

BUSINESS ADMINISTRATION TRAINEESHIP

Work Skills Traineeship

Jump start your career with an 24-week PAID Work Skills Traineeship in Business Administration with St Vincent de Paul Society Qld.

Complete a BSB10115 Certificate I in Business and learn on the job.

Develop the confidence, knowledge and skills to achieve long-term employment.

Four traineeships available commencing March in South Brisbane



ABOUT THE OPPORTUNITY

As a Trainee at Vinnies you will earn above Training Award rates and complete a nationally accredited qualification (**BSB10115 Certificate I in Business**). Orion Training (RTO Code 30915) will deliver the Training and Assessment and issue the qualification within the scope of registration.

You will be providing administrative support on a dedicated project at the Society's State Office in South Brisbane. Projects include:

- CEO Sleepout in the Fundraising team
- Property services in the Housing team
- Administration support to the Finance team
- Administrative support to the Programs team.

Vinnies will help you learn in a supportive training environment and assist you to get work ready. Transport, work clothing and other supports available.

These roles will be interesting, challenging, and can provide a pathway into a fantastic business admin career in community services, finance, fundraising or real estate.

ELIGIBILITY

Open to those over 15 (and not at school), who are unemployed, a resident of Queensland, and who have the right to study and work in Australia.

HOW TO APPLY

Please complete an Expression of Interest form (over page) by **25.02.20**, if eligible, you will be invited to an interview

> **For more information: Ph 07 3010 1083 / education@svdpqld.org.au**

VINNIES BUSINESS ADMIN

WORK SKILLS TRAINEESHIP

Expression of Interest

NameDate of birth

Address.....

EmailPhone number.....

1. Residency status (Please tick):

- Australian of New Zealand Citizen
 Australian Permanent resident
 Visa and Work permit rights on a pathway to permanent residency. Visa Type:_____

2. Cultural background (Please tick):

Do you identify as being of Aboriginal or Torres Strait Islander origin? Yes / No

- Country of birth: Australia OR Born overseas name of country _____
 Is English your first language ? If not, please specify language _____

3. Employment or study (Please tick): Are you currently:

- Unemployed (if yes, for how long_____months)
 Full time work
 Part time work (hours employed per week)
 Casual work (average hours per week)
 Study full time
 Study part time

4. Education

What's your highest level of schooling in Australia or overseas (Please circle):

Year 12 / Year 11/ Year 10 / Exited before Year 10 / Other_____

5. Post School - have you studied higher education (Please circle):

Certificate / Diploma / Bachelors Degree: please provide details of qualification, years studied and location. _____

6. Employment services provider

Are you registered with an employment service provider or disability employment service provider?

Yes / No

7. Have you previously participated in a Skilling Queenslanders for Work training project?

Yes / No

Privacy statement

St Vincent de Paul Society Queensland collects your personal information to provide you with the Skilling Queenslanders for Work program. We will use your personal information to contact you, develop a personalised support plan with you and evaluate your progress through the program. We may not be able to offer you the program without this information. We may share your personal information with your case worker and with our technology service providers, including overseas. If you would like further information see our privacy policy at: www.vinnies.org.au/privacypolicyqld

I agree to the above conditions: Signed Date

Please send this completed form to: education@svdpqld.org.au by 25.02.2020