



Australian Government



Torres Strait Regional Authority

Join Our Team

Administration Traineeship (Full-time) & School-based Traineeship (Part-time) Certificate II or III in Business

About the TSRA

- The Torres Strait Regional Authority (TSRA) was established on 1 July 1994 and is an Australian Government Statutory Authority under the *Aboriginal and Torres Strait Islander Act 2005*.
- TSRA's vision is to empower our people to determine their own affairs based on our unique Ailan Kastom bilong Torres Strait from which we draw our unity and strength.
- The TSRA aims to improve the lifestyle and well being of people living in the Torres Strait and works towards achieving this by formulating and implementing programs, as well as providing support services, including the provision of grants and loans, to benefit the people of this region.

How does a TSRA Traineeship work?

- The TSRA works with three organisations - New Apprenticeship Centre, State Department of Employment and Training, and a Supervising Registered Training organisation - to coordinate the traineeships.
- Thursday Island TAFE is the Supervising Registered Training Organisation and conducts a variety of courses as part of the traineeship.
- Trainee wages are set in accordance with the National Training Wage Award (2000).
- TSRA Office Administration Traineeships are advertised annually in the Torres News.
- A TSRA full-time traineeship offers a structured training program held over 12 months. It supports the development of skills learned on-the-job, as well as the completion of a Training Record Book supplied by TAFE.
- A TSRA School-based traineeship is structured over a period of two years. It commences when you are in year 11 and consists of 1 day per week work at the TSRA and opportunities to work through school holidays.

What can a TSRA Traineeship Offer me?

- A traineeship will provide you with valuable basic office administration skills and develop your confidence and administration skills in an office environment.
- As a trainee you will gain experience from working in different sections of the TSRA in areas such as Native Title, Field, Corporate Services, Policy Development and Coordination, Secretariat and the Land and Sea Management Unit.
- Opportunities for promotion and a career in the Australian Public Service.
- Once completed successfully, you will be presented with a Certificate II or III in Business that is industry recognised throughout Australia.
- Your newly acquired and accredited skills will add depth to your resume and broaden your employment opportunities.

For More Information

Contact the TSRA Human Resource Officer by telephone (07) 4069 0700, free call 1800 079 093, or alternatively email info@tsra.gov.au or visit www.tsra.gov.au