# School Based Traineeship Program – Agency profile for website

Please complete and return to [youth@psc.wa.gov.au](mailto:youth@psc.wa.gov.au) by **Friday 11 April 2025**. Your agency profile will be created on [WA.gov.au](https://www.wa.gov.au/government/multi-step-guides/school-based-traineeship-program/agencies-taking-part-2025-26).

## Agency name

Department of

## About us

**Outline the key role or function of your agency, thinking about what appeals to a 15 year old.**

You should:

* describe what your agency does for the community
* use short sentences and plain language
* check the readability rating of your content to make sure it is no higher than Grade 9
* explain industry terms that might not be known to young people
* include a link to your website for applicants to find out more.

*Example*

*Our job at the Public Sector Commission is to support and guide 177,000 public sector staff and the agencies they work for as they deliver services to 2.8 million people across WA.*

*What’s the public sector? It’s the people and agencies responsible for health, schools, public transport, tourism, community sport, the environment – and so much more!*

*So our work supporting the people who help Western Australians is very important.*

*This includes helping staff and agencies to work with integrity, to have diversity in their teams, to be good leaders (starting with leading yourself!) and to understand how they can improve the way their agency operates.*

*That’s why we say we’re a small agency making a big difference.*

*Working here means you are part of a friendly and helpful team, and you receive training and support. Find out more about why it’s great* [*working with us*](https://www.wa.gov.au/organisation/public-sector-commission/working-the-public-sector-commission)*.*

## Benefits of doing a traineeship with us

**Include a short pitch that highlights the benefits of doing a traineeship with your agency and why your opportunity is unique.**

Think about including:

* the work the trainee will do – what their 2 days could look like
* the nature of the work (hands on / working with a team)
* if there will be a mentor or support network
* who they will work with
* if you offer rotations in the agency
* training and development opportunities.

## Perfect for …

**List the attributes you are looking for**

*Example*

*We’re looking for young people who are:*

* *keen to learn new skills*
* *honest*
* *interested in helping others.*

## Traineeship locations

**List the location(s) of the traineeship(s)**

## How to apply

**The email address you would like applications to go to.**

Provide any specific information on what applicants will be asked to do (if shortlisted) as part of your selection processsuch as being asked to attend a group or individual interview.

## Additional items

**The application form asks applicants to email the following documents directly to your agency’s nominated email:**

* Completed school based trainee application form signed by a VET coordinator, subject teacher, parent/guardian and the applicant
* 2 school recommendations, one completed by a school VET coordinator and the other by a current subject teacher
* Current resume
* Year 10 report (Semester 1) with Year 9 NAPLAN, OLNA results or subject grades
* Visa documentation (note this is only required if the applicant is not a permanent resident or Australian or New Zealand citizen)

**If your agency requires additional information from students, please include below.**

As well as the documents required in the application form, we also ask that you provide:



## Contact us

**Name of a contact person who can answer questions about your traineeship.**

Any questions?

Contact [name] by telephone ???? ???? or email ???@???: