



DEPARTMENT OF PRIMARY INDUSTRIES AND FISHERIES

JOB DESCRIPTION

School-based Traineeship

We have 19 School-based Traineeships available to commence in 2009:

Certificate II in Agriculture #	1 x Bundaberg, 1 x Gatton, 1 x Goondiwindi, 1 x Maroochy, 1 x Toowoomba/Dalby, 1 x Warwick
Certificate II in Business #	3 x Brisbane CBD, 1 x Longreach
Certificate II in Information Technology #	2 x Brisbane CBD
Certificate III in Laboratory Skills#	1 x Warwick
Certificate II in Government #	4 x Brisbane CBD, 1 x Sherwood, 1 x South Johnstone # see pages 5-6 for information on the offered qualifications

Salary: Dependant on type of traineeship and other factors. For further information please contact Andrea Hannah, Contact Officer.

Contact Officer: Andrea Hannah **Contact Number:** (07) 3239 0375

JAR: QLD/DPIF9175/08 **Closing Date** Midnight, Monday 15/12/2008

Make a difference...

Become part of an organisation that is helping grow an agribusiness sector recognised around the world for its quality, safety and sustainability. Find out more about us at <http://www.dpi.qld.gov.au>.

We aim to provide our people with a positive work environment and offer:

- Fulfilling, diverse and rewarding work.
- Initiatives and flexibility which support Work Life balance.
- Professional development and training opportunities to increase your knowledge and skills.
- A commitment to the principles and practices of equity for our staff and clients, ethical conduct and workplace health and safety.

About School-based Traineeships:

School-based Traineeships are an opportunity to combine vocational training, paid employment and school study to gain a senior certificate as well as a vocational qualification.

A traineeship can take up to two years. You will generally work one day a week during the school term (in negotiation with your supervisor and school) and may work more hours during school holidays or pupil-free days.

The Department of Primary Industries and Fisheries School-Based Traineeship Program provides:

- Dedicated induction program
- Structured training and development program
- Experienced supervisor and work buddy
- Opportunities to work on a range of diverse projects.

Additional information relevant to employment in the Queensland Public Service:

- To be eligible for a School-based Traineeship you must have your parent or guardian's and your school's permission.
- To be eligible for temporary appointment in the Queensland Public Service, applicants must provide proof that they can legally work in Australia for the duration of the contract.
- A School-based Traineeship takes up to two years. Therefore this position may be temporary until 31/12/2010.
- Continued employment in this temporary position is subject to satisfactory work performance and conduct.
- School-based Traineeships are subject to 30 calendar day probation, where either party can withdraw from the training agreement.
- Ordinary hours of this position will be 1 day per week, as negotiated with your supervisor. A School-based Trainee must work a minimum of 48 days per year.
- Applications will remain current for a period of 12 months for consideration in identical vacancies, which may arise during this period.
- A non-smoking policy is effective in Queensland Government buildings, offices and vehicles.

Guidelines for parents:

The trainee is required to:

- Attend and perform work as directed by the supervisor
- Comply with the department's Code of Conduct
- Work towards achieving competencies agreed to in the training plan
- Respect the work environment and equipment provided
- Observe the conditions of the relevant employment agreement or award
- Notify the appropriate supervisor of changes to circumstances that may affect the traineeship
- Attend induction.

The department is required to:

- Ensure the trainee is adequately supervised in the work place
- Provide a minimum of 48 days' full-time paid employment per school year
- Provide a fair and safe workplace
- Provide an induction for the trainee and parent/guardian
- Provide meaningful opportunities for the trainee to apply their learning in the workplace
- Complete all appropriate paperwork of the traineeship in a timely manner.

How to apply?

To apply for this school-based traineeship please provide the following information by the closing date (see page 1 for details):

- An Advertised Position Application – available from the Smart Jobs website (not required if applying online through Smart Jobs and Careers website); and
- Your resume, including the high school you attend and a referee (this could be a teacher or a sporting coach)
- Your responses to the questions below.

In answering the questions think about:

- any jobs that you have had - or currently have
- helping people (elders, young children, sick people)
- any sports/recreational activities you have been involved with
- any cultural events you have been involved in for your community, clan or family
- any hobbies or other interests that you have (music, art, dance, fishing, reading, computer games etc..)

Question 1 – Why is getting this traineeship important to you?

Question 2 – Which of your recent school assignments or projects was of most interest to you and why?

Question 3 – Tell us which achievements you are proud of and why?

Question 4 – Where could this traineeship take you after finishing school and why?

Question 5 – Which traineeship are you applying for (Agriculture, Business, Information Technology) and why?

How will you be assessed?

Applicants will be selected for **interview** on a review and comparison of your application with other students. If you are short-listed; we expect to interview in **mid-January 2009**, so if you are planning to be on vacation, can you please let us know in your resume. We may also do a **referee check** and **work test** as part of the assessment process.

All applicants may request feedback following the selection process.

Thank you for your interest in DPI&F.

How to submit your application

Applicants are encouraged to apply online. Please quote the job advertisement reference (JAR), mark "Private and Confidential" and include your school, the names of one (1) referee through one of the following options.

Please note the Shared Service Agency does not accept hand delivered applications.

All applications are to quote the JAR and be submitted through one of the following options:

Online: To apply online, select the relevant JAR appearing on the Smart Jobs and Careers website, then select the 'apply online' button displayed at the bottom of the screen.

Complete Username and password if you are a registered applicant, or click on 'Register' to complete your details. Complete the online application form and attach **MAXIMUM** two (2) files either in Microsoft Word or PDF format by using the 'attach files' button. Select attachments using browse facility.

Click the Submit button. The system will automatically generate a receipt via email advising you that your application has been lodged and will be forwarded to Shared Service Agency for inclusion in the selection process.

If you have applied online, please do not duplicate the process by emailing or providing a hard copy of your application.

If you experience a fault whilst lodging your application or did not receive a receipt of your application, please contact the Application Processing Officer on (07) 3006 7638.

Note: A completed "Advertised Position Application" form is not required if applying online. However, a form will be required (available from the Smart Jobs website) if sending an application via Email or in the post.

Email: ApplicationsDPI@ssa.qld.gov.au

Post: Attention Applications Officer – DPIF
Private and Confidential
Shared Service Agency
PO Box 610
Spring Hill Qld 4004

For applications that are **mailed**, it would assist Shared Service Agency if your application is not bound as it will be scanned and sent electronically to the panel. (You are only required to send one (1) application.)

Certificate II in Agriculture

This qualification consists of 4 compulsory and a further 13 units in accordance with local work undertaken and reflects a wide range of tasks, working under supervision.

Tasks may include:

- operation of equipment;
- performing routine maintenance;
- operating tractors and ride on farm and property vehicles;
- applying chemicals;
- providing support for basic repair of plant and machinery;
- feeding, mustering and moving livestock and;
- carrying out basic fencing operations, farm maintenance and improvements.

Certificate II in Business

This qualification consists of 1 core unit and 11 electives and reflects the role of individuals who perform a range of mainly routine tasks using practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification in the Queensland Public Service include:

- Administration Officer
- Project Officer
- Executive Support Officer
- Executive Assistant
- Receptionist.

Certificate II in Information Technology

This qualification consists of 8 core units and 6 electives and reflects the role of an effective ICT user or employee. The qualification has a fundamental ICT knowledge and skills base which is pivotal for all other qualifications in ICA05.

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification in the Queensland Public Service include:

- Administration Officer
- Project Officer
- Information Officer

Certificate II in Government

This qualification consists of 4 core units and 5 electives and covers the competencies that lay a foundation for a career in the public sector. The qualification has a particular focus on competencies required in a public service context, but also includes competencies that are transferable to other work contexts. Through complying with the organisation's procedures and guidelines, trainees will develop an understanding of working in the public sector and its legislative requirements including Occupational Health and Safety. Under supervision and guidance trainees will be involved with a range of tasks. These will include day to day administrative skills in the use of technology (eg computers, printers, facsimiles, photocopiers, audio-visual equipment and email.) They may support local work practices through the use and access of resources (eg records, stock and supplies, computerised and manual forms). They will communicate with internal and external clients both verbally and non-verbally (eg correspondence, notes and records). Other duties specific to work areas may be included.

Certificate III in Laboratory Skills

This qualification consists of 5 core units and 7 electives and reflects the role of an effective Laboratory Assistant. The trainee undertaking this role will perform straightforward sampling and testing. They follow set procedures and recipes, and apply well developed technical skills and basic scientific knowledge. They generally work inside production plants or laboratories attached to production areas, but may also perform technical tasks in the field or within production areas. They may also perform a range of laboratory maintenance and office tasks, such as producing reports.

For more information visit:

<http://tsx.dtir.qld.gov.au/cgi-bin/dycgi03.exe/inetsite/app/qtis/qtis.stm>