

# Apprenticeships & Traineeships

## *Helping to retain youth in the Wimmera*

Employing a trainee in the Wimmera Development Association office has brought a renewed enthusiasm to the workplace, and a fresh perspective on regional issues.

The gap-year traineeship is a position jointly-funded by the Wimmera Development Association and Wimmera Business Centre.

Wimmera Development Association project officer Tammy McDonald said it was important the WDA led by example in providing opportunities to combat the issue of youth retention.

"As a regional organisation, by providing a traineeship position we are enhancing opportunities for young people in the region," she said.

Tammy said providing a traineeship allowed the WDA to continually offer an employment opportunity to young people.

"People complain about losing our young people to higher education and employment in other places but this is a way to demonstrate this is a type of job and career path within our region," she said.

"It is our opportunity to provide a young person their first step to gaining further employment."

Tammy said the WDA had provided their most recent trainee, now full-time employee, Bridie Chesterfield with the same training opportunities as other WDA staff.

"Bridie is encouraged to take up other training opportunities. Her first-aid course was of a higher level than what her traineeship required," she said.

Bridie has also learnt how to update the WDA website and social media and use the REMPLAN computer system – a specialised data and modelling system for economic development and planning professionals.

"We put the effort in to make sure Bridie is a champion for us, and exposed her to other work so she has a sense of region," Tammy said. Tammy said the WDA would be looking for its next trainee later this year, and candidates needed to show enthusiasm, common sense and a willingness to learn to impress.



***"Having a trainee has brought us a different interpretation on issues and ideas, better IT skills and a good understanding of schools and issues affecting young people."***

# Gap-Year Apprenticeship Success

*"This job has shown me that there is more to life than just sport and now I've decided that I don't want to be a PE teacher"*

## Job includes:

I wanted to save money and take a break from full time study

Handling petty cash

Purchase orders

Administration work and report writing

Greeting and directing visitors to the centre

Answering the phone

Setting up meeting rooms

Bridie Chesterfield, 19

ADMINISTRATION ASSISTANT

### 2011

Completed Year 12 at St. Brigid's College Horsham -  
Worked part-time in Coles deli

### LATE 2012

Completed Certificate II in Business Administration through Workco

### END OF 2011

Contacted Workco about a gap-year job

Traineeship theory: Question and answer book and reading + on-the-job training

Workco suggested a traineeship and organised interviews

### JANUARY 2013

Offered full-time administration position with Wimmera Development Association and Wimmera Business Centre

### 2012

Scored a job as Administration Assistant at Wimmera Development Association/Wimmera Business Centre

### AUGUST 2013

Applying to attend university in 2014

*"I want to go to university to gain a higher qualification and progress further with my career."*