

ACTION PLAN

Sport and Recreation Traineeship



Contacts:

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 3253 1738
 Busy At Work (Australian Apprenticeship Centre)
 1300 363 050
 Department of Education Training and the Arts
 1300 369 935
 Wage line
 1300 369 945

Useful websites

www.brisbane.ymca.org.au
www.fitnessaustralia.com.au
www.jobsearch.gov.au
www.srq.qld.gov.au
www.rtg.com.au
www.careersonline.com.au
<http://www.trainandemploy.qld.gov.au>
www.australianapprenticeships.gov.au

NO.	ACTION	NOTES
1.	<p>Decide what I want to do</p> <ul style="list-style-type: none"> ▪ What type of job within sport and recreation interests me the most? ▪ What do I most like doing? ▪ What am I best at? 	<p><i>Check out the Sport and Recreation web sites to get an idea of the different jobs I could do. Such as:</i></p> <p>www.srq.qld.gov.au www.rtg.com.au www.fitnessaustralia.com.au</p>
2.	<p>Find an employer</p> <ul style="list-style-type: none"> ▪ Check out the job search internet sites and read the position vacant ads in the papers ▪ Talk to people in the industry you already know e.g coach ▪ Talk to a group employer about any vacancies they may have. ▪ Approach businesses directly and in person ▪ Talk to employers about what the job is about. What are the main tasks, what hours, what is the training? ▪ Give the employer information about Traineeships. 	<p><i>Such as: www.jobsearch.gov.au</i></p> <p><i>Such as Australian Training Company Ph.: 3249 3900 or AFL Sportsready Ph 3217 3500</i></p> <p><i>Do a search in the Yellow Pages of the types of businesses I am interested in. Make a list of possible employers to approach.</i></p> <p><i>Be prepared.. Take written information about me such as my resume..</i></p> <p><i>Make a list of questions to ask</i></p> <p><i>Give them the YMCA's contact telephone numbers Ph 3253 1738 so they can access more information</i></p>
3.	<p>Enter into a Traineeship with the employer</p> <ul style="list-style-type: none"> ▪ Contact an Australian Apprenticeship Centre (AAC) and sign a training agreement. ▪ Use the probation time to decide if this is what I really want to do. 	<p><i>If I am under 18 a parent or guardian will need to be present.</i></p> <p><i>I will decide with employer which course is most appropriate.</i></p> <p><i>Ensure AAC notes YMCA Education as my training provider of choice.</i></p>