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School-based Apprenticeships and Traineeships (SATs) A parent's guide



Great opportunities for your child's future

School-based apprenticeships and traineeships (SATs) allow your child to work for an employer and train towards a recognised qualification, while completing high school. SATs are a great way to allow your child to explore their career options and develop skills and confidence in their area of interest.



Help your child get a headstart

By doing a SAT your child will:

- ▶ work towards a vocational qualification that is recognised by industry and can count towards their Queensland Certificate of Education (QCE)
- ▶ get on a fast track to places they want to be when they have finished school – whether that's a job, university or other training
- ▶ earn a wage while training on the job
- ▶ gain new skills, learn about workplaces and develop confidence
- ▶ use skills they have learnt at school in a real work environment.

A school-based apprenticeship may provide your child with entry to a full-time or part-time apprenticeship and career. Young people may complete up to a third of an apprenticeship while they are at school.



Combining study and work

A flexible school program will allow your child to effectively combine a SAT with study for their QCE. Your child can do a SAT and still get an OP.

The school will work with your child to modify their timetable to include work and training. Your child will work for an employer one or two days per week, or for blocks of days in the workplace. Training will be undertaken by a supervising registered training organisation that delivers the off-the-job training and oversees the on-the-job training provided by the employer.



SAT responsibilities

The school-based apprentice or trainee must:

- ▶ gain the approval of their school prior to entering into a school-based apprenticeship or traineeship with an employer
- ▶ participate in the development of a training plan
- ▶ observe the conditions of the relevant employment agreement or award
- ▶ attend and perform work as directed by the employer
- ▶ behave in a courteous and professional manner
- ▶ obey all lawful commands
- ▶ not waste, damage, or injure the property, goods or business of the employer
- ▶ work towards achieving the competencies agreed to in the training plan
- ▶ as instructed, undertake any training or assessment related to the training plan
- ▶ keep the training record for the apprenticeship or traineeship in his/her possession.

Getting help

If your child requires assistance with their school-based apprenticeship or traineeship, there are people who can help them.

The first point of contact should be their employer, their school or their SRTO. If they can't solve the problem they should contact the Department of Education, Training and the Arts through Apprenticeships Info on 1800 210 210.

Undertaking a SAT will provide your child with many benefits including:

- ▶ nationally recognised qualifications – your child will participate in a Certificate II, III or higher qualification that is recognised by industry and employers
- ▶ an opportunity to earn while they learn – your child will be paid while they learn workplace skills, gain confidence, and adapt to the work environment
- ▶ get a headstart in a career before deciding to enter it full-time
- ▶ greater flexibility and variety in their senior schooling
- ▶ valuable exposure to potential careers and workplaces
- ▶ a competitive edge when presenting to employers.



Great results (what more could parents want?)

A SAT will provide your child with a broad education and pathways to further education, training or employment. SATs provide an excellent foundation for any career.

What happens when the student finishes school?

Some students will complete their traineeships while they are at school. For apprenticeships and some traineeships, the student will need to convert to full-time or part-time when they finish school to allow them to complete the qualification. Normal award wages and conditions apply at the conversion to full or part-time.

Like to find out more?

Visit www.apprenticeshipsinfo.qld.gov.au
email apprenticeshipsinfo@qld.gov.au
call 1800 210 210



SATs facts

Five easy steps to help them take the big step

Jennifer Clutterbuck's story



As a parent, Jennifer Clutterbuck is a strong advocate for school-based apprenticeships and traineeships, firmly believing they give students greater maturity and life balance in their senior years.

Jennifer's daughter Georgina is completing a Certificate III in Fitness. She is combining her traineeship with OP studies and intends to study physiotherapy at university after completing school. The traineeship has given her the opportunity to see the relevance of her physics and maths subjects to her future career plans.

"The traineeship is providing Georgina with an insight into the real world. She is gaining real-life experience and valuable people skills. Better still, she is not only learning about exercise, but is also acquiring business skills and developing greater independence and confidence."

According to Jennifer, "SATs are for everyone, no matter how academic they are."

Flexible timetabling is important

A flexible school program allows your child to effectively combine a SAT with study for their QCE and/or OP.

Your child's school will need to work with your child to modify their school timetable to include time for training and working with their employer.

To help your child cope with the extra workload, they may wish to reduce the number of subjects they are studying at school. This will need to be discussed between your child, yourself and the school.



What happens when students finish school?

Some students complete their traineeships while they are at school, although many students will still be in the middle of their training when they finish school. For apprenticeships and some traineeships, the student will need to convert to full-time or part-time when they finish school to allow them to complete the qualification.

5 Steps to Getting Started

Step 1 - Preparing for a SAT

You and your child will need to negotiate with their school to ensure the apprenticeship or traineeship forms an appropriate component of their overall school program.

Step 2 - Gaining employment

Once agreement is reached with your child's employer for employment under a school-based arrangement, the Australian Apprenticeships Centre (AAC) is notified (usually by the employer) to begin the training contract sign-up process.

Step 3 - Signing of the training contract

The AAC organises and conducts the signing of your child's training contract. The AAC will not proceed with the signing of a training contract without the consent of your child's school.

Step 4 - Developing your child's training plan (including the education, training and employment schedule)

Once a training contract is signed, the AAC will formally notify the selected supervising registered training organisation (SRTO). The SRTO will negotiate the development of a training plan with your child and their employer. The training plan will outline the skills your child will learn to achieve their qualification and confirm and document the agreed pattern of school, training and employment.

Step 5 - Registering the training contract

The AAC will lodge the training contract with the Department of Education, Training and the Arts. Once the training contract is approved, you and your child will receive a copy of the approval letter.

Like to find out more? Visit www.apprenticeshipsinfo.qld.gov.au, email apprenticeshipsinfo@qld.gov.au or call 1800 210 210.

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More parents give SATs top marks

Jennifer is just one of many parents who have seen the positive impact a SAT can have on their child's life. As well as giving your child the opportunity to follow their interests and passions, it is also an opportunity to sit down and really discuss the big 'life' decisions that will affect their future.

Getting the credit they deserve

A completed or partially completed SAT can contribute up to 8 credit points towards your child's QCE.

VET Certificate III or IV apprenticeship delivered through school-based arrangements	QCE credit	VET Certificate II including school-based traineeships	QCE credit	VET Certificate III or IV* including school-based traineeships	QCE credit
20 days of paid work**	1	25% of the VET Certificate	1	25% of the VET Certificate	2
25% of the VET Certificate	2	50% of the VET Certificate	2	50% of the VET Certificate	4
30% of the apprenticeship***	6	75% of the VET Certificate	3	75% of the VET Certificate	6
		Completed VET Certificate	4	Completed VET Certificate	8

* Credits and percentages may vary for some VET Certificates III-IV. More info at www.cis.qsa.qld.edu.au

** Each 20 days paid work completed is worth 1 credit which may add up to a maximum of 4 credits if 80 to 96 days paid work are completed.

*** Based on 30 per cent of the VET Certificate III or IV plus 96 days paid work.

For further information about the QCE, talk with your school or visit www.qsa.qld.edu.au telephone 07 3864 0299 or email qce@qsa.qld.edu.au

CAREERS

Apprentice hairdresser
VIBRANT, CUTTING EDGE SALON has a position for our next star. Suit 2nd year app or higher. Style will apply to everything you do. We're a happy, hardworking team. If you've got the creativity and the commitment, call Dev today on (040) 329 433.

APPRENTICE PLUMBER
Leading local company seeks eager 2nd or 3rd year apprentice. Prefer ad to grade 12. Confident. Motivated. Good references a must. Excellent conditions for the right candidate. Call John on 0470 929 001.

JUNIOR GOVERNMENT ADMIN ROLE
Administrative assistant required for Allied Health Project QCE and Certificate III level of competency required. Must be team player and have experience in busy office environment. For application, email admin@health-services.com.au

Boilermakers assistant
1st or 2nd year apprentice with good fabrication and welding skills. Must take pride in workmanship. Permanent position in well respected tracking company for someone with the right attitude. Send resumes to manager@boilermakers.com.au

Hospitality all rounder
Award winning restaurant seeks all rounder to train as assistant manager. Knowledge of F&B and kitchen required. Cert in hospitality and people skills essential. Send resume to manager@restaurant.com.au

PHARMACY POSITION
Pharmacy Assistant req'd for d/a

Retail assistant
Leading fashion store seeks enthusiastic, well presented retail assistant. Exceptional customer service. manager@fashion.com.au