



School-based Apprenticeships and Traineeships

A school's guide

clever • skilled • creative



Getting help

For assistance with school-based apprenticeships or traineeships, contact the Department of Education, Training and the Arts through Apprenticeships Info on 1800 210 210.

SAT responsibilities

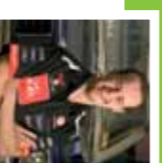
The school-based apprentice or trainee must:

- 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.

What are the school's responsibilities?

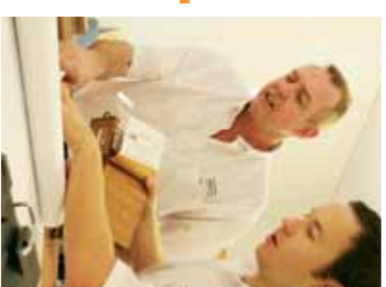
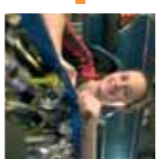
Schools play an important role in:

- giving approval for students to participate in a SAT
- assisting students with the five steps to getting started
- supporting students to meet their school and training commitments
- ongoing monitoring and support to ensure the student is coping and on track to achieve their goal.



What course will their life take?

SATs provide students with a broad education and pathways to further education, training or employment. They provide a good foundation for any career.



Ingredients for Success

A student can effectively combine a SAT with their OCE, and can still get an OP. Flexibility is the key to great results.

Ingredients of a successful SAT program include flexibility, cooperation, ongoing communication, a shared belief in the value of SATs, and a commitment to quality outcomes and support for young people.

You will need to work with the student to modify their timetable to include work and training. The student will work for an employer one to two days per week, or for blocks of days in the workplace. Training will be provided by a supervising registered training organisation which will deliver the off-the-job training and oversee the on-the-job training provided by the employer.



Great opportunities for your students

School-based apprenticeships and traineeships (SATs) allow students to work for an employer and train towards a recognised qualification, while completing high school.



Helping them to learn other important lessons

By doing a SAT, students 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 the skills and knowledge they have learnt at school in a real work environment.

A student's work and/or training must affect their school timetable for the agreement to be considered a SAT, rather than a part-time apprenticeship or traineeship.

SATs are available in hundreds of fields ranging from rural to retail, business to building, hospitality to hairdressing, and automotive to arts. Teachers can play an important role in encouraging each student to follow their interests and aspirations.



SATs facts

Five easy steps

Palm Beach Currumbin SHS

The implementation of the Career Access Program at Palm Beach Currumbin State High School is helping students to successfully combine study and SATs. The program offers a flexible timetable and is available to students wishing to take on a SAT while completing a QCE. Students attend school three days a week, where they study up with their supervising registered training organisation (4–8 points towards their QCE depending on different variables).

Palm Beach Currumbin SHS has a dedicated team that promotes the benefits of SATs to students, parents and local employers. An increased understanding of the benefits of SATs amongst teachers, students, parents and the community has also led to more students enrolling in the program.



Beerwah SHS

Beerwah State High School credits an innovative approach to school timetabling as one of the reasons the program is so successful. The school operates a four-day timetable with students completing one extra hour per school day to off-set lost time. This allows students to access the workplace with minimal impact on their academic learning.



Beerwah SHS has also developed a culture where SATs are now highly prized by the students and the community. Students who would normally do casual work take up a SAT because they feel if they are going to work, they may as well be achieving a qualification at the same time and see something for all their hard work.

Timetable ideas

Allocate time for work and training

- ✓ 1 or 2 days per week
- ✓ blocks of days
- ✓ weeks on/weeks off
- ✓ in school holidays

Cluster with other schools

- ✓ for delivery of school subjects
- ✓ for delivery of competencies by training provider

Provide student support

- ✓ access to class notes
- ✓ tutorial support
- ✓ monitor progress
- ✓ revisit and revise SET plan

Take a flexible approach

Flexibility in school programming allows students to effectively combine a school-based apprenticeship or traineeship with study for their QCE and/or OP.

When a school agrees on a student's participation in a SAT, the school will need to work with the student to modify their school timetable to include time for working with their employer and training with the Supervising Registered Training Organisation.

To help a student cope with the extra workload, they may wish to reduce the number of subjects they study at school. The school will need to discuss this with the student and their parent/guardian.

5 Steps to Getting Started

Step 1 - Preparing for a SAT

Students 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 the student'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 the student's training contract, attempting to have as many parties present as possible. The AAC will not proceed with the signing of a training contract without the consent of the school.

Step 4 - Developing the training plan (including the education, training and employment schedule)

Once a training contract is signed, the AAC will formally notify the selected SRTO. The SRTO will negotiate the development of a training plan with the student and their employer, which will confirm and document the agreed pattern of school, training and employment. The school receives a copy of the signed training plan.

Step 5 - Registering the training contract

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

CAREERS

Apprentice hairdresser

VIBRANT, CUTTING EDGE SALON has a position for our next star. 2nd year app or higher. We're a happy, hardworking team. If you've got the creativity and the commitment, call Doc today on 0400 326 433.

Boilermakers assistant

1st or 2nd year apprentice with good fabrication and welding skills. Must take pride in workmanship. Permanent position in well respected trucking company. For someone with the right attitude, call us to apply.

APPRENTICE PLUMBER

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

Hospitality all rounder

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

PHARMACY POSITION

Pharmacy Assistant req'd for 4/4

Excellent presentation and communication skills. References and resume to manager, PO BOX 624, Judoille 3429.

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@healthservices.com.au

Retail assistant

Leading fashion store seeks enthusiastic, well presented retail assistant. Exceptional customer service. For more info, call 07 326 1234.

Helping students to learn about themselves

One of the really positive benefits of SATs is that students begin to integrate all the lessons they've learned and apply them to their own 'life' decisions. An increased sense of responsibility boosts their confidence and their ability to act in the world. As the Beerwah State High School example demonstrates, it's not even about spending less time at school. Students put in extra effort in order to balance educational, work and training needs. There is plenty of positive proof to suggest that putting their learning within a broader 'career' context is helping many students to excel and to realise their potential.

Credit for hard work

A completed or partially completed SAT can contribute up to 8 credit points towards a 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, visit www.qsa.qld.edu.au, telephone 07 3864 0299 or email qce@qsa.qld.edu.au

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