Australian School Based Apprenticeships
Trade Schools for the Future

Trade Schools for the Future is an education initiative that enables secondary school students to combine their South Australian Certificate of Education (SACE) studies with Vocational and Education Training (VET) in the form of a school-based apprenticeship or traineeship (ASBA).

Apprenticeship Brokers

Apprenticeship Brokers are Department for Education and Child Development (DECD) staff working with all state high schools in South Australia as part of the Trade Schools for the Future strategy. Their role is to facilitate and support the ASBA process; they are available to assist all parties.

School Contacts

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School-based Apprenticeships and Traineeships (ASBAs) combine schooling at the senior secondary level (normally years 10, 11 & 12) with training and employment.

Planned learning in school and work is balanced between the needs of the student, the employer and the school, and allows the students to study for SACE at the same time as commencing and/or completing a nationally recognised vocational training qualification as a paid employee.

**ASBAs are a partnership between different groups:**

**Student** - who has done some work placement in the industry before beginning the ASBA. The student attends school for part of the week and works as a paid employee in the workplace for part of the week. He/she is involved in training, both on-the-job and off-the-job. As an employee they are required to contribute to the workplace ‘culture of safety’.

**Parent** - along with the student and employer, enters into a legally binding contract of Training (CoT). If the student is under 18, then the parent must sign the contact.

**School** - some of the issues concerning schools are the well-being of the student (how they cope with being out of school for part of the week), timetabling (if students do an ASBA which counts towards their SACE, they don’t have to do all subject lines at school) and resulting (in order to count towards their SACE). The signature of the Principal is also required on the documentation.

**Employer** - employs the student for a minimum number of 8 hours per week on average. They are required to sign off on the competencies achieved by the student while working on-the-job, in consultation with the Registered Training Organisation.

**The Registered Training Organisation (RTO)** - they provide the training, but the method of training varies according to the industry eg all on-the-job, via open learning, or in blocks, for off the job training. All students study nationally accredited competencies, so that the training achieved by the student is recognised in any state in Australia. Resulting is usually completed when the specific competencies have been achieved.

**The Australian Apprenticeship Support Networks (AASN)** - they sign up the student into a Contract of Training and check on the student’s progress throughout the Traineeship or Apprenticeship.

**Trade Schools for the Future Apprenticeship Brokers** - they assist students to identify career pathways and develop links with employers. Brokers will facilitate and support all parts of the ASBA process and the negotiations that take place between all parties.
So you are thinking you might like to do an ASBA. Where do you go .... What do you do?

First things first. You need to establish what area of employment it is that you would like to work in. Think about your interests and what you enjoy doing. Discuss this with the VET/Student Pathways Leader and make a time to meet with the Apprenticeship Broker.

Depending on your area of interest it is important to know the difference between an Apprenticeship and a Traineeship, as this has an impact on the time it will take for you to complete your qualification.

**Apprenticeships**

Apprenticeships are trade-based occupations such as electricians and plumbers and generally take between 3-4 years to complete. Therefore this type of qualification cannot be realistically completed by students while studying other senior subjects. It is anticipated however, that a student could complete the equivalent of their first year of training and convert to a full-time arrangement on completion of Year 12 (possibly another 3 years). In an apprenticeship, time is spent learning a skilled trade under a qualified tradesperson.

**Traineeships**

Traineeships are not trade based and are undertaken in occupations such as aged care worker or office assistant and generally take between one and two years full-time to complete. Therefore, it is possible for students to start and complete these types of qualifications while still at school. However, it must be remembered, that the contract does not necessarily finish when the student’s schooling is finished. A traineeship is done in many relevant workplaces under the guidance of a supervisor.

OK, so you have decided what it is you would like to do. What do you do next?

1. Talk to VET/Student Pathways Leader and/or Apprenticeship Broker and let them know you are interested in doing an ASBA – they can discuss the process with you.

2. Arrange to do some Work Experience to see if you like the job. Also, this is an opportunity to make a good impression on a potential employer. Before undertaking any Work Experience you must complete a Work Placement Orientation Program and have a Workplace Learning Agreement Form signed by you, your parent, the employer and the Principal. See the Trade School Staff for more information.

3. If you enjoy the work experience and the employer is willing to take you on, speak to the Apprenticeship Broker, who will organise for you to begin the sign up process.

The Signing up Process - What happens next?
The Contract of Training (CoT)

A meeting is arranged with your employer, yourself and parent/caregiver. Usually the Apprenticeship Broker will be involved in setting this up and where possible will attend this meeting. At this meeting someone from an Australian Apprenticeship Support Network (AASN) will get you to complete a Contract of Training (CoT), which is a legally binding agreement between your employer and yourself (and a parent/caregiver if you are under 18 years of age).

The Contract of Training outlines your personal details, your employers details and which Registered Training Organisation (RTO) will provide the training. The contract is signed by you, your parents/guardians (if you are under 18yo), and your employer. The AASN representative will also be able to discuss with you any Government incentives you and the employer might be entitled to.

What is a Training Plan?

A Training Plan is part of the Contract of Training and is negotiated between the employer, the apprentice/trainee and the RTO. The cost of training and responsibility for payment varies and negotiation between parties to determine payment is recommended. The training plan will include:

- The core and elective units that you will be doing as part of your qualification
- The training provider who will be delivering the training
- Whether training will be delivered on-the-job or off-job, or a mix of both (under some traineeships the training is done wholly on-the-job
- Where and when training will occur
- It requires signatures of your training provider, your employer and you, as well as parent/guardian (if you are under 18yo) and your school Principal.

The Training Plan will look similar to the following:
The Training Plan is signed by the Principal, the student and parent (if Under 18 yo), the employer and organisation that will provide the training.

The two documents – The Contract of Training and the Training Plan – must be submitted to Traineeship and Apprenticeship Services (TAS). Once TAS receives these documents, it is assessed for approval/ TAS will write to you and your employer to let you know whether it is approved or, in very few cases, declined.

An example of what the Training Plan Units of Competency would look like.
Starting work for your ASBA

**Work Hours**

The minimum hours of employment and training (with the RTO) for a school-based apprentice or trainee are 8 hours per week. However, the combined number of hours can be averaged over a longer period. When the student will complete their hours needs to be negotiated between the employer and the student. Some students are able to complete their 8 hours after school and on weekends. However, other students require a full day off school to fulfil the requirements of their workplace and training. Employment during school holidays should be negotiated with the employer.

It is important that if you are unwell and unable to go to work that you contact your employer early to let him know of your absence. You should also let the school know that you were sick on a particular day so it can be correctly marked in the school’s roll book.

**Pay**

Australian School-based Apprentices are employed under a federal or state award or agreement which sets out their wage and conditions of employment. If you need to find out what award your qualification is under and what the rate of pay will be, call Fair Work Australia on 131394 or visit www.fairwork.gov.au

**Probationary Period**

When starting work as an ASBA student, you will enter into a probationary period. A probationary period is built into every Contract of Training as a way of allowing apprentices or trainees and their employers to withdraw from the agreement if it is not working for them.

It will depend on the type of training you are doing as to how long the probationary period will be, but generally they range from 1-3 months. If you have doubts about your ASBA during the probationary period speak to the Apprenticeship Broker.

**What Training will you do?**

The type of training that you do as part of your ASBA will depend on the qualification you are doing.

Some qualifications require you to do “Block Training”, which involves going to the training organisation or a (local or Adelaide) venue organised by them to complete a number of days training. Students may be required to do this several times a year. Other qualifications will not involve block training, but rather, the students will be required to complete workbooks as part of their on-the-job training.
How does an ASBA ‘count’ towards the SACE?

South Australian Certificate of Education – SACE - is the internationally accredited certificate you receive when you complete Year 12 by meeting certain requirements. There are 2 stages in the SACE – Stage 1 and Stage 2. Most students will start Stage 1 in Year 10 and finish it in Year 11. Stage 2 is usually undertaken in Year 12. You will need to achieve 200 credits in order to successfully complete your SACE and gain your certificate.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 10</td>
<td></td>
</tr>
<tr>
<td>Personal Learning Plan</td>
<td>10</td>
</tr>
<tr>
<td>Year 11 (Stage 1) or Year 12 (Stage 2)</td>
<td></td>
</tr>
<tr>
<td>Literacy (from a range of English subjects and courses)</td>
<td>20</td>
</tr>
<tr>
<td>Numeracy (from a range of mathematics subjects and courses)</td>
<td>10</td>
</tr>
<tr>
<td>Year 12 (Stage 2)</td>
<td></td>
</tr>
<tr>
<td>Research Project</td>
<td>10</td>
</tr>
<tr>
<td>Other Stage 2 subjects and courses*</td>
<td>60 or more</td>
</tr>
<tr>
<td>Year 11 or 12 (Stages 1 or 2)</td>
<td></td>
</tr>
<tr>
<td>Other subjects and courses of the student’s choice</td>
<td>up to 90</td>
</tr>
<tr>
<td>Total</td>
<td>200</td>
</tr>
</tbody>
</table>

The compulsory parts of the SACE make up a decent amount – The Personal Learning Plan (PLP) is worth 10 credits, Literacy is worth 20, Numeracy 10, and the Research Project another 10. You need to achieve a C grade or better to gain credits for PLP and the Literacy and Numeracy subjects, and a grade of C- or better for the Research Project. That’s already 50 credits.

You will also need to get at least 60 credits from Stage 2 subjects – you can choose the subjects but they must be worth at least 60- credits in total. You must achieve a C- grade or better for these subjects.

That leaves 90 credits – where do these come from? It’s your choice. You can gain these credits from whatever mix you like of Stage 1 or Stage 2 subjects, VET courses, Community Learning, or from Training as part of an Apprenticeship/Traineeship.

Every unit of competency that forms part of an ASBA Training Plan is allocated a certain number of ‘nominal hours’. For every 35 nominal hours completed a student will gain 5 SACE credits, and for every 70 hours completed a student will gain 10 credits towards their SACE. Whether or not this can be counted as Stage 1 or Stage 2 credit will depend on the Certificate being completed. Generally (but not always) Certificates 1 or 2 will count as Stage 1 credits and Certificates 3 or higher will count as Stage 2 credits. Completion of a Certificate 3 (or higher) qualification whilst at school may provide the student with credit towards obtaining an ATAR score for University entrance.

Most students undertaking an ASBA will do less classroom subjects than their peers. This is because they are gaining SACE credits form their ASBA and do not need the credits form mainstream subjects.
The extra study lines they have at school can be used for completing any workbooks they may have as part of their ASBA or completing school based subject work missed on work days.

Results & successful completion of your training contract

It is really important that students work hard to complete the units of competency for their ASBA and give any results to the school as soon as possible. This way the credits can be entered into the school system and the student will not be short of credits for achieving their SACE.

Successful completion of a *Contract of Training* means:

- You have completed the qualification delivered by the training provider shown on your training contract
- You and your employer agree you have demonstrated the skills and knowledge in the workplace
- You and your employer have indicated this agreement by submitting a completion form

Trainees are awarded a notice of completion once all units are completed. For many ASBA students this will be while they are still at school. Although Trade qualifications cannot realistically be finished while still at school, on completion of a Trade after school, an apprentice will be issued with a Trade Certificate, which means they are a competent, qualified, tradesperson.

NOTE: If the qualification has not been completed prior to the finish of schooling, the Contract of Training will convert to a fulltime arrangement unless negotiated otherwise.
Employing an Australia School Based Apprentice or a Trainee is a good way of gradually bringing a young person into your business. Often students are already doing part-time work in businesses and, by signing them up as a school-based apprentice/trainee; it allows them to undertake a nationally recognised qualification while still at school.

The School Apprenticeship Broker would be happy to visit to discuss with you how an ASBA can work for your business and the young person.

You must have a suitably qualified supervisor responsible for the on-the-job training and to provide mentoring and practical on-the-job guidance.

It is recommended that any student who is interested in doing an ASBA in your business complete some work experience first. This can help in ensuring that the student is suitable for the job and that it fits in with your business makeup. Please ensure the schools work experience forms are completed prior to placement.

**Steps to Employing an ASBA student**

Before taking on an apprentice or trainee, you must register your business with Traineeship Apprenticeship Services (TAS). The registration form can be downloaded from the internet or can be accessed by contacting an Australian Apprenticeships Centre. A snapshot of the form is shown below:

![New Employer Registration form](image-url)

TAS will arrange a worksite visit and assess your ability to meet registration criteria. This may take some time for this to happen.
**Step 2 – Find the right person**

Options include:

- A student who is already dong part-time work in your business
- Contacting the schools Apprenticeship Broker, Transition Officer or VET/Student Pathways Leader to identify interested students
- Advertising in local media
- Contacting a Group Training Organisation (GTO)
- Contacting the Australian Apprenticeships Centre (AASN)

**Step 3 – Select an Australian Apprenticeships Centre (AASN)**

AASNs are contracted by the Australian Government to help employers with signing up to a training contract and advising whether they are eligible for any incentives. If you are unsure about whom to contact, please speak to the Apprenticeship Broker at the school for help in accessing an AASN.

**Step 4 – Signing a Contract of Training (CoT)**

Before starting an apprenticeship or traineeship, all parties must sign a contract of training. The contract will outline the rights and obligations that apply for the length of the training period. An AASN will help prepare the training contract and other paperwork.

**Step 5 – Select a Registered Training Organisation (RTO)**

A registered Training Organisation (RTO) is responsible for delivering the qualification and assessing competencies against the training plan. The choice of RTO should be made with your apprentice or trainee. A list of RTOs can be found on the website [www.training.gov.au](http://www.training.gov.au) as well as [www.skills.sa.gov.au](http://www.skills.sa.gov.au) – these sites provide a register of information on training packages, qualifications, courses, units of competency and RTOs.

**Step 6 – Preparing a Training Plan**

The RTO, employer and apprentice or trainee should agree on a training plan. The RTO is responsible for the preparation of the Training Plan.

**Step 7 – Seek contact approval**

TAS must approve the Contract of Training and Training Plan to ensure they meet all legal requirements. Your AASN will lodge the signed training contract with TAS on your behalf. Your RTO will lodge the Training Plan.

**Contact the Apprenticeship Broker at the school at any time for advice and/or assistance.**

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Work Hours
The minimum hours of employment and training (with the RTO) for a school-based apprentice or trainee are 8 hours per week. However, the combined number of hours can be averaged over a longer period. When the student will complete their hours needs to be negotiated between the employer and the student. Some students are able to complete their 8 hours after school and on weekends. However, other students require a full day off school to fulfil the requirements of their workplace and training. Employment during school holidays should be negotiated with the employer.

Pay
Australian School-based Apprentices are employed under a federal or state award or agreement which sets out their wage and conditions of employment. To find out what award a particular qualification is under and what the rate of pay will be, call Fair Work Australia on 131394 or visit www.fairwork.gov.au

Probationary Period
A probationary period is built into every Contract of Training as a way of allowing apprentices or trainees and their employers to withdraw from the agreement if it is not working for them.

It will depend on the type of training as to how long the probationary period will be, but generally they range from 1-3 months.

If you have any concerns and / or questions about the student you have working for you, either contact the school’s Apprenticeship Broker or alternatively speak to your AASN representative.
How does an ASBA ‘fit’ into a student’s schooling?

Students can access employment outcomes through vocational pathways that are incorporated within a school’s curriculum, especially through Australian School Based Apprenticeships.

An apprentice/traineeship can provide employment and income opportunities for students who do not choose tertiary pathways. Beginning an ASBA while still a school creates social, economic and education opportunities that, extend far beyond the time of schooling.

For detailed information about how an ASBA counts towards a student/s SACE, please refer to the student section of this booklet.

Benefits of an ASBA

- Students who understand the processes involved in gaining an apprenticeship and who are supported in this process will have improved employment and career prospects
- Students will gain experience in the trade or vocation of their choice
- The retention and completion rates of apprentices who start their career as an ASBA are significantly higher than apprentices who go directly into full-time apprenticeships after school
- School-based apprentices and trainees remain as full-time school enrolments
- ASBA students are in paid work and receive training from a Registered Training Organisation (RTO) for a minimum of 8 hours per week
- VET that is undertaken as an ASBA is recognised for SACE completion
- Students can enjoy a mix of classroom or workshop learning (off-job) and practical (on-job) learning and real life experiences in the workplace.

Support from the school for ASBA students

The Training Plan

The student’s Training Plan has to be signed by the school Principal. The school’s acknowledgement indicates awareness of the Training Plan and the study, training and work commitments of the student. In signing the Training Plans, the school is not endorsing the quality of the training for the school based apprenticeships or traineeships, the occupational health and safety arrangements, or the wage arrangements / requirements. For more information on what the Training Plan is, refer to the Student Section of this booklet.
**Timetabling**

Timetabling can be an issue when it comes to ASBA students and their requirement to work a minimum of 8 hours a week. As many ASBA students will need to have at least one day off a week to fulfil their work and training hours, care will be given when selecting the most appropriate days to do so. It is important to note that sometimes the employer has a particular day/s they would prefer the student to work to meet the needs of their business. This means the school needs to accommodate the student in working that particular day. Where possible, students will not miss the compulsory subjects of Literacy & Numeracy, nor practical lessons for those subjects that have them. The student will negotiate their work day with the VET/Student Pathways Leader and their employer and this information will be passed onto teachers.

Most students undertaking an ASBA will do less classroom subjects than their peers. This is because they are gaining their SACE credits from their ASBA and do not need the credits from mainstream subjects. The extra study lines they have at school can be used for completing any workbooks they may have to do as part of their ASBA, or alternatively, be used to complete work from missed classes. The support at school for completion of training units is beneficial to the student’s success and SACE completion.

**Subject Teacher Role**

It is important that all teachers who teach students doing an ASBA monitor and support students to ensure they are keeping up with work missed while in the workplace or away for training. While students are reminded to communicate with teachers their absences and to make up for any time lost in class, it is imperative that teachers follow up student absences and support them to ensure they do not fall behind. Class teachers have an important role in supporting ASBA students to manage their career development.

Where possible, the VET/Student Pathways Leader will communicate any details they are aware of to teachers. If you have any concerns about an ASBA student and their work in your class please speak to the VET/Student Pathways Leader.

**Home Group Teachers**

Correctly recording the absences of ASBA students in the roll is imperative for all Home Group Teachers. Students need to communicate with Home Group Teachers any absences related to their employment or training requirements. Home Group teachers will be informed of the details of a student’s ASBA as soon as they are available.

**Recording VET results into the School System**

The school needs to negotiate with RTOs to manage the timely recording of VET competencies within associated timelines and ensure systems are in place for information/data to be entered into EDSAS and DATEX. The VET/Student Pathways Leader will be responsible for following up any results for students that the school does not have.