

COMMUNITY GROUNDS TRAINEE INFO SHEET

Laidley Community Centre Inc. (LCC) operates Community Grounds as a social enterprise café in Laidley to provide training and employment opportunities to young people (among other reasons).

Due to increased workload we will be offering a second, mid-year intake of school-based traineeships to students who attend High School, to complete a Certificate III in Business Retail aiming to be commenced December 2022 and completed by December 2023.

Students will need to be undertaking Year 10 or 11 in 2023 and be able to commit to the work/study requirements for 12 months.

Students take on the qualification in place of a subject at school and attend the café to complete their shift on a weekday instead of attending school. All absences and expectations of attendance are the same as school and only students who can continue to maintain their other school responsibilities can be considered.

The trainees are paid at award rates for trainees. For this reason, the trainees will need a bank account and to complete any relevant tax office/super information etc. that may be required by HR.

Trainees need to be able to attend Community Grounds (129 Patrick St, Laidley) from 6:30am – 2:30pm (unpaid half hour lunch break) on their designated weekday. Trainees are still rostered to work during the holidays although may seek leave if necessary. Trainees will also be offered Saturday shifts on a rotational basis (approx. one per month). These are not compulsory but do help the trainees to more easily accrue the necessary number of hours required for their traineeship (375 hours). Saturday shifts are 9:00am – 2pm (no lunch break) - Penalty rates apply.

At times, trainees are required to do local shopping and banking including crossing the road to IGA and going next door to Bendigo bank unsupervised.

Our organisation is also unable to accept responsibility for the trainees movements before and after their shift.

We strive to offer students the highest standard of training and this includes food safety. For this reason, trainees need to be willing to tie hair back, wear uniform, closed-in non-slip shoes, and minimal jewellery and maintain a professional standard of appearance.

Trainees will be expected to maintain a high standard of work ethic and cleanliness. This will include washing dishes, cleaning tables and mopping floors as well as participating in all of the other activities that go with running a food service business. Trainees are on their feet for most of the day and some bending, stretching and light lifting is required.

Trainees are not to be on their phones other than during breaks or for very short or urgent personal calls.

Trainees are expected to stay up to date with the studies (study periods are made available at school for this purpose although some study at home may also be required). Trainees who consistently fall behind in their studies may have their traineeship discontinued by the registered training organisation (RTO) so trainees are encouraged to communicate with supervisors or the school if they are having difficulty. The RTO and LCC communicates with the trainee via email and mobile phone so the trainee should have access to these and check them regularly.

Students who wish to be considered for a mid-year traineeship should discuss this with their school, and then submit a brief email to info@laidleycc.org.au to express their interest. This email should include their contact details and contact details of a parent/carer. A senior staff member will then arrange to meet short-listed students and conduct an interview. All students will be provided feedback regardless to the outcome of their application. Once students are advised of their suitability, parents/carers will be required to complete a series of forms from the RTO, school and apprenticeship support providers.

If you have any questions regarding our school-based traineeships please contact us via info@laidleycc.org.au or contact the centre on 5465 1889.