

School-based Apprenticeships and Traineeships

A student's guide

clever • skilled • creative



SAT responsibilities

You must:

- gain the approval of your 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 your employment agreement or award
- attend and perform work as directed by your employer
- behave in a courteous and professional manner
- obey all lawful commands
- not waste, damage, or injure the property, goods or business of your employer
- work towards achieving the competencies agreed to in your training plan
- as instructed, undertake any training or assessment related to the training plan
- keep the training record for the apprenticeship or traineeship in your possession.

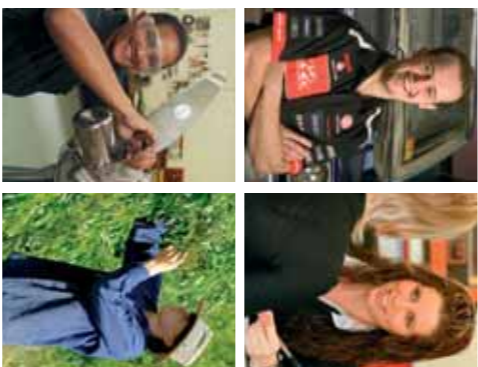
Getting help

If you require assistance with your school-based apprenticeship or traineeship, there are people who can help you.

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

Great opportunities for the future

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



SATs suit young people with all kinds of goals. SATs allow you to continue studying for your Queensland Certificate of Education (QCE) and/or OP while gaining some new and interesting skills.



See what's out there for you

SATs are available in hundreds of fields ranging from rural to retail, business to building, hospitality to hairdressing, and automotive to arts. Invest some time exploring your options and finding out what best 'fits' with you.

Give yourself an edge

By doing a SAT you will:

- work towards a vocational qualification that is industry recognised and can count towards your QCE
- earn money while training on the job
- use the things you have learnt at school in a real work environment
- get on a fast track to places you want to be when you have finished school – whether that's a job, university or other training
- gain new skills, learn about workplaces and develop confidence.

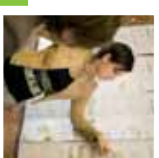


Some students complete traineeships while they're at school, which means they leave with a QCE and a vocational certificate. Others go on to finish their apprenticeship or traineeship either full-time or part-time after they leave school.

Get a headstart

A SAT can provide you with many benefits including:

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



SATs facts

Undertaking a SAT is as easy as following these five simple steps



JODIE'S STORY



Qualification: Certificate III in Health Services Assistance (Allied Health Assistance)
School: Clifton State High School

Jodie Pauli's school-based traineeship gave her the experience of working with a variety of clients and health professionals. She continues to work part-time as an assistant nurse with the Clifton Co-op Hospital and is on track to fulfilling her lifelong ambition to become a registered nurse working with people in rural areas.

GEORGINA'S STORY



Qualification: Certificate III in Fitness
School: Sunshine Coast Grammar School

Georgina Clutterbuck is a straight-A student who has found the time to compete in sports aerobics on a national and international level while completing a Certificate III in Fitness. Goal setting is a large part of Georgina's life. She is committed to continually expanding her horizons and developing herself through education and training to realise her goals. Georgina is combining her traineeship with OP studies and intends to study physiotherapy at university after completing school.

Take a flexible approach

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

Your school will need to work with you to modify your school timetable to include time for working with your employer and training with your SRTO.

To help you cope with the extra workload, it might be a good idea to reduce the number of subjects you are studying at school. You will need to discuss this with your school and parents (or guardian) to work out the best options.



5 Steps to Getting Started

Step 1 - Preparing for a SAT

Talk to your school and parents (or guardian) to ensure that the apprenticeship or traineeship fits in with your studies.

Step 2 - Gaining employment

Once you have found an employer who agrees to take you on as a school-based apprentice or trainee, the Australian Apprenticeships Centre (AAC) should be notified (usually by the employer) to begin the training contract sign-up process.

Step 3 - Signing the training contract

The AAC organises and conducts the signing of your training contract. You will need the consent of your parents and school for the AAC to proceed with the signing of the training contract.

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

Once the training contract is signed, your AAC will formally notify the selected Supervising Registered Training Organisation (SRTO). The SRTO will negotiate the development of a training plan with you and your employer. This will determine your schedule and will confirm and document the agreed timetable of school, training and employment.

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, you and your parents/guardian will receive a copy of the approval letter.

Get the credit you deserve

A completed or partially completed SAT can contribute up to 8 credit points towards your 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 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

What's your success story?

Jodie and Georgina are just two of the thousands of young people who have used a SAT to make valuable inroads into the career of their choice. They are positive proof that you can do it too. Why not write out your own little paragraph now? Successful people from all walks of life understand the power of visualising their goals. And you are, after all, the 'author' of your own destiny.

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