

# Traineeship Program

Year 11  
2023

Year 12  
2024

**BAHRS SCRUB**  
EARLY LEARNING CENTRE



**Trinity College**  
BEENLEIGH

## Purpose

The purpose of this program is to offer year 11-12 students a direct link into the workforce whilst also gaining a nationally recognised qualification. Through the traineeship program, students are paid employees in often their first experience in the workforce. Trinity College provides support to the students throughout their participation in the program which leads to very successful outcomes in relation to completion of qualifications and ongoing work and post school pathways. The Pathways and Industry Officer conducts regular visits and meetings with employers, RTO's and students each term, ensuring students remain on track and any issues are identified and resolved.

## Intended Outcomes

The intended outcome of this program is to support students in their entry into a specialised area of work and study. The areas of study and work a student may undertake vary greatly as Trinity College has extensive industry connections to ensure that students can achieve their intended pathway. The College also offers student trainees advantages through industry networking, personal development workshops and participation in Gateway to Industry Schools programs.

Students in the traineeship program are required to attend their workplace typically one day per week during school time, balancing their school work, their traineeship and their workplace performance. To ensure that they are successful, each student is required to meet with the Industry and Pathways officer at least once per term to complete a progress report and to discuss any issues that may arise.

Once a student has completed their nationally recognized qualification the College meets with them in year 12 to offer ongoing opportunities post school. An example of this could be a student completing a Certificate III in Hospitality may investigate going into a Certificate III in Commercial Cookery. Another example could be a student who completes Certificate III in Early Childhood may wish to continue by enrolling into a Diploma in Early Childhood. The Pathways and Industry Officer will assist the student in this transition process by speaking with the employer, identifying if there are ongoing opportunities, or support the student in securing employment elsewhere to guarantee a future pathway post school.

## Industry Partnerships

Trinity College is in partnership with the following Gateway to Industry Schools Programs:

gateway to industry schools

**Tourism and Hospitality**

gateway to industry schools

**health**

gateway to industry schools

**screen and media**

gateway to industry schools

**information and  
communication technology**

gateway to industry schools

**community services**

## External Registered Training Organisations

Trinity College regularly works with the following RTO's who deliver the qualifications for the student's traineeships:

Akadia, Aurora Training, Axiom College, Blue Dog Training, TAFE/Skills Tech Queensland, College for Australian Early Childhood, Complete Property Training, MTA, Gold Coast Training College, Training Evolution, TLC Training Solutions

Hospitality	Retail	Education /Child Care Services	Health Care Services	Animal Care	Business	Real Estate	Media
<b>Traineeships</b>							
Certificate III in Hospitality Certificate II in Kitchen Operations Certificate III in Commercial Cookery	Certificate III in Retail	Certificate III in Early Childhood Education and Support Certificate III in Education Support	Certificate III in Individual Support	Certificate II in Animal Care	Certificate III in Business	Certificate IV in Real Estate	Certificate III in Screen & Media (Radio)

# Student Expectations

## Responsibilities of students

- School is your first priority.
- Students must inform teachers of their day out and catch up on any work missed. This is your responsibility.
- Students must submit assessment as per the assessment calendar.
- If drafts or assignments are due on your rostered day out, you are still expected to submit on this date via email. Any change must be negotiated in advance, following school processes.
- If students must attend the College to participate in an exam or a compulsory activity such as Leadership Camp or Retreat, they must inform their employer at least two weeks in advance to minimise any inconvenience.
- If students are absent from their traineeship for any reason, they must notify their employer **and** the school. Any missed time must be made up and arrangements for make-up days communicated to the school.
- Students should make use of their school diary (or an alternative diary) for recording work hours and activities completed, so that they have this information logged if requested by their teachers.
- Students are representing Trinity College during any off-campus activity. As such, students are expected to behave to the highest standard whilst at TAFE or in the Trade Training Centre, and during travel to these activities. Students are expected to show Responsibility and Respect for self, others, Trinity and community at all times.
- Students should arrive on time to their traineeship, ensure that mobile phones are stored in bag and only accessed in break times.
- Students are expected to adhere to the workplace policies and procedures of their place of employment.

## If students have access to a study line, the following expectations apply:

- Students are to turn up promptly at the beginning of each Study Lesson in their timetabled classroom, with all required equipment (diary, laptop – charged each day, pencil case, exercise books and textbooks for lessons missed on day out).
- Students should use study lesson time to complete any missed work from classes that occurred on their day out. It is expected that students will make contact with their teachers, check any online spaces e.g. Microsoft Teams for class work, and will work with study teachers around managing their workload during this time.
- Students are permitted to visit the TTC during study lessons as long as this is arranged with Miss Hohenhaus and their study teacher.
- Students must respect the rights of others to use the time for quiet independent study.
- Study lessons are a privilege and may be revoked at any time if students fail to meet expectations.