**student responsibilities |**

- Undergo selection procedure.
- Participate in negotiations on combination of schooling, work and training.
- Sign and comply with the requirements of the Training Agreement and Training Plan.
- Manage school time and work time effectively.
- Keep logbook up to date.
- Attend any off-the-job training that is required.
- Be committed! Turn up to work and school.
- Be well presented. Work hard all the time.

**parent/guardian responsibilities |**

- Negotiate with school and employer over terms of the apprenticeship or traineeship.
- Sign the Training Agreement if student is under 18 years of age.
- Monitor student’s attendance and performance at school and work.

**school responsibilities |**

- Provide students, parents and employers with information regarding School Based Apprenticeships and Traineeships (SAT’s).
- Organize work experience, if required, as part of the selection procedure.
- Negotiate with employer, student, parent and RTO a balance of work, training and schooling that suits individual circumstances.
- Complete ETES with other signatories, and

**funding |**

SAT’s are funded under the User Choice 2010-2015 guidelines and funding. From **1 July 2013**, the User Choice Policy will be changed to remove the 100% Government contribution to SATs and align future funding to the priority level of the qualification.

- Priority One (100% subsidised) – lead to occupations deemed to be critical priorities in Queensland.
- Priority Two (75% subsidised) – lead to occupations not deemed critical in Queensland but considered as high priorities.
- Priority Three (50% subsidised) – lead to occupations not deemed critical in Queensland but considered as medium priorities.

This change of funding will provide an opportunity for successful SATs to enter a training pathway that will provide greater opportunities for employment and sustainable job outcomes.

---

**Jo Cox**  
Industry Liaison Officer  
Workplace Learning Department  
(Monday, Wednesday and Thursday)

☎ 5545 7274 | jcox111@eq.edu.au
**What is a school-based apprenticeships / traineeships?**

A School-based Apprenticeship / Traineeship (SAT) is a mix of academic, vocational education and training and paid employment. It provides students in Years 10, 11 and 12 with valuable employment skills and hands on industry experience and on completion of the course a Nationally Recognised Qualification.

- A minimum of 50 days paid work days (approx. 365 hours) must be undertaken during each year of the SAT.
- The traineeship / apprenticeship must have an impact on the students school timetable.
- A Training Agreement between the employer and student is entered into and registered with the Department of Education and Training (DET).
- The employer pays the student only for time spent at work.
- Students undertaking SAT's are not entitled to sick leave, holiday pay or superannuation but a paid a loaded rate of pay that covers these entitlements.
- Hours worked may be during school time, after school, or a combination of both.
- Students are employed for the term of the apprenticeship or traineeship.
- A combination of school, employment and training is negotiated and agreed upon, which should support the achievement of a Queensland Certificate of Education and a vocational qualification for the participating student.
- SAT’s not completed, will be converted to full time or part time when the student leaves school.

**What are the benefits?**

**FOR THE EMPLOYER?**

- Employ a motivated and enthusiastic student for a known period of time.
- Ensure the student is trained to the business’s specific needs.
- Pay for time spent working, not time spent in training.
- Receive financial incentives.
- Receive the support of the school and the parents to monitor the student’s progress.
- Have the opportunity, when the student finishes school, to take on a junior employee already skilled and well versed in the operation of the business.

**FOR STUDENTS?**

- Have the opportunity to begin a career early.
- Enjoy a combination of school and paid work.
- Complete or progress towards the completion of a vocational qualification.
- Experience practical hands-on learning.
- The government pays for all training.
- The government pays for all training. A completed Certificate II school-based traineeship will contribute four credits to the QCE.
- Experience a smooth school to work transition.
- Obtain experience & qualifications that will lead to improved career prospects.
- Use the vocational qualification to help get into tertiary education.

**What is the process involved?**

**STEP 1:** Ring the school contact listed on the back of this brochure. The school contact will help you through the following steps:

**STEP 2:** Employer selects the trainee or apprentice. The school can arrange to shortlist suitable applicants or the employer can select a student by other means. It is recommended that the school’s work experience program be utilized as part of the selection procedure. This allows a trial period for the student and employer prior to signing the Training Agreement.

**STEP 3:** School representative talks to employer, student, parent separately to see if traineeship or apprenticeship is to go ahead.

**STEP 4:** Employer selects a Registered Training Organisation (RTO) to deliver the training and AAC.

**STEP 5:** The combination of work, training and schooling are negotiated and agreed upon. This is drawn together in the Education, Training and Employment Schedule (ETES).

**STEP 6:** Employer, student and parent (if student is under 18) sign the Training Agreement. School representative is also usually present.

**STEP 7:** A Training Plan is drawn up by the RTO after liaising with the employer and student.

**STEP 8:** The apprentice/trainee starts work.