# Agency application form for 2024

**Before completing this form, please ensure your agency is prepared to:**

* support a trainee, from February 2024, either:
* full time (at 75 hours per fortnight) for 12 months; or
* part time (at a minimum of 40 hours per fortnight) for 18 months
* meet all costs above the trainee’s base salary
* ensure the trainee is provided with meaningful work to support the completion of a Certificate III in Government
* provide all required resources on commencement
* undertake day to day management of trainee performance and conduct
* approve timesheets and leave forms in a reasonable time frame
* advise the Public Sector Commission of anything that may impact the placement.

## Details

|  |
| --- |
|  Agency contact |
| Agency name |       |
| Contact name |       |
| Position title |       |
| Address |       |
| Telephone |       | **Email** |       |
| Signature |       | **Date** |       |
| Has your agency previously hosted/supervised a trainee through this program?  | [ ]  Yes [ ]  NoIf *No,* what support does your agency have in place for the trainee?      If *Yes,* has your agency retained trainees?       |
| Is your agency able to offer ongoing job opportunities for a trainee once they complete the traineeship? | [ ]  Yes [ ]  No [ ]  Yet to be determined If *No or Yet to be determined,* what prevents your agency from offering ongoing opportunities?[ ]  Budget constraints [ ]  Limited entry level opportunities [ ]  Other:        *It is desirable for agencies to offer ongoing opportunities.* |

## Locations

Name the location/s where trainee/s will undertake duties.

If you will have multiple supervisors, include their names and direct contact details against each location.

**Supervisors are required to attend 3 day training at no cost to the agency**.

|  |  |
| --- | --- |
| Location 1:  |       |
| Number of trainees | [ ]  1 [ ]  2 [ ]  3+  |
| Address |       |
| Proposed supervisor |       |
| Mentor/Buddy (if possible) |       |
| Position title and division |       |
| Email  |       | Telephone |       |  |

|  |  |
| --- | --- |
| Location 2:  |       |
| Number of trainees | [ ]  1 [ ]  2 [ ]  3+  |
| Address |       |
| Proposed supervisor |       |
| Mentor/Buddy (if possible) |       |
| Position title and division |       |
| Email  |       | Telephone |       |  |

|  |  |
| --- | --- |
| Location 3:  |       |
| Number of trainees | [ ]  1 [ ]  2 [ ]  3+  |
| Address |       |
| Proposed supervisor |       |
| Mentor/Buddy (if possible) |       |
| Position title and division |       |
| Email  |  | Telephone |  |  |

**Add more locations as required.**

|  |
| --- |
| Chief Human Resource Officer |
| Name |       |
| Position title |       |
| Email |  |
| Does your agency require any of the following checks to be in place before the trainee starts?(Agencies are asked to provide internal screening documents) | [ ]  Working with Children Check[ ]  National Police Clearance[ ]  Health Clearance[ ]  Other:      *The Commission is only responsible for sourcing a National Police Clearance on behalf of successful applicants.*  |

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| --- |
| **Statement of commitment – Chief Executive Officer** |
| [ ]  | I endorse this application to participate in the Solid Futures Aboriginal Traineeship Program.  |
| Name  |       |
| Signature |       | Date |       |

**Email application to** **solidfutures@psc.wa.gov.au** **by
2 October 2023.**