Pathway to a School-based Apprenticeship or Traineeship (SAT)

There are a number of ways to maximise the chances of finding an 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.



Research by exploring potential career options, and industries that would best suit you.

Take The Job Outlook Career Quiz at https://joboutlook.gov.au/CareerQuiz.aspx. This quiz will help you to understand your work style and to explore careers you might enjoy.

Visit the websites below to learn about career options and industry trends:

- www.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

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 at school about potential career options.

Understand the benefits and responsibilities of completing an School based apprenticeship or traineeship. Have a understand about the costs of training, wages and job prospects.

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 single-page letter written to an employer who is offering the job you're applying for. A well-written cover letter should introduce you and encourage the person reading it to read your resume. Writing a cover letter should be part of every job application you make, unless there are clear instructions not to send one.

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

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 the Yellow Pages or a Search
 Engine to identify potential employers
- Create a profile with Employment Website's such as SEEK & Apprenticeships Central
- Follow and monitor employment related social media accounts
- Visit "MyGain" YouTube Channel

Contact

- Employment Agencies
- School to Work Officer about Work Experience

Network

 Family, Friends & Community—"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

Once you have found an employer who is interested in employing you as a apprentice or trainee, contact the School to Work Officer

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



FOR MORE INFORMATION CONTACT

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