



# 2024 METRO Traineeship Application Process & Checklists

**2024 Applications are now open and close September 30th, 2023.**

Below is a checklist to help churches, trainees and trainers keep track of the METRO application process.

## **Essential Information for the METRO Traineeship**

1. Find all relevant documents and links at [www.metro.pcv.org.au/metro-application](http://www.metro.pcv.org.au/metro-application) including the METRO Traineeship Information and METRO Church Session Information documents
2. [How the Numbers Work \(Finances\)](#)

While we have endeavoured to include all steps included in the METRO Traineeship application process, please note there may be additional steps required by MTS and/or the METRO Committee. You will be notified of any changes or additions.

## **Additional Form Tips**

- Please make sure that the forms are to be completed only with the knowledge and approval of your church's Session.
- Ensure you follow the instructions below for completing the forms, or you may need to complete them again.

## **Contact Us**

If you have any questions regarding this process, please contact the METRO Convener Clinton Le Page at [ClintonLePage@bpc.org.au](mailto:ClintonLePage@bpc.org.au) or 0419 517 323, or METRO Admin at [pcvmetro@gmail.com](mailto:pcvmetro@gmail.com).

<b>CHURCH (Minister, Session, Board)</b>		✓
<b>Year/Months Before Applying</b>		
<b>Preparation</b>	<p>Conversations between Session, potential trainers and potential trainees may occur many months in advance.</p> <p>Possibility of doing a METRO Prep Year, the year before the Traineeship officially begins.</p>	
<b>July to August 30</b>		
<b>Available Apprenticeship Notice</b>	<p>The <a href="#">Available Apprenticeship Notice</a> must be completed before the trainee and trainer can apply.</p> <p>Must be completed by August 30th for the legal minimum required 30 days notice.</p> <p>In the “Apprenticeship Type” menu, you <b>must</b> select a “METRO MTS” option.</p>	
<b>July to September 30</b>		
<b>Session Approval Extract</b>	<p>Ensure you follow the instructions given in the Session Information document for smooth processing.</p> <p>Email a copy of the Session approval as minutes extract to <a href="mailto:pcvmetro@gmail.com">pcvmetro@gmail.com</a></p>	
<b>Successful Applicants</b>		
<b>MTS Recommendation</b>	The METRO Convener will then send the recommendations of those who are successful onto MTS.	
<b>MTS MOU</b>	Sign MOU with MTS (provided by MTS)	
<b>Workers Compensation</b>	Take up Workers Compensation for FWA and Curriculum trainees.	
<b>MTS Bond/Payment</b>	<p>Scholarship Traineeship Bond of \$3000 needs to be paid upfront by the Congregation to MTS (instructions will be provided by MTS)</p> <p>Curriculum Traineeship Registration fee of \$1,650 needs to be paid upfront by the congregation to MTS</p>	
<b>January 2024 the traineeship starts!</b>		

<b>TRAINER (Includes both trainers if there two)</b>		✓
<b>Year/Months Before Applying</b>		
<b>Preparation</b>	Conversations between Session, potential trainers and potential trainees may occur many months in advance. Possibility of doing a METRO Prep Year, the year before the Traineeship officially begins.	
<b>July to September 30</b>		
<b>Trainer Application Form</b>	All trainers must complete the <a href="#">METRO VIC Trainer Application</a> <ul style="list-style-type: none"> <li>In the “Apprenticeship Type” menu, you <b>must</b> select a “METRO MTS” option.</li> <li>The church must submit the Available Apprenticeship Notice before the Trainer can apply. <a href="#">Check here</a>.</li> <li>We recommend you save any long-form answers in case there’s any issues &amp; it needs to be resubmitted.</li> </ul>	
<b>WWCC</b>	If not already a WWCC holder, applicants must hold a current <a href="#">Working With Children Check</a> (WWCC) prior to acceptance into the METRO Traineeship. <ul style="list-style-type: none"> <li>Depending on your pathway, this may need to be an employee card if your application is successful.</li> <li>Allow a few weeks for this to be processed.</li> </ul>	
<b>PCV VAP</b>	If not already approved, both trainee and trainer applicants must complete the <a href="#">PCV Volunteer Approval Process</a> (VAP) prior to acceptance into the METRO Traineeship. <ul style="list-style-type: none"> <li>Allow a few weeks for this to be processed by the local Safe Church Representative and the PCV Safe Church Unit.</li> <li>As the trainer, ensure the trainee completes the VAP and WWCC in a timely manner, or the application process may be delayed.</li> </ul>	
<b>October</b>		
<b>Interview</b>	Applicants (both trainee and trainer/s) will attend an interview together with a couple of METRO Committee members.  Results of the application and interview will be communicated via phone, and formally via email.  The METRO Convener will then send the recommendations of those who are successful onto MTS.	
<b>Successful Applicants</b>		
<b>Orientation</b>	All trainers must attend METRO Graduation & Orientation. November 18th at Scots’ Church Melbourne. 12:30-4:30pm	
<b>G8 Conference</b>	Please register for the G8 Conference. METRO Admin will provide you with the discount code.	
<b>January 2024 start the traineeship!</b>		

<b>TRAINEE / APPRENTICE</b>		✓
<b>Year/Months Before Applying</b>		
<b>Preparation</b>	Conversations between Session, potential trainers and potential trainees may occur many months in advance. Possibility of doing a METRO Prep Year, the year before the Traineeship officially begins.	
<b>July to September 30</b>		
<b>Trainee Application Form</b>	Trainees must complete the <a href="#">METRO VIC Trainee Application</a> <ul style="list-style-type: none"> <li>● In the “Apprenticeship Type” menu, you <b>must</b> select a “METRO MTS” option.</li> <li>● The church must submit the Available Apprenticeship Notice before the Trainer can apply. <a href="#">Check here</a>.</li> <li>● We recommend you save any long-form answers in case there’s any issues &amp; it needs to be resubmitted.</li> </ul>	
<b>WWCC</b>	If not already a WWCC holder, applicants must hold a current <a href="#">Working With Children Check</a> (WWCC) <ul style="list-style-type: none"> <li>● Depending on your pathway, this may need to be an employee card if your application is successful.</li> <li>● Allow a few weeks for this to be processed.</li> </ul>	
<b>PCV VAP</b>	If not already approved, applicants must complete the <a href="#">PCV Volunteer Approval Process</a> (VAP) prior to acceptance into the METRO Traineeship. <ul style="list-style-type: none"> <li>● Allow a few weeks for this to be processed by the local Safe Church Representative and the PCV Safe Church Unit.</li> </ul>	
<b>October</b>		
<b>Interview &amp; Application Results</b>	Applicants (both trainee and trainer/s) will attend an interview together with a couple of METRO Committee members.  Results of the application and interview will be communicated via phone, and formally via email.	
<b>Successful Applicants</b>		
<b>Fundraising</b>	Fundraising/seeking partnership support starts after being accepted as a trainee	
<b>Orientation</b>	All trainees must attend METRO Graduation & Orientation. November 18th at Scots’ Church Melbourne. 12:30-4:30pm	
<b>G8 Conference</b>	Please register for the G8 Conference. METRO Admin will provide you with the discount code.	
<b>January 2024 start the traineeship!</b>		