TRAINEESHIP POSITIONS

BOOKLET OF INFORMATION

2017
Welcome to Warrnambool College! We congratulate you on making the first step towards exploring an exciting career and professional development opportunity offered via our traineeship program. We offer these places to students who have successfully completed Year 12 each year. Each position is for 12 months and can be regarded as an excellent building block to gain employment experience in an educational workplace whilst also studying a certificate course related to the position.

Traineeships at Warrnambool College are on a full-time basis and include:

- A training program, delivered by a Registered Training Organisation (such as TAFE or Westvic), through which you will gain a nationally recognised qualification.
- Structured on-the-job training.
- Paid employment under an appropriate industrial arrangement.

Warrnambool College trainees will be individuals who can make the transition from being a student to an employee with relative ease. We are seeking applicants who understand being an employee carries different responsibilities. Trainees require initiative, good communication and organisational skills, flexibility and a deep respect for everything the College stands for. In return, trainees receive a chance to work in a field they are interested in with staff who support the trainee to develop their knowledge and skills in a positive and supportive workplace. Traineeships also provide an income that supports many individuals to pursue tertiary study at the conclusion of their traineeship. A year spent completing a traineeship is a year in which trainees experience significant personal and professional growth.

If you would like to be part of a highly supportive, collegial and dynamic team, then a traineeship position at Warrnambool College may be the perfect fit for you.

**SELECTION CRITERIA FOR TRAINEESHIP POSITIONS**

Applicants interested in applying for a traineeship position will need to be able to demonstrate via a written application the ways in which they exhibit the following qualities and values:

- Commitment to Warrnambool College values (persistence, resilience, mutual respect),
- Professionalism and ability to transition from student to staff member,
- Participation in community and co-curricula school events/organisations/groups,
- Good communication skills when working with parents, teachers and students,
- Flexibility and adaptability to change,
- Commitment to personal growth and professional development,
- Strong organisational skills and personal motivation,
- A detailed understanding of the specific duties and responsibilities required for the role,
- Commitment to Warrnambool College and Westvic occupational health and safety requirements.
TRAINEE APPLICATION AND INTERVIEW PROCESS

Application forms should be forwarded to Westvic Staffing Solutions by the 8th November.

- Applicants should possess appropriate experience and qualifications.
- Applicants should possess sound knowledge in the area for which they are applying.
- Applications are to be completed on the Traineeship Application Form (Appendix A) and contain the names and contact details of two referees.

Three applicants will be shortlisted for each position. Shortlisted applicants will be interviewed by a panel of Warrnambool College staff. The shortlisted candidates will be selected based on their application. This is required to include the following: resume, letter of introduction, response to criteria, listing of prior experience.

Interviews:

- The interview panel will consist of staff from the traineeship faculty area.
- The same panel of interviewers will be involved in all interviews for the one position.
- The interview panel will recommend a preferred applicant to the Principal.

Post Interview:

- The Chair of the panel will notify the shortlisted applicants of the outcome of the interview as soon as practicable after the interview.
- The outcome will be confirmed in writing.
- Successful applicants will be issued with a letter of appointment, documenting the conditions of appointment.

Tenure:

WARRNAMBOOL COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Education Support – Sports and Swimming Pool Operations Trainee
DEPARTMENT: PE / Health
CLASSIFICATION LEVEL: Trainee
TIME FRACTION: 1.0 (38 hours/week) 8.15am – 4.36 pm daily.
Any paid annual leave is to be taken during the school holidays
EMPLOYMENT TYPE: 1 year
LOCATION: Warrnambool College, employed by Westvic Staffing Solutions

PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION

The Sports and Swimming Pool Operations Trainee position fulfils an important role in supporting our PE and Outdoor Ed staff to ensure the smooth, efficient running of their programs at all times. The College has a highly successful sports program with many students and teams reaching state level competition. Support of the Academy program is also required where necessary. We have two trainees supporting the sports/PE/Outdoor Ed programming and swimming pool program. The Sport and Swimming Pool Operations Trainee would assist in the operation of the swimming pool and assist with a variety of sports and outdoor education programs. A high level of initiative, organisation and administration skills are required to ensure the effective operation of the swimming pool and the various sports programs.

ORGANISATIONAL RELATIONSHIPS AND IMPACT

The Sports and Swimming Pool Operations Trainee position will act as a first point of contact for enquiries received at the College for PE and Outdoor Ed Staff. This would also include staff involved in our swimming program and managing the pool operation. This position is required to work professionally, cooperatively and consistently with both internal and external clients and involves close interaction with a range of staff and visitors to the College.

CLASSIFICATION CONTEXT AND TASK LEVEL

- Under routine direction performs structured tasks which require the understanding and application of basic rules and procedures.
- Provide routine support for teachers
- Communicate with teachers about routine matters
- Assist teachers with communication with parents about routine matters
- Communicate with student/s about comprehension of basic tasks and information
- Address immediate behaviour issues relating to specific students within a classroom setting
- Assist with coordination and planning of student routines
- Accountable for performance of allocated tasks

QUALIFICATIONS AND REQUIREMENTS

- First Aid Certificate (training provided)
- Current Victorian Drivers Licence (manual preferred)
- Bronze Medallion Certificate (training provided if required)
- Working with Children Check (to be completed if successful)
- Completion of a Certificate III level qualification (training provided)
REPORTS TO
This position has line management responsibilities to the Principal but on a day to day basis is accountable to Russell Skilbeck and the PE and Outdoor Education staff.

The Sports and Swimming Pool Operations Trainee is part of the PE/Outdoor Ed Team, whose responsibility is to work co-operatively as part of the team, ensuring a productive, efficient workplace.

TYPICAL FUNCTIONS

The trainees will be expected to:

- Use initiative at all times to ensure tasks are completed in a timely manner, effectively supporting staff to ensure that classes operate effectively,
- Assist with the set up and running of major sporting programs and events,
- Assist and participate in the Year Level and Outdoor Ed Camps Programs,
- Undertake supervision of groups in participation with teachers,
- Ensure the College Gym & Hall are in a tidy and organised condition at the end of each day after PE classes,
- Assist with the student activities program,
- Undertake sports administration,
- Ensure the Bus Log books are processed with the Business Manager by the 27th of each month,
- Assist with the organisation and supervision of activities of classes in the swimming pool,
- Undertake a variety of complex pool cleaning and maintenance duties,
- Obtain a Victorian Drivers License prior to or soon after commencement,
- Liaise with staff and students in relation to sports organisation and implementation; including sporting carnivals, sporting electives, support of PE classes, supporting Academies,
- Assist the Maintenance Manager with duties as required; including the setting up of SAC’s in the College Hall,
- Any other duties as assigned by the Principal in line with the PE, Outdoor Education and Academy of Sports Curriculum areas.

Occupational Health & Safety

- Follow Westvic Staffing Solutions and the Host Employers occupational health and safety policies, procedures and workplace instructions.
- Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health.
- Correctly wear and maintain items of personal protective clothing and equipment that are provided.
- Take reasonable care for your own health & safety and for the health & safety of anyone else that may be affected by your actions or omissions whilst at work.
- Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.

This position description describes in general terms the normal duties which the Sports and Swimming Pool Operations Trainee is expected to undertake.
WARRNAMBOOL COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Admin Trainee
DEPARTMENT: Administration
CLASSIFICATION LEVEL: Trainee
TIME FRACTION: 1.0 (38 hours/week) 8.15am – 4.36 pm daily
EMPLOYMENT TYPE: 1 year
LOCATION: Warrnambool College

Note that probation periods of three or six months apply to all positions. Appointment to the College may be subject to a satisfactory police check and Working with Children Check.

PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION

The Trainee Admin position fulfils an important public relations and customer service function by being one of the first points of contact that the public may have with the College. It is expected that they will provide a high level of customer service and be competent in the provision of up to date and relevant information.

The Trainee Admin position plays an integral role in the College’s front of house impression to the community. It is important the trainee operates in a consistent, professional, courteous, efficient manner at all times. The provision of accurate information is important as it projects a professional image which is the aim of Warrnambool College.

ORGANISATIONAL RELATIONSHPES AND IMPACT

The Trainee Admin position will act as a first point of contact for enquiries received at the College both at the office by visitors, staff and students. This position is required to work professionally, cooperatively and consistently with both internal and external clients and involves close interaction with a range of staff and visitors to the College.

CLASSIFICATION CONTEXT AND TASK LEVEL

Under routine direction performs structured tasks which require the understanding and application of basic rules and procedures.

Perform routine support tasks by:
• Preparing standard documentation and data entry that requires little or no manipulation of information and/or data
• Handling of customer enquiries and referral to appropriate personnel where appropriate
• Operate and instruct others in routine use of equipment and computer systems
• Prepare standard correspondence
• Provide routine customer service tasks such as reception, receipting payments and providing straightforward advice about the school
• Accountability relates directly to performance of allocated tasks

REPORTS TO

This position has line management responsibilities to the Principal but on a day to day basis is accountable to the Office Manager & the Business Manager.

The Trainee Admin is part of the Admin Team, whose responsibility is to work co-operatively as part of the team, ensuring a productive, efficient workplace.
TYPICAL FUNCTIONS

The incumbent will:

Administration

- Serve the student and visitor counter and provide support to students, staff and visitors
- **Attendance** - on the odd week of the term – Prepare report for House Leaders re absent students of the prior fortnight each Friday. Receive this information back from the Tutor/House Leaders and report to Marie. Follow up each fortnight until the outcome is resolved.
- Be responsible for monitoring of student attendance processes liaise with our Volunteer, Student records, the triage officer and House staff to ensure all absenteeism is followed up and updated on Compass weekly
- Enter permits for students on Compass
- Prior approvals/family holidays /long term absences to be entered on Compass
- Monthly attendance report to both Wayne Harradine for Koori Students and Mathew Steward for Standing Tall.
- Promote the use of Compass in regards to all attendance monitoring, recording and queries by families
- Responsible for the entry and management of the Student Groups module and also recording the relevant events on the DET SAL site.
- Mark the Compass consent forms of students attending activities on to Compass and file in the file in the Compactors.
- Follow up outstanding roll marking of staff
- Collect notes and materials from Tutorial Folders
- Mail : Internal – sort mail and distribute prior to recess, lunch & the end of the day, External mail– prepare for postage
- Manage lost property
- Filing of Staff Personnel records under the direction of the HR manager.
- Distribute gifts/flowers to staff for staff association
- Order stationery and ensure the stationery cupboard is fully stocked, tidy and charged out to budget areas on a monthly basis.
- Ensure all deliveries to the College are cleared from the foyer to staff daily. Ensure staff are advised of their arrival and distribution is prompt.
- Update admin proformas, including the telephone list for staff, in a timely manner.
- Responsible for the efficient delivery of our telephone service. The telephone is to be answered within 3 rings
  - Ensure office area is always tidy on a daily basis
  - Undertake other duties relevant to the field of responsibility as requested by the Office & Business Managers or Principal team.
  - Comply with the College’s policies and procedures
  - Maintain a healthy and safe working environment.
  - Ensure the Office Core Values of professionalism, efficiency, cheerfulness, reliability, politeness and teamwork are implemented, followed and supported at all times.

This position description describes in general terms the normal duties which the **Trainee Admin position** is expected to undertake.
POSITION DESCRIPTION

POSITION TITLE: Maths Support Trainee
DEPARTMENT: Administration
CLASSIFICATION LEVEL: Trainee
TIME FRACTION: 1.0 (38 hours/week) 8.15am – 4.36 pm daily
EMPLOYMENT TYPE: 1 year
LOCATION: Warrnambool College

Note that probation periods of three or six months apply to all positions. Appointment to the College may be subject to a satisfactory police check and Working with Children Check.

PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION

The Maths Support Trainee fulfils an important role in supporting our Literacy & Numeracy staff to ensure the smooth, efficient running of their programs at all times.

ORGANISATIONAL RESPONSIBILITIES AND IMPACT

This position is required to work professionally, cooperatively and consistently with both Staff, student and external clients. It involves close interaction with a range of staff and visitors to the College.

Attributes

- Excellent interpersonal and communication skills, both verbal and written including the ability to liaise with all levels of staff, students, parents and other external clientele.
- The ability to show initiative and judgement when required.
- Demonstrated ability to work both independently and as part of a team.
- Proven ability to organise, prioritise and complete a variety of tasks to deadlines with speed, efficiency and composure, particularly when under pressure.
- Developing problem solving, assertiveness and organisational skills.
- Willingness to learn new skills.

Qualifications and Requirements

- First Aid Certificate (training provided)
- Working with Children Check (to be completed if successful)
- Completion of a Certificate III level qualification (training provided)

REPORTS TO

- This position has line management responsibilities to the Principal but on a day to day basis is accountable to the Numeracy Team.
- The Maths Support Trainee is part of the Numeracy Team, whose responsibility is to work co-operatively as part of the team, ensuring a productive, efficient workplace.

CLASSIFICATION CONTEXT AND TASK LEVEL
- Under routine direction performs structured tasks which require the understanding and application of basic rules and procedures.
- Provide routine support for teachers
- Communicate with teachers about routine matters
- Assist teachers with communication with parents about routine matters
- Communicate with student/s about comprehension of basic tasks and information
- Address immediate behaviour issues relating to specific students within a classroom setting
- Assist with coordination and planning of student routines
- Accountable for performance of allocated tasks

**TYPICAL FUNCTIONS**

The incumbent will:

- Supporting Students from years 7 – 10 with who are part of the numeracy support program.
- Providing assistance to implement appropriate curriculum content/program as determined by subject teacher and numeracy team.
- Assist students in the classroom with their learning and supporting the students as directed by the teacher.
- Help prepare for Rich tasks and support Literacy across KLA’s.
- Fostering the development of positive relationships with students in order to monitor behaviour in classroom, observe social practices and to identify student strengths and needs.
- Undertaking duties in a professional manner with particular attention given to maintenance of confidentiality of details of students and their families at all times.
- Participation in extra-curricular activities such as sports days, Personal Development days, excursions and school camps.
- Sharing feedback about student progress with subject teachers and Numeracy Support staff.
- The ability to work as a member of the Numeracy Team and to accept and carry out direction as provided.
- Attendance at Team meetings.
- Other duties as assigned by the Principal in line with the Numeracy Team.

This position description describes in general terms the normal duties which the **Maths Support Trainee** is expected to undertake.
TRAINEESHIP APPLICATION FORM

Please complete this form to apply for our traineeship positions and return by ..........to:

Tim Rantall, Westvic Staffing Solutions, 190 Koroit Street Warrnambool 3280 or trantall@westiv.org.au

POSITION
For which position are you applying? (You may apply for no more than two positions)

☐ Administration
☐ Sport & Rec Trainee
☐ Maths Support Trainee

APPLICANTS DETAILS
Surname: .................................................................................................................................

Given Names: ........................................................................................................................

Address: ..............................................................................................................................

.......................................................... Post Code: ............ ..............................................

Home Phone: ............................................................... Mobile: ...............................................

Email Address: ....................................................................................................................

Gender: Male ☐ Female ☐ Date of Birth: ...... / ...... / .................

SECONDARY EDUCATION
Name of School(s) Attended:
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Subjects studied at Year 11 & 12:
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### Academic & Professional Qualification

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### Employment Details

**Current Employer:** ..................................................  **Position:** ..................................................

**Address:**

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**Length of Employment:** ..................  **Hours of Employment per week:** .................

### Referees

Please list the name and details of three referees:

**Name:** .................................................  **Occupation:** ............................................................

**School/Company:** ...........................................................................................................

**Phone:** ..............................................  **Mobile:** .................................................................

**Name:** .................................................  **Occupation:** ............................................................

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**Name:** .................................................  **Occupation:** ............................................................

**School/Company:** ...........................................................................................................

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Please submit copies of any written personal and professional references.