



**Community  
Solutions**

Everyone starts somewhere.  
Begin your journey with **Community Solutions.**



**POSSIBILITIES  
UNLIMITED**

# 5 EASY STEPS

## to become an apprentice or trainee

1.

### Identify the right apprenticeship or traineeship for you

What are your interests? What do you enjoy learning?

- Ask Community Solutions about available apprenticeships and traineeships.
- Visit our careers page: [communitysolutions.org.au/careers](https://communitysolutions.org.au/careers)
- Undertake an entry qualification at a nominated Registered Training Organisation (RTO)
- If you are school student, seek out work experience through your school.

2.

### Apply for a Community Solutions apprenticeship/traineeship

Register online at [communitysolutions.org.au](https://communitysolutions.org.au) or at a Community Solutions office.

Attach:

- Cover letter.
- A current copy of your resume, latest school results, and two referees eg. employer, teacher.
- Copies of any certificates you have received which may support your application.

3.

### The Community Solutions interview

At the interview you will undertake an aptitude test which includes numeracy and literacy. Preparation is important! Handy tips for the interview:

- Be punctual - arrive 10mins early.
- Switch off your mobile phone.
- Be well presented, dress appropriately in business attire.
- Research the company and what's involved in the apprenticeship/traineeship.

4.

### Interview with the host employer

- Progressing candidates will interview with the potential host employer. If successful, you may be required to pass a pre-employment medical and drug and alcohol testing before you start work.

5.

### Got the Job!

Before you commence your apprenticeship or traineeship, a Community Solutions representative will take you through your induction, which includes:

- Making you aware of your work and training obligations.
- Explaining our contractual obligations as the employer and the wages and entitlements you will receive.
- Participating in Work, Health and Safety Induction.
- Completing relevant paperwork.



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1300 621 499



[communitysolutions.org.au/apprentices](https://communitysolutions.org.au/apprentices)



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