

## Joondalup Campus – 20 Injune Way, Joondalup

Dear All,

The College of Electrical Training (CET) is now seeking ***expressions of interest*** from students for the **2022 Certificate II Electrotechnology Pre-Apprenticeship in School Program**.

To be considered for the program students will need to complete the following steps.

1. Submit the following documents to CET via your school by **Friday 30<sup>th</sup> July**.
  - ▶ CET expression of interest form.
  - ▶ Copy of latest school report.
  - ▶ Personal statement endorsed by your VET coordinator; this might include why you want to be considered for the program, what interests you about the electrical industry and if you have completed any electrical work experience.

Please note expression of interests that are not submitted to CET by the school will not be accepted.

2. Complete a Readiness Assessment

After receiving the above documents CET will contact students, parents and schools via email advising on the process to register for a Readiness Assessment.

The Readiness Assessment is a literacy and numeracy assessment, at year 11-12 level and is specific to transposition of formula, trigonometric ratio, and algebra. It is a critical factor in the selection process so please ensure that any students who apply discuss the contents of the Readiness Assessment with their maths teacher.

Although normally hosted at the Joondalup Campus, Readiness Assessments can be undertaken at the student's school in an invigilated session. For further information schools can contact the College.

Readiness Assessment results are reviewed, along with the school report and the personal statement. We may select candidates to be interviewed and if this is the case, we will be in contact to arrange a suitable time.

Our selection process will be completed by the beginning of October and students will be informed of the outcome by email.

To assist you in making sure this is the right course for you, please take note on the information below.

Work experience is mandatory for the qualification, and CET will work with students/schools to arrange host employers for work experience and complete any required paperwork.

Students that fail to undertake the required amount of work experience will result in the student NOT completing the qualification.

**Note: All work experience hours must be completed before a certificate can be issued.**

Students are required to attend block release for approximately two weeks at the beginning of the course, this will be scheduled during the January holidays. Your commitment to attend the course during this time is required to be accepted onto the course and failure to attend may result in students not fully completing the course.

Classes may be conducted any day of the week. Due to the high volume of students, we will not be taking requests for preferred days, students will be allocated a day.

If you have any queries regarding the process, please contact Cindy Taylor [cindy.taylor@cet.asn.au](mailto:cindy.taylor@cet.asn.au)

Please note: Funding is determined by the Department of Training and Workforce Development, until funding has been approved there is no guarantee the program will run.

Kind regards,

Yours sincerely

A handwritten signature in black ink, appearing to read 'Cindy Taylor', with a large loop at the end.

Cindy Taylor

**Field Officer – Pre-apprentices**