School-based Traineeships/Apprenticeships – A Brief Outline

A school based traineeship/apprenticeship is a mix of academic, vocational education, training and paid employment. This is a great way to start your career:

- To develop employment skills and hands on industry experience.
- To develop confidence.
- Put skills learnt at school into practice in a real work environment.
- Fast-track students to where they want to be when they finish school.
- Gain a nationally recognized certificate whilst still at school studying.

IMPORTANT FACTS

- The Government will only fund the training for 2 qualifications in your career pathway. The second qualification must be in a higher priority area than the first. So choose wisely.

- Student must work a minimum of 50 paid days in a year. (approx 363 hours). They can do more hours, if required, and they will be paid for these hours.

- Usually 12-24 months in duration, although some Certificates take longer to complete. As traineeships are competency based they can sometimes be completed sooner.

- The school based traineeship must have an impact on the school timetable. This can happen in various ways: (it need only be one of these)
  - Paid employment undertaken during normal school hours. The student can also do additional work on weekends, after school and in the school holidays.
  - Training undertaken during normal school hours.
  - Reduction of number of subjects to allow the student to work and/or attend training.

- There is a 30 day probation period. During this time either partner can terminate the contract. After that 30 day period negotiation must take place if you wish to terminate the contract.

- Students are not entitled to sick leave, holiday pay or superannuation, but are paid a loaded rate of pay that covers these entitlements.

- The training is done by a Registered Training Organization (for example – a TAFE College) and the student is not paid by the employer whilst doing the training. (Travel/Accommodation funding is available if students do block release training away form home).

- No obligation for the employer to keep the student on once they have completed the traineeship. However, SAT’s not completed must be converted to full or part time when the student leaves school until it is completed.

- Casual rate of pay – see www.fairwork.gov.au or ring Fair Work Infoline – 131394

- There are Government incentives for the employer for students doing a Certificate II or higher and further incentives if they are school based and then convert to full time.

- Certificate II traineeships contribute 4 points towards the student’s QCE and Certificate III traineeships/apprenticeships contribute 6-8 points.
THE PROCESS involved in doing a School-based Traineeship

- Talk to your school’s Work placement /SAT’s Officer about opportunities for an SBT.
- The employer selects the student for the school-based traineeship. The student is often selected after doing work experience for the employer. This allows a trial period for both the student and the employer prior to signing the contract.
- Employer selects a Registered Training Organisation (RTO) to deliver the training.
- The combination of work, training and schooling are negotiated and agreed upon.
- Employer, student and parent all sign the Training Agreement.
- The RTO draws up a training plan which sets out the units to be studied after liaising with the employer and the student.
- The student begins the traineeship.

STUDENT RESPONSIBILITIES

You must notify your employer if:
- You are sick or have a genuine reason to be away.
- You are attending a school excursion.
- You have an exam.
- You must catch up on all the work you miss at school and meet your assessment deadlines.
- You must keep your LOG BOOK up to date at all times.
- You must know when your trainer is visiting and have all work completed.
- You must advise the trainer if you are unable to meet with him/her (sometimes the training is done in holiday time).

SCHOOL RESPONSIBILITIES

- Provide parents, employers and students with information on school-based traineeships.
- Organise the work experience if required.
- Complete the ETES form (which is signed by all parties) for BCEC.
- Negotiate with the employer, student, parent and RTO a balance of work, training and schooling to suit each student.
- Monitor the student’s progress regularly and liaise with the employer.

PARENT RESPONSIBILITIES

- Attend the sign up and sign the Training Agreement if student is under 18 years of age.
- Monitor student’s attendance and performance at work and school.