

# TRAINEESHIP INFORMATION

for position to be filled by Aboriginal or Torres Strait Islander per section 65 of the *Public Sector Act 2009*



Government of South Australia

Department of Planning,  
Transport and Infrastructure

## Benefits

The benefits of undertaking a State Government Traineeship with the Department include:

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

## Am I eligible for a Traineeship?

To be eligible for a State Government Traineeship position to be filled by Aboriginal or Torres Strait Islander people per section 65 of the *Public Sector Act 2009* your answers to questions below 1-3 must be 'Yes' and to questions 4-6 must be 'No':

	Yes	No
1. Are you Aboriginal or Torres Strait Islander?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you between the ages of 17-30 (inclusive)?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you a South Australian resident?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you a permanent State Government employee?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you taken a package from the State Government within the last three years?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you previously commenced a State Government traineeship and completed the probationary period?	<input type="checkbox"/>	<input type="checkbox"/>

## Contact Details

If you have any questions please contact:

- Ms Joyleen Thomas  
Principal Cultural Advisor, Aboriginal Engagement  
Department of Planning, Transport and Infrastructure  
Telephone 08 71097077



## How do I apply for a Traineeship?

1. Download the [Departmental Traineeship Application Form](#), print it out, and fill it in.
2. Attach a copy of your Resume.

3. Attach evidence of your Date of Birth, which can be a photocopy of one of the following:
  - Student ID card
  - Birth Certificate
  - Passport
  - Drivers Licence
  - Proof of Age Card
  - Statutory Declaration witnessed by a Justice of the Peace.
4. Attach the Confirmation of Aboriginality:
5. Post the Traineeship Application form and required attachments to:

Ms Joyleen Thomas  
Principal Cultural Advisor, Aboriginal Engagement  
Department of Planning, Transport and Infrastructure  
Level 6, 136 North Tce. Adelaide (GPO Box 1533)  
Adelaide SA 5001

Applications must be received before 5pm on the closing date or the application will be deemed ineligible.

## **Resume**

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 Resume*

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

### *Resume 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 prepared 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.

## Example Resume

The following is an example of a Resume template that you can use:

### **PERSONAL DETAILS**

<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**

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

### **EDUCATIONAL BACKGROUND**

Current Studies

Any qualifications or training courses you have done

Senior Secondary School level

### **EMPLOYMENT HISTORY**

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:

**April 1995 – Present**

**Receptionist, John Smith Accounting**

Duties include:

- Answering phones
- Opening mail
- Talking to clients
- Filing
- Typing minutes

### **OTHER INTERESTS**

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

### **REFEREES**

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 – do not assume they will continue to be one for every job you apply for.

You do not have to use the above Resume template, however it may give you some ideas about the sort of things you can put down.

## 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 has not 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 – do not guess.
- Speak from experience at every opportunity eg '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.
- 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.
- Finish on a positive note.
- Turn off your mobile phone.

## Frequently Asked Questions

Question	Answer
<i>Can I apply for more than one traineeship in Department?</i>	Yes you can apply for as many jobs as you like.
<i>What is the close off date for the job?</i>	<ul style="list-style-type: none"> <li>• Each job will have a closing date.</li> <li>• Applications must be received in the Department before 5pm on the advertised closing date.</li> <li>• Any late applications will be deemed ineligible.</li> </ul>
<i>What exactly do I have to send in?</i>	<ul style="list-style-type: none"> <li>• <a href="#">Departmental Traineeship Application Form</a>;</li> <li>• Your Resume;</li> <li>• Proof of your Date of Birth.</li> </ul>
<i>Where do I go if I want more information?</i>	<a href="http://www.dpti.sa.gov.au/careers/aboriginal_employment">http://www.dpti.sa.gov.au/careers/aboriginal_employment</a>
<i>What happens to my application?</i>	<ul style="list-style-type: none"> <li>• Once the Department has received your application we will check it to ensure that you are eligible to apply for a position to be filled by Aboriginal or Torres Strait Islander per section 65 of the <i>Public Sector Act, 2009</i></li> <li>• All ineligible applicants will be notified via mail of their ineligibility.</li> <li>• The Department will then undertake a selection process.</li> </ul>
<i>What if I have already done a State Government Traineeship?</i>	<ul style="list-style-type: none"> <li>• You are only able to do one State Government Traineeship.</li> <li>• If you have already done one then you are not eligible to apply again.</li> </ul>
<i>What if I have done a Traineeship somewhere else?</i>	You should be eligible to do a State Government Traineeship, providing that the Traineeship that you have is not a higher level than the one you would undertake eg if you have completed a Cert IV in IT, you would not be able to do a Cert II in IT through a Traineeship.
<i>Who do I send my application to?</i>	Send your application to the address provided on the <a href="#">Departmental Traineeship Application Form</a> .
<i>Do I need to write a letter?</i>	A letter is optional, however you MUST include the <a href="#">Departmental Traineeship Application Form</a> with your application otherwise your application will not be accepted.
<i>What if I have technical problems, cannot see the Notice of Vacancies?</i>	If you have problems downloading any documents, please contact the person listed on page 1 of this document
<i>What will I get paid?</i>	You will be paid in-line with the national training wage, this is worked out on how long you have been out of school, and what level you completed. This will be determined by the Department. It may be a question to ask at your interview.