpline.com.au/teens/issues/resume-writing
- www.jobjumpstart.gov.au



WRITE A COVER LETTER

A cover letter is a one-page document addressed to the employer offering the job you're applying for. A well-written cover letter introduces you and encourages the reader to review your resume. You should include a cover letter with every job application unless the employer specifically instructs otherwise.

Ask your School to Work Officer to help with creating a resume and cover letter.

JOB HUNTING TIME!

Using the information that you have collected in Step 1 & 2, it is time to hunt for a job. You can job hunt by using a variety of approaches.

SEARCH

- Use a search engine like Google to identify potential employers.
- Create a profile with employment websites such as SEEK and Apprenticeships Central
- Look at registering with a Group Training Organisation
- Follow and monitor employment related social media accounts



CONTACT

- Employment Agencies
- School to Work Officer about Work Experience

NETWORK

- Family, friends and community - "sometimes it's not what you know, but who you know!"

NOW IS THE TIME TO START APPLYING FOR JOBS AND APPROACHING EMPLOYERS WITH YOUR RESUME

SECURE YOUR TRAINING CONTRACT

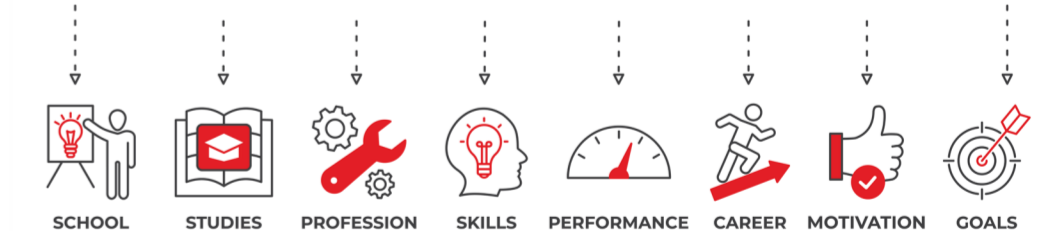
Once you have found an employer who is interested in employing you as an apprentice or trainee, contact Mrs Hodgkinson, Aldridge SHS School to Work Officer.

The School to Work Officer will make contact with the employer and the Apprenticeship Network Provider to confirm details and to organise signing a training contract between you, your parent/guardian and the employer.

CELEBRATE!

Remember to celebrate your hard work and determination, as it has set you on the path to your chosen career!

APPRENTICESHIP



FOR MORE INFORMATION CONTACT

Jessie Hodgkinson
School to Work Officer
Aldridge State High School
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jhodg242@eq.edu.au

