

# SouthAustraliaWorks

## in the Public Sector



## Information about Government Traineeships

A Traineeship combines a paid work placement with formal training under a Contract of Training to give you a nationally recognised qualification, plus practical on-the-job experience that you can take with you to your next job.

The benefits of doing a Government Traineeship include:

1. Paid employment for the length of the Traineeship (usually 12 months)
2. Free or significantly subsidised training in a nationally accredited qualification
3. Additional employment benefits such as recreation leave and sick leave
4. An opportunity to begin your career with an employer of choice in State Government.

This information pack covers heaps of things including:

- >> **Am I eligible for a Traineeship?**
- >> **How do I apply for a Traineeship?**
- >> **What should my resume say?**
- >> **What happens if I get an interview?**
- >> **Frequently Asked Questions?**

If you have any questions please contact us on freecall:

# 1800 683 534



## Am I eligible for a Traineeship?

Anyone who is aged between 17 - 24 (inclusive) and a resident of South Australia is eligible for a State Government Traineeship.

If you fit into any of the following categories, you can be aged 17 - 28 (inclusive) years of age:

- Aboriginal or Torres Strait Islander
- Have a declared disability
- Have been or are currently under State Care
- Are long term unemployed (12 months or more)
- Have status of migrant or refugee (with appropriate work visa)
- Are Parents returning to work (after 2 or more years out of the workforce)

You can only do one Traineeship in State Government, and you must not have previously taken a separation package within the past three years.

## How do I apply for a Traineeship?

1. Look through the Notice of Vacancies (NOV) located at [www.vacancies.sa.gov.au](http://www.vacancies.sa.gov.au), and choose the Traineeship that you are interested in.
2. Download the coversheet for the Traineeship, print it out, and fill it in.
3. Print out a copy of your resume and staple it to a copy of your proof of Date of Birth, which can be a photocopy of the following:
  - Drivers License
  - Birth Certificate
  - Proof of Age Card
  - Passport
4. Attach the coversheet to your resume and proof of Date of Birth and post in to:

**Assistant Consultant  
CareerStart SA  
DFEEST  
GPO Box 320  
ADELAIDE SA 5001**

You can apply for as many Traineeships as you like. Applications must be received by this office on/before the advertised close date. Any postal applications received must be stamped with a date on/prior to the closing date with an official Australia Post Office date stamp.

All eligible applications will be forwarded onto the relevant Government department who in turn notifies each applicant of respective outcomes.

## What should my resume say?

A resume is a summary of information that gives your personal details, educational background and training, referees and a summary of your work history including dates, where you have worked and what you have done.

Some things to think about when preparing your resume include:

### Check your application

- Proof read your resume thoroughly.
- Ask someone else to have a look at it for you to check for any spelling errors, poor grammar and general comment.
- Make sure that your details are all current e.g. phone numbers etc.

### Presentation

- Make sure your resume is printed on clean paper and is well presented.
- If you do not feel confident in word processing the resume yourself, have it done by someone who is.
- Use clear headings, an easy to read font and plenty of white space.
- Use A4 size paper.
- Where appropriate, dot points are effective.
- Make it obvious where you last worked.
- Have more detail about your recent employment and achievements and less about your earlier employment.
- Tailor your resume to suit the job you are applying for and keep it to the point - only emphasise the skills, achievements and training relevant to the position.

The following is an example of a resume template that you can use.

You don't have to use this template but it may give you some ideas about the sort of things you can put down.

## PERSONAL DETAILS

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<b>Name</b>	Full name
<b>Address</b>	Full address with postcode
<b>Telephone</b>	Include home, work and mobile
<b>E-mail</b>	Make sure your email address is professional

## SKILLS

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Include every skill you can think of including software, computing, office skills, community, volunteering, personal attributes, etc.

## EMPLOYMENT HISTORY

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Display your most recent job first and then work backwards giving least amount of detail to earlier positions. List a few of your duties against the dot points. For example:

<b>April 1995 - Present</b>	<b>Receptionist, John Smith Accounting</b>
Duties include:	Answering phones
	Opening mail
	Talking to clients
	Filing
	Typing minutes

## EDUCATIONAL BACKGROUND

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Current Studies

Any qualifications or training courses you have done

Senior Secondary School level

## OTHER INTERESTS

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Optional and only recommended if they may highlight some transferable skills that can be brought to the position e.g. sports team coach or secretary to a club etc. It is a personal choice and if in any doubt leave this section out.

## REFEREES

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The final touch to your resume is a list of your referees and their contact details. Choose your referees carefully and discuss with them what they would comment on. Update your referees whenever you apply for a new job - don't assume they will continue to be one for every job you apply for.

## What happens if I get an interview?

Whenever a group of people is asked what they dislike most about applying for a job the same responses come up over and over again:

- Fear of failure
- Dislike of promoting/selling themselves
- Not knowing what to expect
- Nerves
- Unprepared
- Feeling uncomfortable

Sound familiar? Then perhaps the realisation that you are not alone and that it is completely normal to dislike interviews will be of some comfort. So how should you prepare for the actual interview?

### Preparation for the interview

- Anticipate what some of the questions might be and rehearse the way you would answer them.
- Review your resume, so you are totally familiar with what you have written.
- A mock interview is another way of preparing - in other words a rehearsal for the real thing.
- Make sure you know exactly where the interview is and how to get there.
- Have the name and telephone number of the chairperson readily available so if you are running late you will be able to let them know.
- Arrive at the reception area about 10 minutes before the interview time. Arriving too early may cause you to become more nervous.
- Be in a positive frame of mind - you are well prepared, your resume won you an interview and you now have every chance of succeeding in the interview.

### What to expect at the interview

Generally you will attend a panel interview with around three panel members. Interviews are usually structured in the following manner:

- **Introduction:** This takes the first 4-5 minutes. It involves introductions to the panel and often some friendly talk to relax you.
- **Questions:** The panel members usually take turns asking you specific questions that relate to the traineeship. Often the panel will make notes to record your response.
- **Panel offers you an opportunity to ask any questions or provide any further information:** This provides you with an opportunity to ask any questions that you may have and to tell the panel anything important about yourself that hasn't been covered in their questions.
- **Close:** The chairperson generally closes the interview by thanking you for coming and may give you some indication of when you can expect to be advised of the outcome.

## How to respond to the questions

- Focus on the person asking the question and listen carefully
- Think first to gather your thoughts then answer. What feels like an unusually long pause to you will seem like a short time to the panel. The pause will simply make you look more thoughtful and considered in your answers
- Be focussed and avoid getting off the track and rambling
- Ask for clarification if you are not sure what is meant by a question - don't guess
- Speak from experience at every opportunity e.g. 'What I have found from my experience is...'

## How to appear confident and positive

- Be aware of your voice and pitch. Nerves can affect your voice and by lowering your voice and its volume you sound more confident. Slow speech is better than rushing what you want to say
- Show likeable characteristics such as being friendly, enthusiastic and engaging during the interview; and
- Maintain eye contact with the entire panel and smile

## Definitely Do Not...

- Look bored, tell jokes or be overly humorous
- Use sexist or racist language
- Reveal confidential information about your current and past employers or clients
- Be negative about your colleagues or manager
- Lie or exaggerate. Most applicants interviewed are reference checked and if you did get the job, discrepancies in your information may become embarrassingly apparent.

## Remember to

- Ask any questions you have
- Volunteer information you consider important and relevant which might not have been covered; and
- Finish on a positive note.

## Frequently Asked Questions...

Question	Answer
Can I apply for more than one job?	Yes you can apply for as many jobs as you like.
What is the close off date for the job?	Each job will have a closing date.  Applications must be received by this office on/before the advertised close date. Any postal applications received <u>must</u> be stamped with a date on/prior to the closing date with an official Australia Post Office date stamp.  We cannot accept late applications.
What exactly do I have to send in?	A copy of the coversheet for the job, your resume, and proof of your Date of Birth.
Where do I go if I want more information about a department?	Click onto the department's website for more information.
What happens to my application?	Once we receive your application we will check to make sure you are eligible, and then send your application off to the relevant Government department.  All ineligible applicants will be notified via mail of their ineligibility.  The Government department will then undertake a selection process.
What if I've already done a Government Traineeship?	You are only able to do one Government Traineeship. If you have already done one then you are not eligible to apply again.
What if I've done a Non- Government Traineeship somewhere else?	You should be eligible to do a Government Traineeship, providing that the Traineeship that you have undertaken isn't a higher level than the one you would undertake e.g. if you have completed a Cert IV in IT, you wouldn't be able to do a Cert II in IT through a Traineeship.
Who do I send my application to?	Send your application to the address provided on the coversheet. Do not send your application directly to the employer. All applications must come to us first.
Do I need to write a covering letter?	A covering letter is optional, however you <b>MUST</b> include the completed downloadable CareerStart SA Coversheet with your application otherwise your application will not be accepted.
What if I have technical problems, can't see the NOV?	If you have problems downloading any documents contact us on freecall 1800 683 534.
What will I be paid?	You will be paid in-line with the national training wage. This will be determined by your employer. It may be a question to ask at your interview. If you would like more information you can visit <a href="http://www.workplaceauthority.gov.au">http://www.workplaceauthority.gov.au</a>