



ANU Indigenous Trainee Program: Traineeship Schedule

This form should be completed as part of the establishment of a new Indigenous Traineeship. Part C must be signed by the trainee prior to them receiving a letter of offer.

Trainee details:	
Name:	
Address:	
Phone Number	
Email	

Traineeship term	
Commencement date	
End date	

Course of study
Please provide details of the name of the course, certificate level and the registered training organisation:

University Supervisor:	
Name/s	Phone number:
Email	
Position:	
College/Division:	
Dept/School/Centre:	

University Human Resources Contact	
Name/s	Phone number:
Email	
Position:	

Australian Training Company Account Manager	
Name/s	Phone number:
Email	
Position:	

Attachments:
<input type="checkbox"/> Part B: Position Description
<input type="checkbox"/> Part C Traineeship Deed Poll

Part B: Trainee Position Description

 <p>Australian National University</p>	<h2>Position Description EXAMPLE</h2>
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College/Division:	ANU College of Medicine, Biology and Environment; and ANU College of Physical and Mathematical Sciences
Faculty/School/Centre:	Science Administration
Department/Unit:	
Position Title:	Trainee
Classification:	Trainee Scheme
Position No:	
Responsible to:	Administrative Manager
Number of positions that report to this role:	0
Delegation(s) Assigned:	n/a

PURPOSE STATEMENT:

The Trainee will provide support to staff within the Colleges of Science, supporting staff and students to further the national and international reputation of the Colleges. The position will assist with a variety of administrative and operational matters and support the area in providing high-level client service to all staff across the Colleges.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Trainee will work closely with all members of the area under the general director of the Administrative Manager and liaise with and provide assistance to all staff across the Colleges. The Trainee is expected to develop and maintain strong working relationships with colleagues within the Colleges and the wider University community.

Role Statement:

Under routine supervision, the Trainee will:

- Act as a contact in the area office for general enquiries, including responding to telephone, email and counter enquiries.
- Provide a range of general administrative support services to support the function and clients across the College. This may include data entry, drafting written correspondence and the scanning of documents.
- Running and formatting reports.
- Participate in meetings, training, professional development activities, planning and general administrative tasks relevant to work area.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Other duties as required, consistent with the classification for this position and in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Experience in administration would be desirable.
2. Demonstrated ability in the use of Microsoft Office, Excel and the Internet.
3. Demonstrated numerical skills with an emphasis on accuracy and attention to detail.
4. Good written, verbal and interpersonal communication skills, including the ability to consult and liaise with a diverse range of people and provide high quality client service.
5. Ability to work effectively in a team environment and independently as required, to organise and prioritise your workload and meet regular and sometimes conflicting deadlines.
6. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)

Part C: Traineeship Deed Poll

THIS DEED POLL is made on [insert date]

By: [insert Trainee's name] of [insert address] (You)

In favour of:

THE AUSTRALIAN NATIONAL UNIVERSITY (ABN 52 234 063 906) an educational and research institute and body corporate pursuant to the *Australian National University Act 1991* (Cth) of Acton in the Australian Capital Territory, 2601 (**University**)

AND

AUSTRALIAN TRAINING COMPANY ABN (068 364 269) of 30-32 Pomeroy Street, Homebush NSW 2140 (**ATC**)

The University and the ATC have agreed to facilitate you undertaking the Traineeship. Your role and obligations during the Traineeship include:

1 Professional Conduct

- 1.1 You must conduct yourself in a professional manner when undertaking the Traineeship in accordance with the ANU Code of Conduct.

2 Special Conditions

- 2.1 [Insert any additional special conditions. For example, if a driver's licence, Working with Vulnerable People or Police Check is required]

3 Trainee Consent

- 3.1 You acknowledge and agree that progress and other information necessary for the monitoring of performance and/or behaviour during the Traineeship as well as employment information relevant for administering your traineeship will be exchanged by the University to the ATC, and where necessary, service providers associated with your Traineeship.
- 3.2 You consent to the collection, disclosure and use of such Personal Information by the University and the ATC where relevant and necessary for the administration of your participation in the Traineeship. Your personal information will be held in accordance with the Privacy policies of the University and ATC.
- 3.3 If you do not consent to the University and ATC disclosing the information specified in 3.2, you may not be able to undertake the Traineeship.

4 Conditions of Employment

4.1 You acknowledge that You will receive a letter of offer of employment, which determines your pay and conditions in accordance with the ANU Enterprise Agreement 2017-2021.

4.2 You must sign and accept this offer for the Traineeship to commence.

4.3 You can expect the University to be responsible for the costs of all RTO enrolment fees and approved text books required for your course of study. Please provide any invoices for these costs to your supervisor to arrange payment.

By signing this form You, the Trainee, acknowledge that:

- A. You have read and understood and agree to abide by any policies or business conduct guidelines of which apply to your Traineeship; and
- B. Any false or misleading information supplied by You may result in your Traineeship being reviewed and/or terminated.

Signed, sealed and delivered as a Deed Poll

Date _____

Trainee signature _____

Trainee name _____

Witness signature _____

Witness name _____