

School-based apprenticeships  
and traineeships

# STUDENT GUIDE

HANDBOOK



Queensland  
Government  
Education Queensland

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# What School-based Apprenticeships and Traineeships are about . . . . .

Part of your education at school is about giving you experience of the skills you will use as an adult. You may be studying some vocational education and training subjects at school that prepare you for work, like Computer Studies, Business, Hospitality Practices, and Industrial Skills, or subjects such as Work Education or Life Skills. You may have also done some work experience or be planning to do so, and/or have a part-time or casual job out of school hours.

Schools are also helping young people get ready for work through apprenticeships and traineeships. A school-based apprenticeship or traineeship (or SAT) involves you, your parents, an employer, the school, a training organisation, the Department of Education and Training (DET) and an Australian Apprenticeships Centre (AAC) as partners in the program.

Before you go any further, here is an explanation of terms used in this document.

**AAC** - Australian Apprenticeships Centre, brings the parties together for the signing of the training contract and provides an induction to the SAT arrangement with the SRTTO.

**DET** - Department of Education and Training (DET)

**ETES** - Education, Training and Employment Schedule, is a form which draws together your school education with your training and work. It is signed by all parties including you, your parents (if you are under 18) and the school principal.

**GTO** - Group training organisation – a particular type of employer who signs the training contract but designates another employer (the host) to train you on-the-job in conjunction with the SRTTO.

**OFF-THE-JOB TRAINING** - Training which takes place when you leave your workplace and undertake training – for example, on the premises of the SRTTO.

**ON-THE-JOB TRAINING** - This training is usually delivered by the employer at the workplace.

**PROBATION** an adjustment period at the beginning of an apprenticeship or traineeship, designed to allow both you and the employer to evaluate the suitability of the arrangement. The probation period is dependent on the level of the qualification. For an *apprenticeship* the probationary period is 90 calendar days and for a *traineeship* the probationary period is 30 calendar days.

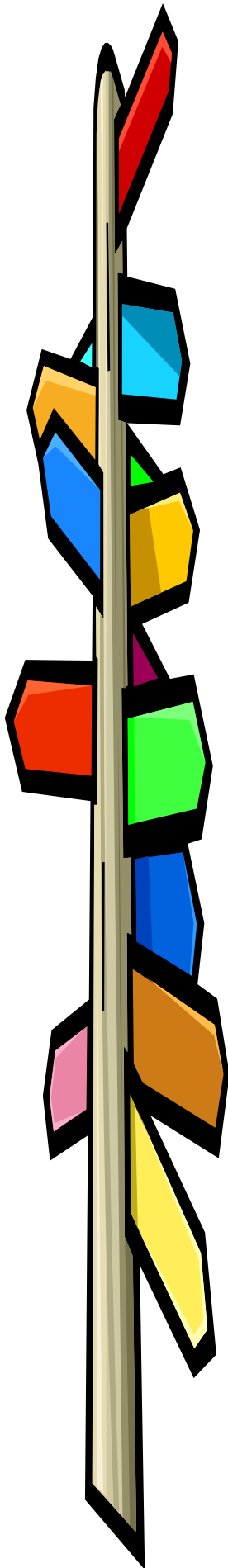
**QUALIFICATION** - The certificate you receive at the end of your apprenticeship or traineeship showing you have completed the apprenticeship or traineeship.

**SAT** - School-based Apprenticeship or Traineeship

**SRTTO** -Supervising Registered Training Organisation

**TRAINING CONTRACT** - The contract between you, the school-based apprentice/trainee (or guardian if under 18 years) and the employer.

**TRAINING PLAN** - A plan of the training which will be delivered by the SRTTO and assessed in the workplace or 'off-the-job'. The training plan is compiled by the SRTTO in conjunction with the school where appropriate.



## Guide to SATs

### What is a SAT?

A school-based apprenticeship or traineeship (a SAT) is the same as any other apprenticeship or traineeship except that you combine studying for a Senior Certificate with paid part-time work and training. You can expect to get a lot of training, both on and off the job to help you develop the knowledge and skills for that job. You receive payment for the hours you work, but you are not paid for time spent in off-the-job training.

### How do I become a registered School-based apprentice or trainee?

To become an apprentice or trainee you need to sign a training contract with your employer. The training contract is registered with DET and is a legally binding agreement, so make sure you understand and check the information before you sign it. Your parents or guardian will also sign the agreement if you are not yet 18. An induction program, which will be provided by the AAC or SRTTO, will help you understand your obligations.

### What forms do I need to complete?

Taking on a traineeship or apprenticeship involves a lot of paperwork. You will get a copy of some of the forms, like the training contract. Other forms may be given to you only to sign and then to forward on. *Never sign anything if you are not sure what it says or means.*

If you need some assistance, ask to take the form home or to school before signing. Remember, your parents or guardian and the school coordinator are there to help you with advice and support during your school-based traineeship or apprenticeship.

A 'details' form is also included at the back of this guide so you can keep your own records of important numbers, dates and other information associated with your SAT.

### Will a SAT affect my choice of subjects?

To help you cope with the extra workload, you may wish to reduce the number of subjects you study at school. You will have to discuss this with your school SAT Co-ordinator. The outcomes achieved from the SAT, whether a completed qualification or a Statement of Attainment, will be recorded on your Senior Certificate.

Competence in a required amount of a SAT will earn credit points towards the QCE award.

If you take up a SAT, your week could include school classes, time working for an employer, and time with a trainer chosen by your employer. A representative from the school will assist in planning how this occurs.

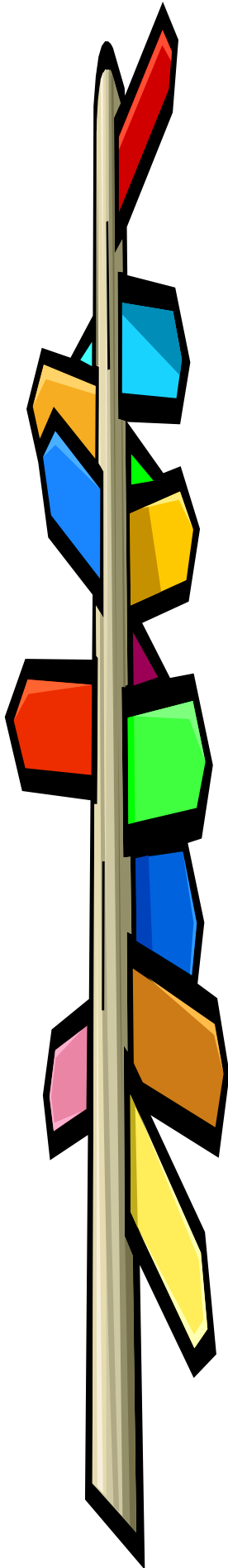
### How do I complete my training?

The things you need to learn, which make up the qualification, are written in the training plan. Most training for a qualification is organised into competencies, which are groupings of knowledge and skills. The training plan is written up by the trainer your employer selects – this trainer is known as the supervising registered training organisation (SRTTO).

The plan may incorporate the knowledge or skills you already have through studying a VET subject or through a part-time casual job. You should receive a copy of the plan by the end of the probation period, along with a training record book that details each competency you are required to achieve and allows space for you to record your progress.

### Will I complete my SAT while still at school?

Some students who commence a Traineeship at school will complete the



qualification while still at school; other students will not, and that's okay. If you don't complete your apprenticeship or traineeship at school, your employer is obliged to continue the apprenticeship or traineeship either part-time (15 hours a week or more) or full-time (around 38 hours a week) until you have completed all the training that leads to the qualification.

#### **What happens if I decide the SAT is not for me?**

When you start with the employer, the first one to three months will be a period of probation. The length of the probation depends on the level of the qualification. For an Apprenticeship the period of probation is 90 calendar days and for a Traineeship the period of probation is 30 calendar days. During this time you and the employer have the chance to get to know each other and check out whether this is the job for you. If you don't want to continue with the apprenticeship or traineeship during this time you can discuss the situation with the employer and leave a week later.

After the probation time has finished, if either you or the employer do not want to continue with the apprenticeship or traineeship, you will both have to agree that it is okay for you to leave. If you and the employer can't agree on this, you will have to talk to people from DET to see if they can help you come to an agreement.

#### **Who can help me if I am having trouble with my training?**

DET is also responsible for ensuring you receive good training, the right wages and other entitlements, and for making sure that the workplace isn't harmful to your health or safety. DET can also provide personal counselling and mediation should you have problems that may prevent you finishing the qualification. To contact DET you can call 1300 369 935. Your school coordinator can also offer support to help you cope with study, work and training.

#### *... to finish*

*Those of you who have left school or completed senior schooling and have not finished your traineeships or apprenticeship now have to change employment arrangements from school-based to either full-time or part-time.*

*When all the qualification competencies are completed (as signed off in your training record book), both the employer and trainer believe you have the skills and knowledge to do the job as successfully as other people with the same qualification, anywhere in Australia. So what do you get?*

#### **You will get:**

- a qualification from your trainer;
- a statement of results detailing your achievement for each competency of the qualification (also issued by the SRTO);
- a certificate of completion (issued by DET).

If you fail to receive any of these documents you should speak with both your employer and trainer (SRTO) to find out if they have sent the necessary paperwork notifying DET of your successful completion.

# ESSENTIAL INFO!!

<i>Who do I talk to about</i>			
Topic	Contact	Phone	Web
o centrelink	Centrelink	13 28 50	<a href="http://www.centrelink.gov.au">http://www.centrelink.gov.au</a>
o mediation, counselling	DET	1300 369 935	<a href="http://www.apprenticeshipinfo.qld.gov.au/">http://www.apprenticeshipinfo.qld.gov.au/</a>
o training complaints	DET		
o training contract administration	DET		
o school issues	Your school or Education Queensland	3237 1053	<a href="http://education.qld.gov.au/students/senior/">http://education.qld.gov.au/students/senior/</a>
o special needs support	DET	1300 369 935	<a href="http://www.apprenticeshipinfo.qld.gov.au/">http://www.apprenticeshipinfo.qld.gov.au/</a>
o wages	Fair Work Infoline	13 13 94	<a href="http://www.fairwork.gov.au">http://www.fairwork.gov.au</a>
o workcover	WorkCover	1300 362 128	<a href="http://www.workcoverqld.com.au">http://www.workcoverqld.com.au</a>
o workplace health and safety	DJAG	1300 369 915	<a href="http://www.justice.qld.gov.au">http://www.justice.qld.gov.au</a>
<i>Frequently asked Questions</i>			
The question	The short answer		
Q: How often do I go to work as part of a school-based apprenticeship or traineeship? Q: How often do I go to training for a school-based apprenticeship or traineeship?	Generally one day a week during school terms. Some employers make arrangements for extended work times during school holidays. It varies depending on the industry and the qualification level.		
Q: What do I get paid in a school-based apprenticeship or traineeship?	You are paid for the hours you actually work. You are not paid for hours spent in off-the-job training.		
Q: What support can I get in my school-based apprenticeship or traineeship if I am struggling with any aspect of the training? Q: What do I do if I have problems with other workers or even the boss?	Discuss the problem with the school coordinator or the SRT0. Sometimes an adjustment to your school subjects can help you cope. Talk to the person causing you the problem and/or seek advice from someone you trust, such as the school coordinator or guidance officer.		
Q: What happens if I have problems with pay?	Contact Fair Work Infoline on 13 13 94 to confirm your rate of pay and then speak with your employer about the problem.		
Q: Am I paid sick pay or holiday pay in a school-based apprenticeship or traineeship?	No. You are only paid for the time you are at work.		
<i>Other Info</i>		<i>Your Essential Contacts</i>	
Web sites <a href="http://www.jobguide.dest.gov.au/">Jobs and Careers</a> <a href="http://www.keepaustraliaworking.gov.au/pages/default.aspx">http://www.jobguide.dest.gov.au/</a> <a href="http://www.keepaustraliaworking.gov.au/pages/default.aspx">Keep Australia Working</a> <a href="http://www.keepaustraliaworking.gov.au/pages/default.aspx">http://www.keepaustraliaworking.gov.au/pages/default.aspx</a> <a href="http://education.qld.gov.au/students/placement/vet/html/brochures.html">Brochures</a> <a href="http://education.qld.gov.au/students/placement/vet/html/brochures.html">http://education.qld.gov.au/students/placement/vet/html/brochures.html</a> o <a href="#">Get a head start with a school-based apprenticeship or traineeship Information for students</a> o <a href="#">School-based apprenticeships and traineeships Information for students</a>			

*My apprenticeship/traineeship details*

**Personal details**

Qualification name: \_\_\_\_\_

Registration number: \_\_\_\_\_

Date I started my apprenticeship/traineeship: \_\_\_\_\_

My probation is for \_\_\_\_\_ days and will finish on \_\_\_/\_\_\_/\_\_\_

Date I expect to complete my apprenticeship/traineeship:  
\_\_\_\_\_

I have a copy of my training contract: Yes/No

I have received a training record book from the RTO: Yes/No

I have received a copy of my training plan from the RTO: Yes/No

**Employer details or Host employer details (if your employer is a GTO)**

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

**RTO details**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

While at school, I do training on: \_\_\_\_\_

**School-based employment conditions**

I attend school on: \_\_\_\_\_

\_\_\_\_\_

I attend work on: \_\_\_\_\_

I attend/do training on: \_\_\_\_\_

I get paid \$ \_\_\_\_\_ per hour

**Attach a copy of the ETES**

**Post-school employment conditions**

After I finish school I have negotiated to convert to full-time/part-time employment arrangements (cross out the option that does not apply)

I receive tool allowance to the value of \$ \_\_\_\_\_ per year (if applicable, apprenticeships only)

I will receive wages of \$ \_\_\_\_\_ per week

If I work overtime I will be paid \$ \_\_\_\_\_ per hour

If I work on public holidays I will be paid at \_\_\_\_\_ time (e.g. double time)

I will accrue \_\_\_\_\_ days of annual leave per year

I will accrue \_\_\_\_\_ days of sick leave per year.