



School Based Apprenticeships and Traineeships

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Policy and Procedure

- A school based apprenticeship or traineeship (SBAT) position will be advertised by the Head of Department – VET (HOD – VET) using a range of mediums including: Student notices, College fortnightly newsletter, College website, College facebook page, Student Notice board
- Students interested in proceeding in a SBAT will discuss with the HOD - VET before proceeding in their application. The HOD – VET will discuss the position with the student and ensure the SBAT is in line with student academic goals, behaviour and effort and the students current Senior Education and Training Plan (SETP) before allowing the student to proceed. Following the interview with the student, the HOD – VET will:
 - Discuss with teachers of the student the student’s current progress in the above areas
 - Check student engagement in subjects at school as well as effort and behaviour.
 - Manage timetable considerations to ensure the student’s timetable meets the requirements for a SBAT.
- Once approved by the HOD - VET, the student may liaise with the SBAT officer regarding the position and the help with the process to forward an application including:
 - support to prepare a resume and accompanying cover letter;
 - assistance filling in the application form;
 - and assistance in interview techniques.
 - Support student to identify support agencies in the areas of interest
- If a student is successful in their application for a SBAT, the student/employer/parent will notify the SBAT officer, who will organise the signup interview, at a time which firstly suits the employer and the Australian Apprenticeship Support Network (AASN) and then all other parties. Once a time has been negotiated the SBAT officer will send a confirmation email outlining the date, time, parties involved and any special requirements the student and parent will need to bring to the signup.
- At the interview the following people will be present:
 - Student
 - Parent
 - Training provider
 - Employer
 - AASN
 - School Delegate
- The SBAT officer will prepare the Education, Training and Employment Schedule (ETES), duplicate copies post the signup interview and then forward the following copies:
 - Original - The school’s delegate
 - Copy - The parent of the school based apprentice or trainee
 - Copy - The student partaking in the apprenticeship or traineeship
 - Copy - The employer
 - Copy – Training provider
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- Upon receipt of the government endorsed training plan, a duplicate copy will be made to be placed on the student VET file.



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SAT Sign Up Requirements – School

Before commencing the SAT, the school delegate has considered the following:

Student Name: _____

Employer: _____

Training Package: _____

Trainer: _____ ASSN: _____

- the apprentice or trainee is enrolled at, and attending, a government school or an accredited non-government school, or registered with the Home Education Unit of DET as a home-schooled student.
- the apprentice or trainee is progressing towards the attainment of a QCE
 - Enrolled in the senior phase of learning
 - In exceptional cases a student may be considered before the senior phase of learning
- The school supports the SAT arrangement. The school's delegate may decide to withhold their support if they consider the SAT arrangement is inappropriate. The school's support may be provided in the following ways:
 - In writing – a school notification form is available on DET's website at <https://training.qld.gov.au/site/apprentices/Documents/aasn/school-notification.doc>.
 - Electronically by email
 - verbally
- All paper work is to be approved and signed by the delegate before training may proceed.
- There must be a training contract (prepared by the AASN) which links to the industrial award or agreement and which is signed by the employer and apprentice or trainee and their parent.
- There must be an agreed schedule of school studies, training and paid employment, endorsed by the intending apprentice's or trainee's (student's) school. (ETES)
- The employer, apprentice or trainee and parent must commit to the minimum paid work requirement.
- If an intending apprentice or trainee is under the age of 18, the consent of a parent is required.

Signed

School Delegate

Date



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SAT Sign Up Requirements – Student

Before commencing the SAT, I _____ of _____

(Students Name)

(Address)

have been made aware of the following and agree to the conditions before beginning my SAT with

_____.

(Employer's Organisation)

- The HOD - VET must agree to the proposed arrangement
- I commit to undertaking a minimum of 375 hours (50 days) paid work per 12 months whilst under school based arrangements (600 hours (80 days) for some specified qualifications).
- I understand that SATs funded under the User Choice program, may have possible implications for further User choice funded training
- My schedule of studies must reflect school studies, training and paid employment.
- I agree to promptly notify the HOD – VET, parent and employer if there is a change to working hours or training which could impact on my school timetable
- I agree to promptly notify both the employer and the school if I will be absent from work for any reason
- I will wear the required uniform to work
- I will abide by confidentiality clauses, safe work practices and the Code of Conduct of the workplace
- If I change school, I will:
 - Ensure the new school is agreeable to continuing the SAT, and if they agree:
 - Negotiate and agree to a new schedule of school studies
 - Speak to the SRTO about reviewing the training plan
 - Notify DET using the myApprenticeship self-service website, or through the Australian Apprenticeship Network Support provider nominated by the employer for the apprenticeship or traineeship or contact the Apprenticeships info line on 1800 210 210
- If suspended or excluded from school, I will promptly contact the nominated Apprenticeship Support Service Network Provider or DET's Apprenticeships Info line on 1800 210 210 for advice regarding continuation of the apprenticeship or traineeship
- I will, ensure DET is notified by contacting the nominated Apprenticeship Network Provider or the Apprenticeships Info Line on 1800 210 210 if the school withdraws support for my participation under the training contract.

Signed

Student

School Delegate

Date

Date



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SAT Sign-Up Requirements – Parent

Before my student commences the SAT, I _____ of _____
 (Parents Name) (Address)

have been made aware of the following and agree to the conditions before my student begins the SAT with

 (Employer’s Organisation)

I will:

- Ensure the school supports the SAT
- Assist the student in providing the required information
- Provide parental consent where required
- Understand the implications of the User Choice program
- Assist the student commitment to undertaking a minimum of 375 hours (50 days) paid work per 12 months whilst under school based arrangements (600 hours (80 days) for electrotechnology).
- if a student changes school, ensure the new school is agreeable to continuing the SAT – if they agree:
 - o notify the SRTO of the change of school and seek their advice
 - o Contact the Australian Support Services Network (ASSN) provider or DET’s Apprenticeships Info line on 1800 210 210 for advice regarding continuation of SAT
- If the apprentice or trainee is suspended or excluded from school, promptly contact the nominated ASSN provider or the DET Apprenticeships Info line on 1800 210 210 for advice regarding continuation of the SAT
- Upon receipt of mail from DET regarding the automatic conversion of a training contract to full-time arrangements (for school leavers), respond according to circumstances and the information provided in the mail
- Ensure the nominated ASSN provider or DET’s Apprenticeships Info line is notified if the school attended by a school-based apprentice or trainee withdraws support for the student’s participation under the training contract.

Signed

Parent

Date

School Delegate

Date