

**TRAINEESHIP POSITIONS**

**BOOKLET OF INFORMATION**

**2025**

**Positions available for 2025 are:**

 **PE / Outdoor Ed x 2**

 **Sporting Pathways Program x 1**

**WARRNAMBOOL COLLEGE - TRAINEESHIPS**

Welcome to Warrnambool College! We congratulate you on making the first step towards exploring an exciting career and professional development opportunity offered via our traineeship program. We offer these places to students who have successfully completed Year 12 each year. Each position is for 12 months and can be regarded as an excellent building block to gain employment experience in an educational workplace whilst also studying a certificate course related to the position.

Traineeships at Warrnambool College are on a full-time basis and include:

* A training program, delivered by Southwest TAFE which you will gain a nationally recognised qualification.
* Structured on-the-job training.
* Paid employment under an appropriate industrial arrangement.

Warrnambool College trainees will be individuals who can make the transition from being a student to an employee with relative ease. We are seeking applicants who understand being an employee carries different responsibilities. Trainees require initiative, good communication and organisational skills, flexibility and a deep respect for the College values. In return, trainees receive a chance to work in a field they are interested in with staff who support the trainee to develop their knowledge and skills in a positive and supportive workplace. Traineeships also provide an income that supports many individuals to pursue tertiary study at the conclusion of their traineeship. A year spent completing a traineeship is a year in which trainees experience significant personal and professional growth.

If you would like to be part of a highly supportive, collegial and dynamic team, then a traineeship position at Warrnambool College may be the perfect fit for you.

**TRAINEE APPLICATION AND INTERVIEW PROCESS**

Application forms to be conducted online by Westvic Staffing Solutions.

* Applicants should possess sound knowledge in the area for which they are applying.
* Applications are to be completed on the Traineeship Application Form and contain the names and contact details of two referees.

Shortlisted applicants will be interviewed by a panel of Warrnambool College staff. The shortlisted candidates will be selected based on their application. This is required to include the following: resume, letter of introduction, response to criteria, listing of prior experience.

**Interviews:**

**We will aim to hold interviews** **to ensure the dates align with student’s study requirements.**

* The interview panel will consist of staff from the traineeship faculty area.
* The same panel of interviewers will be involved in all interviews for the one position.
* The interview panel will recommend a preferred applicant to the Principal.

**Post Interview:**

* A Westvic Staffing representative will notify the shortlisted applicants of the outcome of the interview as soon as practicable after the interview.
* The outcome will be confirmed in writing.
* Successful applicants will be issued with a letter of appointment, documenting the conditions of appointment.

**Tenure:**

* Each traineeship position commences on Wednesday 23rd of January 2025 and concludes on the 20th December 2025.

Warrnambool college

**POSITION DESCRIPTION**

**POSITION TITLE:                                Education Support – SPP Trainee**

**DEPARTMENT:                                        Administration**

**CLASSIFICATION LEVEL:                      Trainee**

**TIME FRACTION:                                    1.0 (38 hours/week) 8.15am – 4.36 pm daily**

**EMPLOYMENT TYPE:                           1 year**

**LOCATION:                                               Warrnambool College**

*Note that probation periods of three or six months apply to all positions. Appointment to the College may be subject to a satisfactory police check and Working with Children Check.*

**PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION**

This position includes administration tasks, SPP communications, operational duties and hands on learning opportunities.

It is important the trainee operates in a consistent, professional, courteous, efficient manner at all times. The provision of accurate information is important as it projects a professional image which is the aim of Warrnambool College.

**ORGANISATIONAL RELATIONSHIPS AND IMPACT**

This position will have a range of duties over the Sporting Pathway Program;

***Attributes***

* Excellent interpersonal and communication skills, both verbal and written including the ability to liaise with all levels of staff, students, parents and other external clientele.
* The ability to show initiative and judgement when required.
* Demonstrated ability to work both independently and as part of a team.
* Proven ability to organise, prioritise and complete a variety of tasks to deadlines with speed, efficiency and composure, particularly when under pressure.
* Developing problem solving, assertiveness and organisational skills.
* Willingness to learn new skills.
* Demonstrated ability to work with technology: data, stats, spreadsheets

***Qualifications and Requirements***

* First Aid Certificate (training provided)
* Working with Children Check (to be completed if successful)

**CLASSIFICATION CONTEXT AND TASK LEVEL**

Under routine direction performs structured tasks which require the understanding and application of basic rules and procedures.

Perform routine support tasks by:

* Preparing standard documentation and data entry that requires little or no manipulation of information and/or data
* Handling of customer enquiries and referral to appropriate personnel where appropriate
* Under routine direction performs structured tasks which require the understanding and application of basic rules and procedures.
* Provide routine support for teachers
* Communicate with teachers about routine matters
* Assist teachers with communication with parents about routine matters
* Communicate with student/s about comprehension of basic tasks and information
* Address immediate behaviour issues relating to specific students within a classroom setting
* Assist with coordination and planning of student routines
* Accountable for performance of allocated tasks

**REPORTS TO**

This position has line management responsibilities to the Principal but on a day-to-day basis is accountable to the Assistant Principal and SPP Manager. This position will work closely with the Warrnambool College Strength and Conditioning coach.

**TYPICAL FUNCTIONS**

The incumbent will:

* Support students from years 7 – 10 who are part of the Sporting Pathways program.
* Assist students in the classroom with their learning and supporting the students as directed by the SPP mentors.
* Foster the development of positive relationships with students in order to monitor behaviour in classroom, observe social practices and to identify student strengths and needs.
* Undertake duties in a professional manner with particular attention given to maintenance of confidentiality of details of students and their families at all times.
* Sharing feedback about student progress with SPP staff.
* Refer to duty list below

This position description describes in general terms the normal duties which the **Trainee position** is expected to undertake.

**SPP Trainee – Specific Tasks**

Position Description: This position includes administration tasks, SPP communications, operational duties and hands on learning opportunities.

* Cleaning of HPC including vacuuming, wiping down all bikes and other equipment. Area needs to be mopped at the end of each term (most equipment will need to be moved to do this).
* Check attendance at SPP external coaching sessions.
* Communication with home if SPP students fall below expected attendance levels at these sessions. Trainee will attend sessions.
* Administration - Physiotherapist assessment. Each SPP class will have one session where Lucy from Motion Space will attend to either assess or review students with injury concerns. Follow up notes are provided and must be updated weekly on Compass and where required contact with home to encourage work treatment must be made. The trainee will be responsible for checking Teambuildr and Wellbeing reports to look for requests to see Lucy, being in the assessments and all of the follow up required.
* Administration – Basic athlete medical information (including asthma plans) must be documented and communicated to SPP mentors. SPP Athlete Agreement documentation must be signed and collated.
* Federation University Testing events – SPP Trainee will support the SPP Manager to organise events and ensure Compass Event information is submitted for approval.
* SPP Study Hall – support the SPP Manager with supervision of sessions.
* Involvement in practical SPP strength and conditioning and cardio enhancement sessions under the guidance of SPP Mentors and SPP Strength and Conditioning coach
* Data analysis of student attitude/effort reports and timely dissemination to SPP mentors
* Setup and pack up the hall before and after events.
* work with technology: data, stats, spreadsheets
* cleaning down in the Hall and HPC as required.

Warrnambool college

**POSITION DESCRIPTION**

**POSITION TITLE**: **Education Support – PE & Outdoor Ed support Trainee**

**DEPARTMENT:** **PE / Health**

**CLASSIFICATION LEVEL:** **Trainee**

**TIME FRACTION:** **1.0 (38 hours/week) 8.15am – 4.36 pm daily**

**EMPLOYMENT TYPE:** **1 year**

**LOCATION:**  **employed by Westvic Staffing Solutions**

###### PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION

**The 2 x PE Outdoor Education Trainee** position fulfils an important role in supporting our PE and Outdoor Ed staff to ensure the smooth, efficient running of their programs at all times.

The College has a highly successful and popular outdoor education and sports program with many students and teams reaching state level competition.

Support of the Academy program is also required where necessary. The trainees are required to provide support with a variety of PE, sports and outdoor education programs.  A high level of initiative, organisation and administration skills are required to ensure the effective operation of the various sports programs.

Successful applicants will need to have very good swimming and surf awareness skills, as a significant part of the program is surfing and other water-based activities like canoeing. Driving and cleaning of college vehicles/ trailers are also a keys aspect of the duties required. Applicants will receive Training in towing and backing trailers will be undertaken at the beginning of the year.

There will also be a number of cleaning/ preparation duties each week to ensure the Outdoor Ed and PE programs run smoothly. Applicants will need to be able to attend and assist with multiple camps throughout the year.

###### ORGANISATIONAL RELATIONSHIPS AND IMPACT

**Trainees** are required to work professionally, cooperatively and consistently with both internal and external clients and involves close interaction with a range of staff and visitors to the College.

###### CLASSIFICATION CONTEXT AND TASK LEVEL

Under routine direction performs structured tasks which require the understanding and application of basic rules and procedures.

* Provide routine support for teachers
* Communicate with teachers about routine matters
* Assist teachers with communication with parents about routine matters
* Communicate with student/s about comprehension of basic tasks and information
* Address immediate behaviour issues relating to specific students within a classroom setting
* Assist with coordination and planning of student routines
* Accountable for performance of allocated tasks

###### QUALIFICATIONS AND REQUIREMENTS

* First Aid Certificate (training provided)
* Current Victorian Drivers Licence
* Bronze Medallion Certificate (training provided if required)
* Working with Children Check (to be completed if successful)

**REPORTS TO**

This position has line management responsibilities to the Principal but on a day to day basis is accountable to the Head of HPE and Outdoor Education and all relevant staff.

The PE & Outdoor Education Support Trainees are part of the PE/Outdoor Ed Team, whose responsibility is to work cooperatively as part of the team, ensuring a productive, efficient workplace.

###### TYPICAL FUNCTIONS

The trainees will be expected to:

* Use initiative at all times to ensure tasks are completed in a timely manner, effectively supporting staff to ensure that classes operate effectively
* Assist with the setting up and conducting major sporting programs and events
* Assist and participate in the Year Level and Outdoor Ed Camps Programs
* Undertake supervision of groups in participation with teachers
* Ensure the College Gym are in a tidy and organised condition at the end of each day after PE classes.
* Assist with the student activities program
* Undertake sports administration
* Ensure the Bus Logbooks are processes with the Business Manager by the 27th of each month.
* Assist with the organisation and supervision of activities of classes in the swimming pool
* Be expected to obtain a Victorian Driver’s License prior to or soon after commencement
* Liaise with staff and students in relation to sports organisation and implementation, including sporting carnivals, sporting electives, support of PE classes, supporting Academies.
* Assist the Maintenance Manager to assist with duties as required, including the setting up of SAC’s in the College Hall.
* Any other duties as assigned by the Principal in line with the PE, Outdoor Education and Academy of Sports Curriculum areas.
* Attend after school meetings and assist at college events.
* Setup and pack up the hall before and after events.

**Occupational Health & Safety**

* Follow Westvic Staffing Solutions and the Host Employers occupational health and safety policies, procedures and workplace instructions.
* Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health.
* Correctly wear and maintain items of personal protective clothing and equipment that are provided.
* Take reasonable care for your own health & safety and for the health & safety of anyone else that may be affected by your actions or omissions whilst at work.
* Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay.

This position description describes in general terms the normal duties which The PE & Outdoor Education Support Trainees are expected to undertake.

**Workplace Health and Safety:**

* Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures and workplace instructions.
* Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health.
* Correctly wear and maintain items of personal protective clothing and equipment that are provided.
* Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work.
* Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay.

**Additional Information**

* Award / Agreement: Educational Services (Schools) General Staff Award
* Superannuation: 11.5%
* Commencement Hourly Rate: As per National Training Wage Level A

**Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name:

Employee Signature: Date:

**HOST EMPLOYER:**

Host Employer Name:

Host Employer Signature: Date:

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Name:

Westvic Staffing Solutions Signature: Date: