

The following outline some of the responsibilities of the parties involved in School Based Apprenticeships.

Student Responsibilities

- Be committed for the entire length of a School Based Traineeship/Apprenticeship.
- Sign and comply with requirements of the Training Agreement and Training Plan.
- Be punctual for work.
- Dress appropriately for work.
- Manage school time and work time effectively.
- Keep Log Book up-to-date.
- Attend any off-the-job training that is required.
- Notify employer and school when not attending work or training.
- Work hard.

Parent/Guardian Responsibilities

- Sign Training Agreement (if student is under the age of 18 years).
- Monitor student performance and attendance.
- Negotiate with school and employer over student progress.
- Support school in management of student regarding both school and work commitments.

School Responsibilities

- School indicates to students the necessary requirements of a School Based Traineeship or Apprenticeship.
- Provide employers with appropriate students.
- Facilitate the signing of the **Training Agreement**.
- Assist in the design of the **Training Program**.
- Provide appropriate subject mix.
- Monitor student progress and maintain duty of care in conjunction with Registered Training Organisation (RTO) and employer.

Employer Responsibilities

- Select student for Traineeship/Apprenticeship.
- Complete the Training Agreement and Training Plan.
- Pay Trainee/Apprentice for hours worked on-the-job.
- Monitor Trainee/Apprentice's progress.
- Complete a WH&S induction for Trainee/Apprentice.
- Check and Sign Log Book.
- Supply specific uniform (if applicable).
- Negotiate with student, responsibility regarding payment of fees associated with training (if applicable).

NANANGO STATE HIGH SCHOOL



School Based Apprenticeships & Traineeships

Student, Parent and Employer Information

For further information please contact:

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What is a School Based Traineeship/Apprenticeship (SAT)

It refers to Traineeships and Apprenticeships.

A School Based Apprenticeship:

- Is a wonderful opportunity for those students committed to beginning a career in the workforce.
- Involves going to school and also going to work.
- Provides, upon completion of Year 12, a Senior Statement and/or Queensland Certificate of Education (QCE) and a Vocational Education and Training Qualification.
- Involves paid employment.
- Is open to students enrolled in Year 10, 11 or 12

In which Industries are School Based Traineeships/Apprenticeships available?

- Computing
- Hospitality
- Building & Construction
- Childcare
- Metals & Engineering
- Information Technology
- Retail
- Rural
- Tourism
- Sport & Recreation

There are many more industries that could be included.

What are the Benefits . . .

For the Student?

- Enjoy a combination of school and paid work
- Opportunity to begin a career early
- Nationally recognised Industry Qualifications
- Practical hands-on learning

- Able to stay at school to complete Senior Certificate
- An alternative pathway to Tertiary Studies
- Experience a smooth transition from school to work
- Gain contacts and experience in an industry which could lead to future job prospects

For Employers?

- Employ a motivated and enthusiastic student for a known period of time
- Opportunity to train a student to the business's specific needs
- Employers receive financial incentives
- Stronger links with local High Schools
- Has the support of the school and the parents to monitor the student's progress
- Have a direct say in the types of training programs being used
- Reduce the cost of recruitment
- Benefit from the skill development of employees who supervise students in the workplace

No commitment to full time wages when students are engaged in off-the-job training.

The following is a guide to your next step.

For Students:

Interested? What do I do Now?

Step 1: Decide on the industry you want a career in. You may need to speak to your **Guidance Officer** or **Careers Counsellor** for some help and information.

Step 2: Make sure the subjects you are studying prepare you for your chosen School Based Apprenticeship. Again, you may need to speak with your **Guidance Officer** to select the most appropriate subjects.

Step 3: Discuss with your parents/guardians the option of being involved in a School Based Apprenticeship or Traineeship.

Step 4: Advise the school that you want to be involved in a School Based Apprenticeship.

Step 5: Approach employers to be considered for work experience with the potential to move into a SAT or the school may identify a potential employer.

Step 6: Once the employer is identified, the Training Agreement can be signed. Your parents will need to sign the Training Agreement if you are under 18 years of age.

Step 7: Be committed!! Turn up to work and school. Be well presented. Work hard all the time.

For Employers:

Step 1: Contact Nanango State High School to register your interest.

Step 2: The school will organise for an Australian Apprenticeship Centre representative to meet with you to discuss the details involved in employing a School Based Trainee or Apprentice.

Step 3: Provide the student with an opportunity to undertake some work experience initially. (We recommend at least two days).

Step 4: If happy to go ahead with SAT, confirm with school so a meeting can be arranged to finalise paperwork.

Step 5: Once the Department of Education, Training and Employment (DETE) approves SAT, student commences work.