

# Trainee and Apprentice Program **fact sheet**



## Summary

The Central Coast Council Trainee and Apprentice Program provides students with an opportunity to complete a nationally-recognised qualification while undertaking full-time paid employment with Council.

The learning lifecycle of our trainees and apprentices is supported by a group training organisation (GTO), Central Coast Group Training, so that our supervisors can focus on providing expert training and skill development in the workplace.

## Program aims

Council is committed to raising the employability of local residents studying at a vocational level, and to supporting trade qualifications in areas where we service the local community. The Trainee and Apprentice Program aims to:

- develop student's practical, personal and professional skills in a safe, supportive environment
- train students to complete tasks to a high industry standard so they are competitive in the job market when applying for trade/professional roles
- expose students to the career opportunities within Local Government.

## Eligibility

Students must be able to demonstrate the following in order to be eligible for Council's

2023 Trainee and Apprentice Program.

Applicants must:

- meet all selection criteria in the advertised position
- be willing to satisfactorily complete a qualification from Certificate III to Diploma level
- be able to work full-time
- be able to commit to the duration of the traineeship or apprenticeship (this may be up to five years, depending on the qualification).

## Program requirements

Successful completion of the Program involves:

- working 35 or 38 hours per week (including a study day/time) for the duration of the traineeship or apprenticeship
- attending all classes with the nominated registered training organisation (RTO), or completing all work by correspondence/online, if required
- gaining competency in all units of the nominated qualification
- attending all quarterly performance assessments and support meetings
- completion of certification and employment service in order to obtain a Certificate of Proficiency from Training Services NSW.

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## Recruitment

Applications for the 2023 program will open via the Council website in late July 2022. Council cannot accept resumes outside of the standard merit-based recruitment process.

*Note: Employment is temporary for the duration of the traineeship or apprenticeship and employment beyond the traineeship or apprenticeship is not guaranteed.*

## Ask us a question

Please contact Workforce Development

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