

Looking at a Traineeship?

Contact Our Traineeships HOTLINE –
traineeships@tlkcc.com.au or 0481 262 259

- ✓ Earn a salary as you learn
- ✓ Study for your Traineeship while still at school
- ✓ Receive credit towards your HSC
- ✓ Obtain a nationally recognised qualification



What is a School-based Traineeship (SBT) and what are the benefits of a SBT?

School-based traineeships allow you as a senior high school student to complete your chosen traineeship while at school. You will undertake paid work part-time (usually 100 days throughout the duration of the traineeship) and complete the formal or off-the-job training by the end of your HSC year. As a school-based trainee, your on and off-the-job training can contribute to you HSC, providing you have successfully completed the entire training program during your senior high school years. You will be required to attend school according to your usual school timetable when not undertaking agreed working hours with your employer.

What areas and qualifications can I study with TLK Community College for my School-based Traineeship?

- Certificate III in Early Childhood Education and Care (CHC30113)
- Certificate III in Information, Digital Media and Technology (ICT30115)
- Certificate III in Business (BSB30115)

Please refer to our information pack for each qualification for the compulsory and elective units to be studied.

When can I start my School Based Traineeship?

Most school-based traineeships will commence at the end of Year 10 or the beginning of Year 11. Applications are to be submitted well before the end of first term Year 11. Students who begin during Year 10 must submit their applications during that year. Those wishing to commence a school-based traineeship at a later time may be able to, but applications cannot be approved unless the 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.

Your Registered Training Organisation (RTO), TLKCC is part of your local community

TLK Community College is a not for profit community based nationally registered RTO (registered training organisation). It has operated continuously for in excess of 35 years since its opening in 1981 as Berkeley Vale Leisure Learning and later merged with Kincumber Community College, which commenced in 1984 as the Quality of Life Centre. TLK Community College has campuses located at Tuggerah and Berkeley Vale and a Learning Centre at Kincumber. Importantly TLKCC also offers training on site at employer organisations, partner schools and community facilities on the Central Coast.

TLK Community College – an Excellent National Reputation

An independent measure of our reputation is that TLKCC has been provided with 'Delegate' status by the federal governing and accreditation body, the Australian Skills Quality Authority or ASQA. This means that generally TLKCC has similar status to Universities and TAFE Colleges in amending scope of registration, a privilege not provided to almost all commercial RTOs. Our scope of registration with ASQA can be found at

<http://training.gov.au/Organisation/Details/90381#>

For more information or to enrol
please call **4353 0017**

Or go to: www.tlkcc.com.au

Learning

Achieving

Succeeding

School Based Traineeship Information for Students and their Parents/Guardians

How many hours do I work in my Traineeship? You must complete a minimum of 100 days of paid employment, or as specified in the relevant Vocational Training Order. You must also complete your formal training component by the end of Term 3 before the HSC, to ensure you receive appropriate credit for the HSC.

How much do I get paid? You will receive the training award pay for your qualification and experience. Under the Industrial Relations (Child Employment) Act 2006, employers of school-based trainees in NSW must provide young people with fair pay and conditions, irrespective of whether they have coverage under the State or Federal industrial relations system and must comply with the "No net detriment principles".

Who will provide my formal training towards my qualification? TLK Community College (TLKCC) will prepare a training plan in conjunction with your training contract. The training plan will specify that TLKCC will provide the formal training and the proposed pattern of part-time employment that will ensure you meet your minimum employment requirements by the end of the HSC year.

Is my traineeship counted towards my HSC? A school-based trainee will contribute a minimum of four (4) units of credit required for their HSC. A list of competencies will be submitted by the School to the Board of Studies. Additional HSC unit credit may be applicable for some school-based traineeships.

What qualification do I receive? You will receive a **Certificate III in Early Childhood Education and Care (CHC30113)** OR **Certificate III in Information, Digital Media and Technology (ICT30115)** OR **Certificate III in Business (BSB30115)** depending on your qualification.

Is this qualification in addition to my HSC? Yes, if you meet all criteria for your HSC and for your qualification.

When do I commence? You must commence by the start of Year 11, however if all parts of your traineeship are in place, you can start in term 4 of Year 10. You may commence earlier if you prove you can complete all formal training elements prior to the HSC and your employment hours before the end of your HSC year.

When do I finish? You need to complete your formal training by the end of term 3 in Year 12 and your training employment by 31 December in your HSC year.

Is there any cost to me? Fee is capped at \$1000, or \$240 if eligible for concession. Fees are set in accordance with the NSW government Smart and Skilled program and to be confirmed upon application.

Do I need to sign an agreement? Yes, this is facilitated through your Australian Apprenticeship Centre. There are four (4) government approved Australian Apprenticeship Centres operating on the Central Coast. If you are under 18 your parents and/or guardian/s will also have to be signatories.

School-based Traineeship Partners

There are several partners contributing to a successful school-based traineeship:

- ✓ **You** - the most important partner, supported by your parents or another responsible person
- ✓ **School** – your school will support your efforts to complete your school-based traineeship
- ✓ **Employer** - your employer – will provide you with 100 days of PAID on the job training
- ✓ **TLKCC** – we provide your formal training including your Individual Training Plan
- ✓ **Australian Apprenticeship Centre (ACC)** – your ACC makes it all happen through coordinating all of your partners



This training is subsidised by the NSW Government. For information on Smart and Skilled go to <https://smartandskilled.nsw.gov.au/> or telephone 1300 77 2104

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