



KIARA COLLEGE

## CAREERS ACCESS PROGRAM

A Vocational Education & Training Pathway



# 2018

**Student Name:**  
**Interview Date:**  
**Interview Time:**

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The aim of this program is to allow those students who do not wish to undertake an ATAR pathway to have the opportunity to complete a full Certificate qualification, either at TAFE or through a School Based Traineeship or School Based Apprenticeship.

By having the four-day timetable the students will not be missing classes whilst attending their course.

There are a number of non-negotiable conditions attached to the program that include:

- Acceptance into the program is by interview with student and parent.
- OLNA results, behaviour and attendance will all be considered for eligibility.
- Students will have a specific timetable and subject selection over four days. On one nominated day students will attend TAFE or a work placement.

If a student has behaviour or attendance problems either at school, TAFE or in the work placement, they will be withdrawn from the program and alternative pathways will be considered.

When selecting subjects for Year 11 students are to choose the full complement of subjects in case they are not accepted into the Career Access Program.

A referral indicating their interest in being considered for this program should be completed during the subject counselling session and sent to the Counsellor to the VET Coordinator and an interview time will then be arranged for both student and parents.

Robert Liebeck  
 Leonie Hull  
 Susan Hall  
**Career Access Program Coordinators**

Preferred industry areas:

- 1.
- 2.
- 3.

Every effort will be made to place students in their option area, students must be prepared to work in their second choice if needed.

Applicants should research career opportunities available to them from the Certificate courses chosen and industry area they have nominated.

**Please Select (Tick ✓ ) the option/s that are of interest to you**

Work Experience

School Based Traineeship

Aboriginal School Based Traineeship

VETiS Pre Apprenticeship

## CAREER ACCESS PROGRAM

This program is for students in Year 11 and 12 who wish to undertake a Vocational Education and Training pathway and who have a clear goal of the trade area they wish to pursue. The specific timetable implemented for these students will ensure that they will not be missing any classes and will meet the requirements of WACE.

The selected participants will attend school on Monday/Tuesday/Wednesday and Thursday complete courses selected by the school including English, Mathematics, Career and Enterprise and Workplace Learning in conjunction with a Certificate II in Business and other Certificate options. On Friday the student will attend either Work experience, be registered as a School Based Trainee (SBT), Pre Apprenticeship in School (PAIS), School Based Apprentice (SBA), and/or completing a TAFE Course.

There will be additional costs associated with this program plus school voluntary contributions. There may be further cost for the courses they are studying which will vary according to the program undertaken.

Students must be accepted into the Careers Access Program



### **1. Workplace Learning (ADWPL)**

An Authority-developed endorsed program where students have the opportunity to achieve employment related skills in workplace conditions. The program is structured, monitored, regulated and assessed by the Workplace Learning Coordinator

Workplace Learning is a valuable aspect of the transition from school to post school opportunities. It is an excellent opportunity for students to gain valuable experience in the workforce and also to find out more about industries or areas of work that they may be interested in pursuing as a career. As part of a school program all Workplace Learning requires the approval of the Principal in accordance with the relevant Department of Education policies, such as Duty of Care and Excursion – Off School Site Activities

## **2. SCHOOL BASED TRAINEESHIPS**

School Based Traineeships (SBT's) provide the opportunity for students to start a traineeship whilst also completing the Western Australian Certificate of Education (WACE). Under these arrangements students are both a full-time student and a part-time employee, with the same employment and training responsibilities as other trainees.

In order to be a school based trainee a student must:

- be a full-time senior secondary school student in Years 10, 11 or 12;
- enter into a Training Contract with an employer to complete a traineeship;
- have the school's agreement to undertake a school based traineeship; and
- have the competencies achieved in the traineeship included in your WACE;
- be 15 years of age at the date of commencement of the training contract.

School Based Traineeships undertake a Certificate II in a chosen industry. Training on-the-job will be equivalent to a full day/shift in the workplace. Off-the-job training may also be taken at a Trade Training Centre of a State Training Provider. There must be an average of eight hours of paid work per week integrated over the period of the Training Contract, including school holidays. Students need to find an employer to offer a School Based Traineeship. SBT training will generally take one day per week For the remaining four days students must attend school to complete School Curriculum and Standards Authority courses..

## **3. ABORIGINAL SCHOOL BASED TRAINEESHIPS**

Aboriginal School Based Traineeships (ASBT's) provide the opportunity for students to start a traineeship whilst also completing the Western Australian Certificate of Education (WACE). Under these arrangements students are both a full-time student and a part-time employee, with the same employment and training responsibilities as other trainees.

In order to be a school based trainee you must:

- be a full-time senior secondary school student in Years 11 or 12;
- enter into a Training Contract with an employer to complete a traineeship;
- have the school's agreement to undertake a school based traineeship; and
- have the competencies achieved in the traineeship included in your WACE;
- be 15 years of age at the date of commencement of the training contract.

Aboriginal School Based Traineeships undertake a Certificate II in a chosen industry. Training on-the-job will be equivalent to a full day/shift in the workplace. Off-the-job training may also be taken at a Trade Training Centre of a State Training Provider. There must be an average of eight hours of paid work per week integrated over the period of the Training Contract, including school holidays. Students need to find an employer to offer a School Based Traineeship. SBT training will generally take one day per week For the remaining four days students must attend school to complete School Curriculum and Standards Authority courses..

**For information on the Careers Access Program or other Vocational options**

Robert Liebeck  
V.E.T Coordinator

M: 0400 220 311

E: [Robert.Liebeck@education.wa.edu.au](mailto:Robert.Liebeck@education.wa.edu.au)

## VETiS Pre Apprenticeship

The VETiS Pre Apprenticeship is a fantastic opportunity for students in Years 11 and 12 and enrolled in the Western Australian Certificate of Education (WACE), to be one step ahead of other young people who want to undertake an apprenticeship.

The VETiS program is a school-based training program and is intended as a transition from school to an apprenticeship. It provides an introduction into the apprenticeship opportunities within various trades. The VETiS program has two key phases. Students will study at school for three days per week and attend a TAFE College and the workplace for two days per week. Studies in a Certificate course will, on completion, contribute towards the WACE.

The industries available in the VETiS program are:

- Automotive (heavy & light vehicle, auto body refinishing & repair, auto electrical)
- Building & Construction (wall & floor tiling, bricklaying, carpentry & joinery, ceiling fixing, plastering)
- Community Services,
- Health and education
- Hospitality and Tourism
- Horticulture (landscaping, nursery, turf, gardening)
- Furniture Trades (cabinet making, furniture finishing ,upholstery)
- Light Manufacturing (Cabinet Maker, Floor Covering, Furniture Maker, Glazier and Glass Processor, Timber Furniture Polisher, Upholsterer, Wood Machinist)
- Metals and Engineering (plant, fabrication and mechanical fitting)
- Printing (Binding and Finishing , Graphic Pre-Press, Print Machining, Screen Printing)
- Personal Services (beauty/make-up, retail and wholesale)
- Primary industry (Gardener, Landscape Gardener, Nursery Technician, Saw Doctor, Turf Management)
- Electrical

The above information provides only an indication of the trades to be delivered and will depend upon skill shortages at the time and participating Registered Training Organization's (RTO) ability to deliver.

### Why apply for the VETiS program?

- Students can undertake a taste of trades within a desired industry whilst still completing their Western Australian Certificate of Education (WACE). The VETiS program provides course equivalence towards a student's WACE.
- Enables students to make career decisions.
- Provides pathways to an apprenticeship.
- " Students receive credits for successful completion of units of competency undertaken.
- A reduction in term will be considered if the student is successful in obtaining an apprenticeship.

### Who Can Apply?

Applications will be accepted from students who can meet the following criteria:

- Students **MUST** be commencing Year 11 or 12 in 2018.
- Students **MUST** pass or have passed Year 10 with a 'C' grade average (Year 10 mid-year report can be included for application purposes)
- Students **MUST** have support from the school including endorsement as "work ready". It is compulsory for schools to make comment on the application form of each student whether the application is supported or not. This will assist in the selection of students where interviews will not be undertaken.
- Students must meet Australian citizenship and visa requirements; and
- Students must not have completed a Certificate I or higher in the qualification for which you are applying.
- Students must be accepted into the Career Access program at Kiara College

## How Do Students Apply?

- You can access the VETiS information/application form from during the Course Counselling Sessions.
- Students should attach a photocopy of their latest school report (mid-year report in Year 10). Include a resume and if available, work references.
- At the end of the application form there is a reference section to be completed by the Career/VET Coordinator who MUST endorse the application.
- Students are to submit applications to VET Coordinator within required timelines.

## The Selection Process

- All applications for the VETiS program will be forwarded to the VETiS Teams by the Career/VET Coordinators for assessment against above criteria.
- Interviews may then be conducted, if deemed necessary, from the pool of students applying. These interviews will be arranged by the RTO and all information regarding an interview will be provided directly to the student where applicable.
- Students will be advised during Term 4 of the outcome of your application.
- Students must be accepted into the Transition to Work Program.

## 2018 Commencement and Structure

The VETiS program will begin in early February, 2018. Students will be advised of the exact start date for their industry program. The VETiS program is conducted on a Friday.

## Timeline

- Students assessed by school processes (e.g.: Workplace Learning interview) as work ready and application endorsed prior to being submitted.
- Application to be submitted to the VETiS Team by **early August 2017** / by the Careers/VET Coordinator.
- Receipt of Application letter sent to students and school notified of applicants by **late August 2017**.
- Interviews organised if deemed necessary and students notified by **early September 2017**.
- Interviews to be completed by **late September 2017**.
- Students and schools should be notified of successful applicants by **November 2017**.

## Late Applications

Applications received after the August 2017 deadline will be placed on a wait list in order of the date they are received. If a position becomes available in a class, applications will be taken from the waitlist and will go through the assessment process (interviews may be conducted). Applications will be taken from the wait list until all classes/programs are filled (this may well continue into 2018).

## Charges

Secondary school students who are Australian citizens or permanent residents undertaking VET courses as part of their secondary education are exempt from tuition, resource and enrolment charges, however, depending on the chosen industry may be required to purchase uniform, protective equipment, text books and trade equipment/tools.

Some sub-class visa holders will be required to pay full-charges.

## For information on the Vocational options contact

Robert Liebeck  
V.E.T Coordinator  
M: 0400 220 311  
E: [Robert.Liebeck@education.wa.edu.au](mailto:Robert.Liebeck@education.wa.edu.au)

**Student Name**

**INTERVIEW QUESTIONS**

Tell us a little about yourself, where you live, who you live with.

What career pathway do you wish to undertake?

What do you know about this career pathway and why are you interested in this occupation?

What sort of tasks would you expect to carry out in this field?

Have you undertaken any work experience in this field? What did you enjoy the most? What didn't you enjoy?

Have you had (or do you have) part time work? Did you go through an interview process?

What qualities would an employer expect of you in the workplace?

What are your hobbies?

Using an example, explain what you understand teamwork to mean.

Give an example of a goal you have set and explain how you have (or are) achieving it.

What is your attendance and behaviour like at school?

What are the benefits to you from this program?

Questions you may have for us.





## All Career Access students should demonstrate these qualities:

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### **Safety**

Zero tolerance towards thoughtless, reckless, selfish behaviour at any time

### **Time Management**

Be on time - 15 minutes early is better than 15 minutes late

### **Common Sense**

Think about what's going on around you and deal with the real

### **Honesty**

Teachers and future employers like students to be upfront and honest

### **Listening Skills**

Listen carefully and ask questions to simplify instructions

### **Thoughtfulness**

Think about other people and meet accepted expectations

### **Commitment**

You need to attend school, training and work placements

### **Initiative**

Think ahead and be proactive

### **Focus**

Concentrate on the task at hand and desire to always improve

### **Loyalty**

Your employer provides you with an opportunity - repay them with your loyalty

### **Pride**

You do whatever it takes to present first class workmanship anywhere, anytime

### **Respect**

Show appreciation to those training you to become a tradesperson

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# Career Access

## Student Expectations

### Your Rights and Your Responsibilities

<b>RIGHTS</b>	<b>RESPONSIBILITIES</b>
To work in a safe environment	<ul style="list-style-type: none"><li>• Be aware of site rules</li><li>• Demonstrate common sense in the workplace</li><li>• Be work ready</li></ul>
To have excellent on site supervision	<ul style="list-style-type: none"><li>• To listen carefully to tradesmen, supervisor or the host employer to improve skills</li><li>• To ask clarifying questions or seek additional information</li><li>• To ask for feedback</li></ul>
To receive support from Kiara College	<ul style="list-style-type: none"><li>• To inform school of absentees</li><li>• To inform teachers of problems with host employers, supervisors or lecturers</li><li>• To maintain your logbook/ diary</li><li>• To complete all required assessments and submit on time</li></ul>
To receive excellent technical training	<ul style="list-style-type: none"><li>• To listen carefully to trainers when at TAFE</li><li>• To ask questions during training classes</li><li>• To ask for additional assistance in areas of identified weakness</li></ul>
To be able to express yourself at School, TAFE and at work placement	<ul style="list-style-type: none"><li>• To be respectful to trainers, teachers, supervisors, peers and host employers</li></ul>
To be supported in your wellbeing	<ul style="list-style-type: none"><li>• To see the School psychologist if necessary</li><li>• To liaise with the Career Link Coordinator</li><li>• To report any incidents, accidents or harassment to teachers, host employer or supervisor</li></ul>