



# Hume Coal Charitable Foundation

Hume Coal has created the Hume Coal Charitable Foundation to facilitate collaboration and engagement with the community and to provide opportunities to have informed input into our Community Investment Program. This ensures worthwhile causes that have benefits within the local government area of the Wingecarribee Shire can benefit from this support.

## The Hume Coal Apprenticeship Program

The Hume Coal Apprenticeship Program is an initiative which has been established to support the training and development of the Southern Highlands Community. Hume Coal is looking to promote and support local businesses, industries and education facilities. The apprenticeship program supports the economic growth and education provision of the community and business by placing these funded apprentices and trainees in local businesses.

The Hume Coal Apprenticeship Program commenced in January 2015, funding the education and training of new apprentices up to the value of \$250,000 per annum.

A representative from Hume Coal and other distinguished community members will assess applications and provide independent advice on the applicant's suitability.

All applications will be considered, however, due to the high number of applications, limited candidates will be contacted.

Individuals are invited to submit applications throughout the year. Indigenous people are encouraged to apply.

**Hume Coal Charitable Foundation Pty Ltd as trustee for Hume Coal Charitable Foundation**

ACN 604 613 247

**Mail:** PO Box 1226, Moss Vale NSW 2577

**Office:** Unit 7 – 8 Clarence House, 9 Clarence Street Moss Vale NSW 2577

**Ph:** +61 2 4869 8200 | **E:** charitablefoundation@humecoal.com.au

# Apprenticeship/Traineeship Guidelines

## 1. Eligibility

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The Charitable Foundation will accept applications for the following charitable purposes:

- A. The provision of apprenticeships and traineeships in the field of engineering, childcare, construction, electrical metal trades, landscaping and clerical to residents of the local government area of the Wingecarribee Shire and for apprenticeships and traineeships at businesses located within the local government area of Wingecarribee Shire.

Eligible applicants are seen as those who:

- Can demonstrate the capacity to benefit the community within the local government area of the Wingecarribee Shire;
- Assist the community in general rather than interest groups in particular; and
- Respond to needs that lead to tangible outcomes, within the social, cultural and environmental benefits.

Applications submitted should clearly outline personal and community benefits and outcomes and should:-

- Result in ongoing benefits to the community;
- Create benefits that do not presently exist;
- Demonstrate support from key stakeholders.

## 2. Hume Coal's Partnership with 1300apprentice

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1300apprentice works in partnership with Hume Coal and focuses on a smooth and hassle-free process. They have been operating for more than 25 years and have a wealth of experience in the recruitment of people and the management of the apprenticeship and traineeship process.

## 3. Funding Approval and Notification

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A group of Hume Coal employees and other distinguished community members will assess applications and provide independent advice on the suitable candidates. Applicants will be notified by Hume Coal in writing following the approval or rejection by the Charitable Foundations Board of Directors.



# Apprenticeship/Traineeship Application Form

Forms can only be submitted by mail or email:

Hume Coal Charitable Foundation Pty Ltd  
Moss Vale NSW 2577  
Tel: (02) 4869 8200  
Email: [charitablefoundation@humecoal.com.au](mailto:charitablefoundation@humecoal.com.au)

Date received:  
Application no:

## Section A - Eligibility

- 1. Do you reside within the Wingecarribee LGA Yes  No
- 2. Category:
  - Apprenticeship
  - Traineeship

## Section B – Applicant Details

Full name: .....

Aboriginal or Torres Strait Islander: Yes  No

Street address: .....

Suburb: ..... Postcode: .....

Postal address: .....

Suburb: ..... Postcode: .....

Tel: ..... Mobile: .....

Email: .....



**Section C – Details**

Type of Apprenticeship/Traineeship: .....  
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Explain why you think you are the best candidate for this Apprenticeship/Traineeship:  
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What do you know about Hume Coal: .....  
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.....  
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Proposed commencement date: .....  
Location: .....

**Section D – Education Level**

- Year 9 or less:
- Year 10:
- Year 11:
- Year 12:
- Higher Education:  (please state below)

.....  
Other Training .....



**Declaration:**

I declare that to the best of my knowledge the information provided in this application is true and correct. I have read and understand the guidelines and assessment criteria.

Name: .....

Signature: .....

Date: .....

For more information regarding the Hume Coal Community Investment Program, please visit our website: [www.humecoal.com.au](http://www.humecoal.com.au)