



# TRAINEESHIPS

2024 TRAINEESHIP OPPORTUNITIES



# Hospitality

A Trainee in Hospitality will provide support to students, staff, and volunteers within the Colleges' Café and can also assist with catering requirements for special events throughout the year.

The Trainee uses the knowledge they learn on the job to complete a Certificate III in Hospitality. The Trainee supports the wonderful staff in the Café who provide delicious food and snacks for our Junior, Middle, and Senior students along with staff and members of the community. This job role may include assisting with cleaning, creating a clean workspace, managing cash registers, cleaning canteen equipment, supporting the Manager with catering requirements, customer service, and a range of other duties.

*A trainee in Hospitality will graduate with a certificate III in Hospitality and can go on to work as a Café Assistant, Barista, Restaurant Manager, Restaurant team member, Function host, Waiter.*



# Sport and Recreation

A Trainee in Sport and Recreation will provide support to students, and staff, within the Colleges' Sporting and Coaching development.

The Trainees assist in coordinating and supporting interschool/external sporting competitions. As part of their studies, Trainees assist with other recreational activities represented by the college. The trainees assist the Sport and Physical Education department with cleaning, and conducting non-instruction sport, fitness, or recreation sessions. They also develop team building and facilitate group activities with Junior School students and referee some sporting events.

*A trainee in Sport and Recreation will graduate with a Certificate III in Sport, Aquatics and Recreation. They can go on to work as Sport and Recreation Attendant, Leisure Services Officer, Recreation Group Leader, Recreation instructor.*



# Information Technology

A Trainee in Information Technology (IT) will support the IT department work in updating laptops, installing programs and software across the whole college.

They work in troubleshooting and problem-solving for students and staff as issues arise. The Trainees develop critical and creative thinking, working as a team, applying programming techniques, migrating new technology and running standard diagnostic tests. They also manage the support desk to assist with general enquires of staff and students.

*A trainee in Information and Technology will graduate with a Certificate III in Information Technology and can go on to work as Help Desk Officer, Network Support Officer, ICT Technician.*



## Screen and Media

A Trainee in Screen and Media will provide support to the College's special events throughout the year.

The Trainee works along with other students and staff in creating and supporting the College's multimedia needs; for our regular and special events such as assemblies, chapel, musicals, showcases, and Carols. The Trainee will gain basic skills and knowledge to work as a skilled media operator, working with interactive digital media, lighting and sound, content creation and recording various media. Some Trainees work with creating and editing video content for our Facebook and other media platforms.

*A Trainee in Screen and Media will graduate with a Certificate III in Screen and Media and can go on to work as a Camera and Lighting Assistant, Community Radio Programmer and Presenter, Sound Technician, Media Professional, Web Designer, Assistant Video Editor.*



## School-Based Education

A School-Based Education Trainee reflects the role of our wonderful Learning assistants. They assist teachers and support student learning in a range of classroom settings.

The Trainees complete general administrative as well as operational tasks to support students with learning and enhance classroom support under the guidance of the teachers. The Trainee will be supporting teaching staff in various ways that contribute to the learning environment of the students. They develop relationships with students and work with them to achieve learning outcomes.

*A trainee in Education Support will graduate with a Certificate III in School based Education Support and can go on to work as a Teacher Aid in Special Schools, Education Support Worker, Teacher Aid, Outside School Hours Care team member.*



## Agriculture

A Trainee in Agriculture will be working down on the farm. The Trainee will be reviewing and implementing strategies to support the growth and development of the Calvary farm.

They also provide assistance and support with the animals we have at the college. They will be managing the soil/land and paddocks in an environmentally friendly approach that protects our animals. The Trainee will gain skills and knowledge in working as a skilled farm hand, as they cultivate the soil, sow crops and control weeds, support the management of the running of the farm while working with and around livestock, including feeding and pasture rotation.

*A trainee in Agriculture will graduate with a Certificate III in Agriculture and can go on to work as a Farm Hand, Crop Harvester, Station Manager, Farm Production Assistant/Manager.*



# Business

A Trainee in Business will support the College administrative staff and work closely with the business manager.

The Trainee will enhance critical and creative thinking through teamwork while gaining experience in data processing, office equipment operation, workplace communication, work prioritisation, financial transactions, and schedule management. This role will build on foundational skills needed to work within a small or larger business. The trainee will be a great asset to the administration Junior School and Middle school staffing team.

*A trainee in Business will graduate with a Certificate III in Business Administration and can go on to work as an Office Assistant, Receptionist, Customer Service Officer, Restaurant team member, Store Manager.*



## Traineeship Enquiries

*"If you would like to know more about our traineeships, I would love for you to book an appointment so we can talk about opportunities available for you."*

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