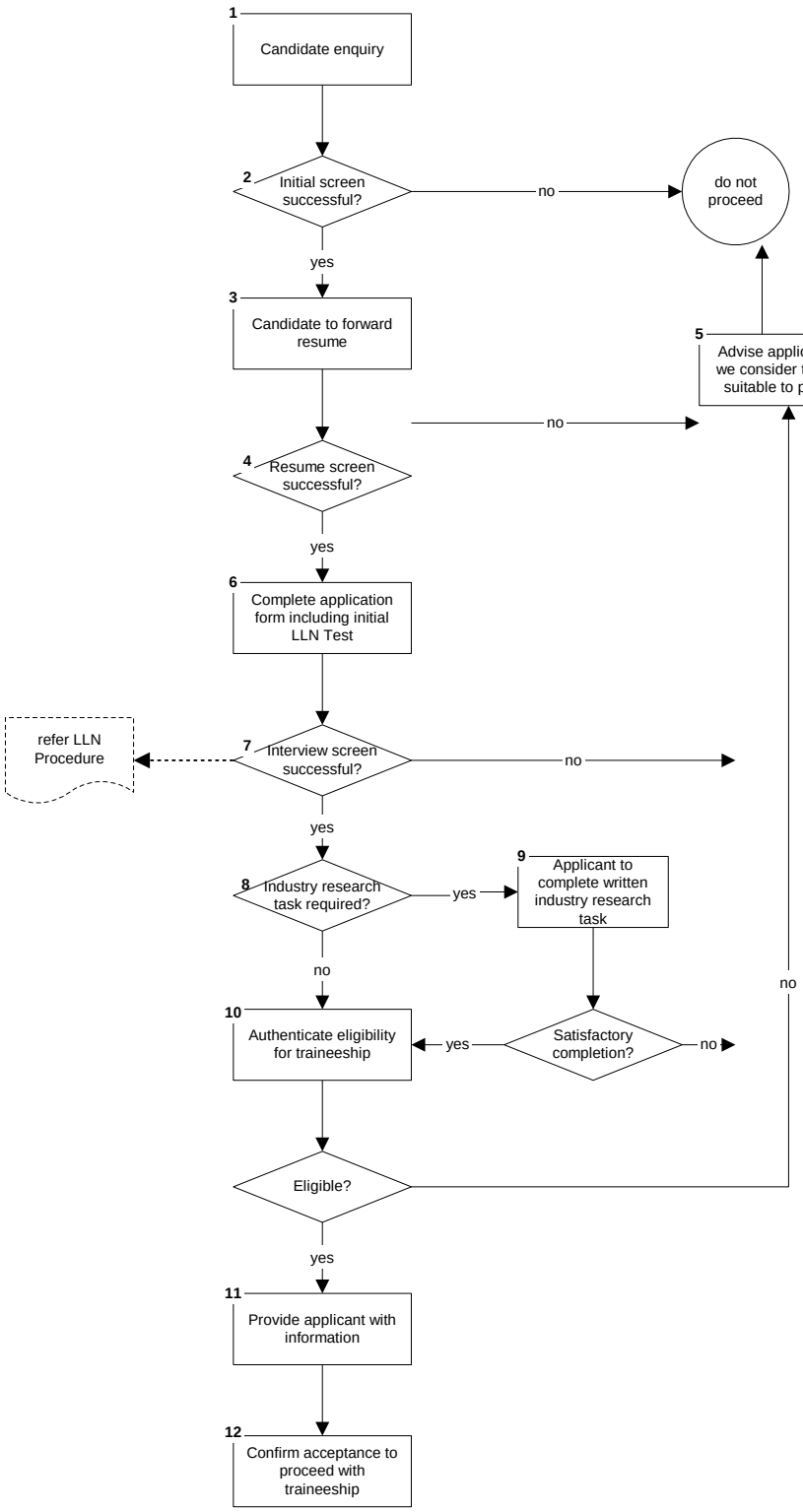
Trainee Application Procedure



Work Instructions / Comments

1. Enquiries for application to the traineeship program are to be treated equally, regardless of sex or race, and in accordance with the FFTR Code of Practice. An initial basic screening for suitability is completed at this stage.

2. Where it is obvious that a candidate is unsuitable for a traineeship, he/she should be immediately advised and the process halted at that point.

3. The candidate is requested to forward a resume either by e-mail fax or mail.

4. A review of the resume is undertaken to gauge ability for acceptance into the program.

5. Verbal advice is acceptable

6. FFTR Application form

7. A formal interview is to be conducted in order to guage the applicants suitability. Normal interview protocol applies. Initial pre-Training Review (LLN testing) shall include being tested for verification of literacy and numeracy skills. Note that the results of the LLN Review are discussed further at enrolment. Reference should be made to the LLN Procedure for further information concerning such testing. Ensure that the course information including content & vocational outcomes are fully explained.

8/9. The research task is provided to the applicant. It is expected that the applicant view a number of the supplied company websites and provide a short (less than1 page) summary of their findings.

10. Authentication verification includes, but is not limited to the following:
   * Verification of education qualifications
   * Check of residential status
   * Drivers licence check
   * Delta check for previous qualification status
   * Eligibility for State funding
   * Citizenship crtiteria
   * Victorian Traineeship Guarantee criteria (for Vic. trainees)

11. Information to include the "Information to Prospective Trainees" sheet

12. Confirmation to candidate can be verbal or written.