



Education &
Communities

Public Schools NSW



QUESTIONS ANSWERED

School Based Apprenticeships & Traineeships

HOW TO EXPLORE A CAREER BEFORE LEAVING SCHOOL

From as early as Year 10, students can explore careers through a school based apprenticeship or traineeship.

This offers them the unique opportunity to combine study for the HSC and a qualification in their chosen field, with paid work experience. In many cases, they will leave school already partially qualified in a job they can start immediately.

How does an SBAT work?

- › Senior high school students are able to commence an apprenticeship or complete a traineeship while still at school.
- › A school based apprentice works part-time and undertakes the first stage of apprenticeship training before the end of their HSC year.
- › A trainee works part-time and completes their traineeship by the end of their HSC year.
- › Both the on-the-job and off-the-job training undertaken by the student can contribute to their HSC scores.
- › A school based apprentice will commence full-time employment as a second-year apprentice from January in the year after their HSC, as long as they have successfully completed both their on-the-job and off-the-job training programs.

How do I know which apprenticeships and traineeships are available?

We have an extensive list of available qualifications listed on the sbatinnsw.info website or call **1800 009 310**

When will an apprentice become a tradie?

Most apprenticeships in NSW require four years of full-time employment. For school based apprenticeships, this period is broken down into part-time and full-time components.

School students who study their HSC over three, four or five years will still need to complete up to three years full-time work as an apprentice after their HSC before gaining their trade qualification.

The period of post-HSC employment may be reduced if an apprentice acquires all of their on-the-job skills in a shorter period of time.

What are the minimum school requirements?

Apprentices

- › Must complete a minimum number of days of paid employment as a first-year apprentice. For many trades, the minimum requirement is 100 days but for some trades [e.g. electrical and electronics trades] it may be as high as 180 days.
- › Will be enrolled in the relevant trade course, generally at Certificate III level, from the beginning of their apprenticeship. The formal training component to be completed while at school is generally equivalent to what a full-time apprentice would complete in their first year.
- › Must complete the formal training component by the end of Term 3 before the HSC exams to ensure that they receive appropriate credit for the HSC.
- › Must complete the minimum number of days of paid employment by 31 December of their HSC year to progress to the next stage of their apprenticeship.

Trainees

- › Will be enrolled in the relevant qualification at a Certificate II or Certificate III level.
- › Must complete a minimum of 100 days of paid employment, or as specified in the relevant Vocational Training Order.
- › Must also complete their formal training component by the end of Term Three before the HSC exams, to ensure that they receive appropriate credit for the HSC.

Who provides the training?

- › TAFE NSW or other Registered Training Organisation (including school if appropriate).
- › If authorised, formal training can take place on the student's school premises.
- › In most cases, once the student starts as a full-time apprentice, they will continue their enrolment with the same training organisation until they complete their formal training within a further two years.

What qualifications do students get?

- › When the formal training has been successfully completed, a qualification will be issued by their Registered Training Organisation.
- › A letter from their employer will confirm that the term of employment has been completed and the student has attained skills and knowledge to industry standards.
- › When both the formal and on-the-job training have been successfully completed, students will receive a Certificate of Proficiency issued by State Training Services.

How does it fit in with the HSC?

- › All school based apprentices must study HSC VET courses that match the training provided to first-year apprentices.
- › These courses will generally contribute a minimum of four of the 22 units of credit required for a successful HSC.
- › The formal training will also provide a school based trainee with a minimum of four units of credit required for the HSC. The school will submit a list of competencies to the Board of Studies.
- › School based apprentices or trainees may also elect to undertake the Industry-Based Learning Board Endorsed Course. This course can contribute a further four units of HSC credit bringing the potential total to eight of the 22 needed. These units will be assessed on evidence of industry-based skills built up through paid employment during the student's HSC years.



It was very important to us that she finished her HSC. The traineeship not only ensures this, but she will also leave school with a qualification and a job to go to. We couldn't be happier.'

Further information on school based apprenticeships and traineeships is available on the Vocational Education and Training section of the Board of Studies website at www.boardofstudies.nsw.edu.au/voc_ed

How is it established?

- › It is established and protected in the same way as fulltime apprenticeship and traineeships.
- › The parties to the apprenticeship or traineeship (that is, the employer and the apprentice or trainee) sign a Training Contract, which is a binding agreement that sets out the trade or vocation, details of the employer and the apprentice/trainee, the commencement date and the expected term of the apprenticeship or traineeship.
- › The training contract sets out the responsibilities and obligations of each party.
- › A parent or guardian will also sign the contract if the apprentice/trainee is under 18 years of age.
- › The training contract is prepared and lodged with State Training Services by the employer's preferred Australian Apprenticeships Centre.
- › The contract becomes binding on both parties once the application has been approved and the probationary period has elapsed.
- › The employer may apply to have the probationary period extended if they haven't had sufficient opportunity to assess the suitability of the apprentice or trainee.
- › A Training Plan is also prepared in conjunction with the training contract. The training plan specifies which training organisation will provide the formal training, as well as the proposed pattern of part-time employment that will enable the apprentice or trainee to meet the minimum employment requirements by the end of their HSC year.

When is the latest a student can start?

- › As school based apprenticeships and traineeships are a Stage 6 (senior high school) program. Most school students will enrol in them at the end of Year 10 or the beginning of Year 11.
- › Some students may begin during Year 10 if this is approved by their school.
- › Applications by students should be submitted well before the end of the first term of Year 11.
- › Students wishing to commence at a later time may be able to do so. However, their applications will not be approved unless their training plan confirms that the formal training can be completed before the HSC and the minimum part-time employment requirement can be met by 31 December of the HSC year.

What employment protection do students have?

- › In NSW, an approved apprenticeship/traineeship can only be terminated by consent of the parties or by order of the Vocational Training Tribunal.
- › Employers must pay students for their work according to the wage rates and conditions of employment set out in the appropriate award or industrial agreement. Under the federal industrial relations system, most NSW private sector employers are now covered by 'Modern Awards'.

For more information about wages and other entitlements of apprentices and trainees, contact Fair Work Online at www.fairwork.gov.au or phone **13 13 94**



Jessica Taggart

2012 School Based Apprentice Trainee of the Year

Jessica's little sister was born with congenital heart disease. It was the gentle understanding of the nurses who took care of her that inspired Jessica to seek a career in medicine. In 2011 she undertook a traineeship through Tamworth Base Hospital and completed a Certificate III in Health Services Assistance.

'To be able explore a career you might have a passion for while still at school has been an awesome head start,' Jessica said.

Jessica plans to continue her university studies and when fully qualified, looks forward to gaining further experience while travelling around Australia.

Can it be cancelled before the HSC?

- › Apprenticeships and traineeships can be cancelled at any time by the mutual consent of the parties. Students and employers must first complete a Mutual Consent form.
- › A student whose training contract is cancelled prior to the completion of their HSC may still be able to continue to study in the HSC VET course they have been undertaking.
- › However, cancelling before completion of the HSC may reduce the number of HSC unit credits available from any Industry Based Learning Board Endorsed Course.

When is an apprentice expected begin full-time work?

- › Full-time work as an apprentice begins from 1 January of the year after their HSC, unless a student has not completed the required number of days of employment.
- › In that case, they may be required to continue their on-the-job training after 1 January until they meet this requirement.
- › Students who have completed their on-the-job training requirement prior to the HSC may negotiate with their employer to take any accrued leave in the period after the HSC and before 1 January.

What if a student wants a break after the HSC?

- › Apprenticeships may be cancelled or suspended at any time by the mutual consent of the parties.
- › Students who do not wish to commence full-time work as an apprentice from 1 January after completing their HSC must seek the consent of their employer to suspend or cancel their apprenticeship.
- › An student whose apprenticeship has been cancelled will be entitled to receive credit for time spent working as an apprentice if they resume their apprenticeship at a later stage.

Can employers be changed?

- › Yes. Students may transfer to another employer, subject to the consent of all three parties: the existing employer, the proposed employer and the apprentice or trainee.

What happens if the employer runs out of work?

- › Employers are required to make a commitment to employing and training for the duration of the contract. Employers who can't meet that obligation may apply for cancellation or suspension of the training contract.
- › Employers and apprentices or trainees should contact their local State Training Services regional office on 13 28 11 as soon as they become aware of circumstances that may result in an application for cancellation or suspension of the apprenticeship or traineeship.
- › State Training Services officers may be able to assist by organising placement of the apprentice or trainee with another employer.
- › Applications for cancellation or suspension that are supported by both the employer and the student will be approved.
- › Applications for cancellation or suspension supported by one party only may be referred to the Vocational Training Tribunal for a determination.

What kind of support is available?

School based apprentices and trainees who need help with their formal training should in the first instance contact their school's careers adviser, VET coordinator or school based coordinator.

If they have questions or need help regarding their on-the-job training with their employer, they should contact their local State Training Services regional office on **13 28 11** for assistance.



State Training Services, through its network of regional offices, provides support and assistance to all apprentices and trainees with:

- > information about the availability and suitability of apprenticeships and traineeships for the workplace
- > advice about entering into an apprenticeship or traineeship and their obligations under the training contract
- > enquiries about varying the training contract
- > help with problems in the workplace
- > help with training or assessment services provided by a Registered Training Organisation.

**NEED
HELP?**

STATE TRAINING SERVICES REGIONAL OFFICES

Hunter & Central Coast (temporary office)

Newcastle TAFE Campus
P Block, Maitland Road
Tighes Hill NSW 2297
Ph: [02] 4974 8570

Illawarra & South East NSW

Level 1, 84 Crown Street
Wollongong NSW 2500
Ph: [02] 4224 9300

Riverina

87 Forsyth Street
Wagga Wagga NSW 2650
Ph: [02] 6937 7600

Western Sydney & Blue Mountains

16-18 Wentworth Street
Parramatta NSW 2150
Ph: [02] 9204 7400

Central & Northern Sydney

Level 13, 12 Help Street
Chatswood NSW 2067
Ph: [02] 9242 1700

North Coast & Mid North Coast

29 Molesworth Street
Lismore NSW 2480
Ph: [02] 6627 8400

New England

Level 2, 155-157 Marius Street
Tamworth NSW 2340
Ph: [02] 6755 5099

Western NSW

Level 1,
Corner Kite & Anson Streets
Orange NSW 2800
Ph: [02] 6392 8500

Southern & South West Sydney

41-45 Rickard Road
Bankstown NSW 2200
Ph: [02] 8707 9600

Singleton

Suite 2, 6 Castlereagh Street
Singleton NSW 2330
Ph: [02] 6571 1571

Coffs Harbour

Suite 1,
144-148 West High Street
Coffs Harbour NSW 2450
Ph: [02] 6648 7333

Griffith

Suite 2, 470 Banna Avenue
Griffith NSW 2680
Ph: 0477 346 095

Campbelltown

Suite 601, 171-179 Queen Street
Campbelltown NSW 2560
Ph: [02] 4633 2800

Queanbeyan

Suite 105, 131 Monaro Street
Queanbeyan NSW 2620
Ph: [02] 6128 3441



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To find out more:

Visit our website www.sbatinnsw.info

or call **13 28 11** within NSW to be connected to your nearest State Training Services regional office [local call cost]

Incentives

Students may be eligible for financial subsidies.
Ask your Careers Adviser for more information.



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