

## School Based Apprenticeships and Traineeships (SAT)

School-based apprenticeships and traineeships (SATs) help young people to go places, whether that's a full-time job, a trade career, university, TAFE or other training. The workplace skills and confidence they gain during their SAT provide a solid foundation for any career.

SATs allow students to work as paid employees and obtain nationally recognised qualifications, all while at school.

Some of the advantages of school-based apprenticeships and traineeships include:

- More flexibility and variety to traditional schooling pathways
- Head start in a career
- Nationally recognised qualifications
- An opportunity to learn and earn
- Contributing to the community
- Employer satisfaction

School-based Apprenticeships and Traineeships (SATs) allow students (typically in Years 10, 11 or 12) to work for an employer and train towards a recognised qualification, while continuing to study towards their Queensland Certificate of Education (QCE).

To commence a SAT, a student must have the support of the employer, the school, supervising registered training organisation (SRTO), and their parent/guardian. There **must** be some impact on the student's school timetable for the Apprenticeship/Traineeship to be considered school-based.

The employer, student and parent/guardian will be required to sign a training contract (with the assistance of the school and an Australian Apprenticeship Support Network (AASN) provider) agreeing to work together for the length of the apprenticeship or traineeship.

All school-based apprentices and trainees **are paid** for time spent working with their employer. It is expected that the employer will provide 7.5 hours per week of paid employment, which may be averaged over a three-month period. The employer may provide the equivalent of a 'day' employment as part days across a week. Periods of paid employment must never fall below the **minimum of 375 hours (50 days) per 12 month period** from the commence of the school-based training contract.

\*Specific information relating to Electrical apprenticeships can be obtained from the School to Work Officer.

Normally the student attends the workplace one day per week during school hours, but can also work weekends and over school holidays. It is the responsibility of the student to catch up on any work that they may miss whilst being absence from class to attend work. Some students may consider dropping a subject to compensate for the extra workload a SAT can bring. This is reviewed by the school on an individual basis.

School-based apprentices and trainees should only have minimal to no training costs as the Queensland Government contributes to their training. This contribution is aligned to the priority level of the qualification being undertaken. Under the User Choice program, SATs are exempt from paying student contribution fees to the training organisation whilst they are at school.

If a SAT has not completed their apprenticeship or traineeship prior to the student leaving school, it must be converted to full-time or part-time arrangements.

### Responsibilities and tips for parents

School-based apprentices and trainees have responsibilities just like other parties to the training contract. As SATs are generally under the age of 18, their parent or guardian, who must provide signed consent, will also have some responsibilities in relation to the SAT.

Before your child commences a SAT, discuss the following first:

- Talk to your child about their career goals and the apprenticeship or traineeship which will best suit their goals. Apprentice and trainees may only access a maximum of two government-funded contributions, therefore it is important that students (and their parents or guardians) consider if the SAT is appropriate and relates to the student's future chosen career
- Seek support through your child's school to discuss how the SAT may assist with QCE points and underpin tertiary study
- Develop strategies to balance the additional workload of school, work and training
- Consider and discuss transportation – how will your child get to his or her workplace?
- Discuss responsibilities involved in being a paid member of the workforce

Obtaining a School based apprenticeship or traineeship is just like applying for a job. Finding an employer is the responsibility of the individual, however the School to Work Officer is there to assist you with your job search skills. You will need to find an employer in your chosen occupation to employ you as an apprentice or trainee. You will need a resume, cover letter, a willingness to learn and a positive attitude.

Pathway to a School-based Apprenticeship

<https://www.aapathways.com.au/getmedia/d482a310-6abc-45d9-bdae-ce234b97cabe/3-3-1-002-Pathway-to-an-AsBA.pdf.aspx>

Job Outlook Career Quiz will help you to understand your work style and to explore careers you might enjoy <https://joboutlook.gov.au/CareerQuiz.aspx>

For further information

Contact:

- School to Work Officer on 0428 968 057 or [sglov0@eq.edu.au](mailto:sglov0@eq.edu.au)
- an AASN provider on 13 38 73
- Apprenticeships Info on 1800 210 210 or visit <https://training.qld.gov.au/apprenticeshipsinfo/school-based>
- Fair Work Ombudsman on 13 13 94 or visit [www.fairwork.gov.au](http://www.fairwork.gov.au), regarding wages, entitlements and industrial awards