

# WORK, EARN & LEARN

KFC is proud to offer Nationally Recognised  
Traineeships to eligible Team Members



## Team Member & Parent Information (Queensland)

### SCHOOL-BASED TRAINEESHIPS

#### What is a school-based traineeship?

School-based traineeships allow high school students to work for an employer and train towards a recognised qualification (SIT30616 Certificate III in Hospitality), while completing their secondary schooling and studying for their Certificate of Education. A school-based traineeship is employment-based training, where:

- The trainee is a school student currently enrolled in Grade 10, 11 or 12
- The parties have signed a traineeship training contract
- The trainee's school timetable is impacted by employment and/or training arrangements
- The traineeship counts towards a Certificate of Education or towards a selection rank for university

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#### What are the eligibility criteria?

School-based traineeships are available to students currently completing Year 10 & 11. Students commencing Year 12 are still eligible to sign up, provided they commence during Term 1 and are committed to completing the minimum hours of paid work prior to the end of the school year and complete all required training elements.

All trainees are required to be an Australian Citizen, Permanent Resident or New Zealand Passport Holder.

If you are unsure if you meet the eligibility criteria, speak to your RGM.

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#### Who is involved in a traineeship?

There are a few parties involved in a traineeship. These include:

- Trainee
- Trainee's Parent (if under 18)
- Trainee's School (if school-based)
- The Restaurant Management Team

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- Registered Training Organisation, also referred to as the RTO (CTA Training Specialists/CTA RTO code 31607)
- Australia Apprenticeship Support Network (Busy At Work)
- Traineeship Support Team (Support Centre)

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## What are the benefits of undertaking a traineeship?

There are a multitude of benefits to undertaking a traineeship. To name a few...

- It helps bring our People Promise to life – Be You Best Self, Make a Difference, Have Fun
- Grows your knowledge and skillset
- Provides you with a range of employability skills that will assist you to gain employment in any industry
- Gains 8 points towards your Queensland Certificate of Education
- Opens career opportunities within KFC. At KFC we also have a Restaurant Support Centre which has multiple departments from Human Resources, Finance, IT, Property Development & Construction, with many entry level positions available
- Build your confidence levels

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## Do I need to change from casual employment?

Not necessarily – school-based trainees can remain a casual Team Member or transition to Part-Time.

If a Team Member is not at school and they are undertaking a Part-Time or Full-Time traineeship, they will need to transition to Part-Time or Full-Time mode of employment, where the conditions of the KFC Enterprise Agreement will apply.

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## What are the minimum hours I am required to work?

### School-Based

It is expected that the employer will provide each student with **7.5 hours per week** of paid employment, which may be averaged over a three-month period. Each school-based trainee must work a minimum of 375 hours of paid hours, over each 12-month period from the commencement of the training contract. The trainee must work a total of **750 hours** before their traineeship can be completed.

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If the minimum hour requirement cannot be met during the school week, the trainee may work some hours during week-ends or across school holidays

The employer may provide additional working hours if agreed by all parties.

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## What are the employer responsibilities as part of traineeships?

There are numerous responsibilities that your employer must uphold whilst undertaking a traineeship.

- Before commencing the traineeship, obtain the agreement of the school and any necessary pre-registration approvals (this is completed by the Traineeship Support Team)
  - Commit to providing the trainee with the minimum hours of paid work from date of commencement, whilst undertaking their traineeship
  - Negotiate (with the school, student, parent and CTA Training Specialists) and agree to a schedule of school studies, training and employment for the apprentice or trainee. The Traineeship Support Team will assist in negotiating school release time; however, it is expected that the Restaurant Management team will engage in conversations with the student and their parent
  - Promptly notify the trainee's parent (if applicable and appropriate), school and CTA Training Specialists if a change to the apprentice's or trainee's working hours is proposed and the change would impact on the student's school timetable. The Traineeship Support Team will assist with contacting all relevant parties.
  - Appropriately schedule time for the traineeship student to complete any required on the job training, online learning and the collection of supporting evidence
  - Ensure open and prompt communications are maintained with the Traineeship Support Team, CTA Training Specialists and the Australian Apprenticeship Support Network (Busy At Work)
  - Schedule the trainee to attend required training and assessment visits with CTA Training Specialists. It is a requirement that the trainee is paid to attend these visits
  - Complete any paperwork or administration that is pertinent to the traineeship or training contract
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## What are the responsibilities of the trainee?

There are numerous responsibilities that the trainee must uphold.

- Before commencing a traineeship, the trainee must obtain their school's agreement to the proposed arrangement. It is recommended that Team Members speak to their school prior to submitting an Expression of Interest to the Traineeship Support Team
- Commit to undertaking the minimum paid work per 12 months from the commencement date of the traineeship
- Participate in negotiations and agree (with their school, employer, parent and CTA Training Specialists) to a schedule of school studies, training and paid employment, considering the minimum hours of paid work requirement
- If unable to attend training scheduled with CTA Training Specialists, speak to the RGM and the CTA Trainer and Assessor to advise them of non-attendance
- Complete all required on the job training, online learning and evidence collection prior to attending scheduled CTA Training Specialists' visits
- Maintain commitment to the traineeship for the duration of the training contract, ensuring the People Promise is always upheld

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## How will this impact my schooling?

The training and work elements of a traineeship will impact on the student's school timetable. This impact could take the form of:

- Employment undertaken during normal school hours, and/or
- Training undertaken during normal school hours, and/or
- A reduction in the number of subjects studied to allow the student to work and/or train.

The Student, Parent, School and Employer must agree on the degree of impact to which the traineeship will impact the Student's timetable.

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## How often will the RTO (CTA) visit & what do I need to do to prepare for these visits?

CTA Training Specialists will work with all parties to develop a training plan which outlines training needs, how and when the training will take place, who will provide the training, and how the training will be assessed.

It is mandatory for CTA Training Specialists to see each trainee for a full day of face-to-face training once per month for the duration of the traineeship. Your nominated Trainer and Assessor will maintain regular communication with you and your restaurant around scheduled visits.

It is important that you are prepared for these visits and that you attend all scheduled training sessions if possible. This will ensure that your training remains on track and you don't fall behind.

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## How long does it take to complete the traineeship?

On average, traineeships can take between one to two years to complete. The nominated training plan will outline the training schedule and the nominal timeframes for completion. Traineeships are competency based, which means that once all parties agree that the trainee is competent in all areas, the traineeship can be completed. A school-based trainee can only be completed if all minimum hours of paid employment have been met.

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## Am I able to roster days off and take time off?

Yes, as a trainee, you are entitled to the same conditions of employment as other Team Members. If you would like to request a day off or are unavailable to work a day/time, please speak to your RGM and follow your normal restaurant procedures.

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## What shifts will I be rostered?

Each student will negotiate with their employer, training organisation and school, the days they will attend work, training and school. This may be different from each student.

If the minimum hours requirement cannot be met during the school week, the trainee may work some hours during week-ends or across school holidays. Each student may request to only be available for certain days and time each week. Alterations outside this given availability must be agreed to by all parties.

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## What support will I receive?

Your RGM is your primary point of contact for all traineeship related enquiries. Your CTA Trainer and Assessor will communicate with you regarding upcoming visits and required training you are to complete. From time to time you may speak with a member of our Traineeship Support Team. They are available to provide you with information and support around your traineeship. If you are experiencing any difficulties with your traineeship or have a question, please get in touch with them today!

[traineeships@collinsfoods.com](mailto:traineeships@collinsfoods.com) or the HR Hotline on 07 3352 0810.

Next step? A representative from the Australian Apprenticeship Support Network (Busy At Work) and CTA Training Specialists will be in touch to schedule a time to meet with the Student, Parent, Employer and School (not-mandatory) to complete your training contract.

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