

Where to start: School-based Apprenticeships and Traineeships (SATs)



What is a School-based Apprenticeship or Traineeship?

School-based apprenticeships and traineeships (SATs) allow high school students (usually in Years 11 or 12) to earn a wage, train towards a nationally recognised qualification and study towards their Queensland Certificate of Education at the same time.

- You will simultaneously work with an employer whilst working towards a qualification
 - Traineeship 12-18 months duration
 - Apprenticeship 3-4 years (longer when at school)
 - An apprenticeship is trade based and traineeships are qualification based
- Paid for the hours you work (apprentice/traineeship wage)
- Requires school approval: we want to ensure that the right students are representing Kenmore SHS in the community, when considering your eligibility for a SAT we will consider your behaviour, attendance and academic record prior to granting approval

There are specific requirements for SATs that apply to:

- age limits
- paid work and minimum hours
- parental consent
- school support and timetables.

Is a School-based Apprenticeship or Traineeship the right choice for me?

There are a number of things to consider when deciding whether or not to engage in a SAT; the VET Pathways team will ask you the following questions during the school approval process

- What are your reasons for starting a SAT?
- Does the qualification align with your intended pathway after school?
- What impact will the SAT have on your current academic progress?
- Do you have other commitments that will impact your ability to be successful at school and in your SAT?

Key Terms:

- **SRTO** - A SRTO or Supervising Registered Training Organisation accepts the role to deliver specified services in regard to an apprenticeship or traineeship and to monitor delivery of training and assessment services required under a training plan.
- **Apprentice Connect Australia Provider (ACAP)** – Apprentice Connect providers are contracted by the Australian Government, and have an agreement with DoE to provide advice and support to employers, apprentices and trainees. They act in a liaison capacity to ensure progression towards completion and compliance to DESBT. Your Apprentice Connect Liaison might come from Busy at Work, MAS National, MEGT etc
- **DESBT** – Department of Employment, Small Business and Training who are the Government body that oversees apprentices

Where can I get more information?

- Queensland Government: www.qld.gov.au/education/apprenticeships/school-based
- DESBT: <https://desbt.qld.gov.au/training/apprentices>



I am interested in starting a School-based Apprenticeship or Traineeship, what do I do next?

- 1. Employment:** You need to find an employer that is willing to take you on in a school-based capacity. This may be someone that you have completed work experience with, your current employer or a position you have seen advertised. All advertisements that the school receives are posted on the Future Connections: Pathways virtual noticeboard (padlet).
Discuss the following details with the employer:
 - When would they like you to start?
 - What day suits best for your scheduled work day?
 - Will you be required to complete a trial day? (If yes, you MUST tell the VET Pathways team before this happens as we need a signed Work Experience agreement before your trial day)
 - Other details: other shifts that may be required, work uniform, start times, transport etc
- 2. School Approval:** Once you have an employer, come and see the VET Pathways team; we will give you the SAT Registration Checklist and explain some of the details (it is important that you keep us up-to-date as the registration progresses). This is where we will discuss your intended pathway, impact on academic load, behaviour, attendance, academic progress etc. We will also discuss the most suitable day for your scheduled work day based on your timetable.
- 3. Communication:** You need to communicate with the employer that you have the required school approval and which day is preferred for your scheduled work day (See points 1 and 2)
- 4. Pre-registration:** Your employer will engage the services of an SRTO and Apprentice Connect provider. Once the ACAP liaison is assigned they will initiate the registration process, this typically includes a meeting between your ACAP liaison, employer, SRTO, your parents and you. This meeting is called the **registration meeting** and is where all of the key documents are signed. Make sure you give the ACAP liaison the vet@kenmoreshs.eq.edu email address to forward the paperwork to.
- 5. Communication:**
 - Signing documents: Once you have had the registration meeting, the ACAP will send paperwork through to the school for signing.
 - Start check-in: You also need to come and see the VET pathways team to tell them when you are going to start your SAT.
 - Reducing study load: If eligible, the VET Pathways team will discuss which class you may wish to change to a study line

Important: You cannot commence the SAT until the school receives all of the required documentation, this for insurance and legal reasons.

- 6. Commencement:**
 - The VET Pathways team will notify the school attendance officer that you will be absent every week on the scheduled day.
 - If you are absent from your scheduled work day or need to make-up a lost day due to public holidays etc, you MUST notify the VET Pathways team.
- 7. Monitoring:** The VET Pathways team have a responsibility to ensure that you are adequately supported and working towards completing your qualification, we will conduct regular check-ins and attend scheduled meetings as required by the employer, SRTO or ACAP. If your academic progress is negatively impacted by the SAT, the VET Pathways team will also intervene.

Communication is KEY: If anything changes throughout your SAT you MUST communicate with the VET Pathways team vet@kenmoreshs.eq.edu.au