

Rationale

This document will address how applications for School-Based Apprenticeships and Traineeships (SBATs) will be considered to ensure educational value is added to the outcomes of a Shenton College student.

What is a School Based Apprenticeship or Traineeship?

SBATs provide the opportunity for secondary school students to work and train in a qualification while they are still at school. The Western Australian *List of Prescribed Vocational Education and Training Qualifications* (Public Register) identifies all the relevant apprenticeship and traineeship qualifications that may be delivered to school students. A SBAT is an effective way for a student to commence a chosen career pathway.

From 9 February 2018, *Vocational Education and Training (General) Regulations 2009* require Registered Training Organisations (RTO) to obtain school endorsement of SBAT training plans. This recognises the central role that schools play in an SBAT arrangement and will ensure that schools are aware of and involved in all SBAT arrangements, and that they support the training.

Who can undertake a SBAT?

A SBAT can be undertaken by a full-time school student who:

- Is generally at least 15 years of age;
- Has the support and agreement from their school to do the program;
- Can meet any special requirements for employment and training in the chosen industry;
- Is an Australian citizen or holds a relevant visa
- Is enrolled in a government or non-government school as defined in the *School Education Act 1999*;
- is undertaking an approved school-based apprenticeship or traineeship; and
- will have the school-based apprenticeship or traineeship recognised on their Western Australian Certificate of Education (WACE).

How does a SBAT work?

As a school-based trainee or apprentice, a student will attend the College and, with the College's approval, the student and a guardian (if you are under 18) will sign a training contract with an employer in a chosen industry. This gives the student the same employment and training conditions and responsibilities as other apprentices or trainees. The employer will pay the student for the time spent at work. Students will do some training with TAFE or a private RTO and some at work. Students are required to complete a traineeship before the end of Year 12, but most apprenticeships will be completed after Year 12.

A training plan must be developed for every SBAT to set out the training and assessment details. It must be agreed to by the RTO, the employer and the SBAT student, and be endorsed by the College.

What will be gained from a SBAT?

As a school-based apprentice or trainee, a student will:

- work and train for an average of 7.5 hours per week while still completing WACE at the College;
- receive VET credit transfer towards WACE for a completed certificate II or III traineeship or a partially completed certificate III apprenticeship or traineeship;
- earn an income and have an industry approved pathway to further training/employment.

The Training Plan

All SBAT training plans must be endorsed by the College. The College continues to be responsible for students' duty of care in an SBAT arrangement, so it is vital to have a College representative involved in and supportive of the training and assessment arrangement. The College will ensure there are appropriate supervision and contact arrangements in place for SBAT agreements and will refer to Department of Education policies.

The RTO must seek the College's endorsement of the proposed training plan for each SBAT before sign-up will take place. The College will require the opportunity to review the training plan to determine whether it is able to support the training and assessment arrangements. Training plans must be signed by the employer, SBAT student and RTO and endorsed by the school within six weeks from the date the training contract is registered with the Department of Training and Workforce Development (DTWD).

When should the College be contacted?

Australian Apprenticeship Support Network (AASN) providers will contact the College to advise them of the training contract. AASN providers play a key role in managing the training contract sign-up process.

The RTO will contact the College as soon as they become aware of the training contract being entered into. As the training plan will need to be integrated into the student's learning program, the AASN, the nominated RTO, the employer, SBAT student and the College will be present at the sign up of the training contract. Any possible issues can be identified early and potentially resolved if all parties to the training contract attend the sign-up meeting.

The Manager of Vocational Pathways, as a representative of the Principal, will be responsible for providing the formal endorsement of a training plan for any proposed SBAT.

What if the school does not endorse the training plan?

All SBAT training plans must have school endorsement. Where a school does not endorse the training plan, DTWD may cancel the training contract. The College is an important partner in the SBAT arrangement and must be provided with the opportunity to consider whether the training arrangement can be endorsed.

What is the structure of a SBAT?

SBAT may operate in either of two formats:

- 1 During College Hours
The trainee or apprentice undertakes the required training and practical work during normal College hours on a one- or two-day release from classes per week. The student and employer request College endorsement of the SBAT before the Training Contract is signed.
- 2 Out of College Hours
The trainee or apprentice undertakes the required training and practical work during after-class time or weekend shifts as chosen by the employer. The student and employer request College endorsement of the SBAT before the Training Contract is signed.

What is required for College endorsement of a SBAT?

To ensure a SBAT contributes to the educational outcomes of the student and does not hinder progress or WACE achievement, the College requires the student to meet the following guidelines:

- 1 the SBAT arrangement must be endorsed by the College before the Training Contract has been signed;
- 2 the SBAT arrangement must complement and enhance the learning outcome of the student;
- 3 a traineeship must be completed and achieved before the end of Year 12;
- 4 the SBAT arrangement must not negatively impact on the student's educational outcomes and ability to achieve WACE;
- 5 a student enrolled in ATAR courses will not be permitted to enter into a SBAT which requires training and practical work during normal College hours;
- 6 A SBAT will be authorised by the Manager of Vocational Pathways on a case-by-case basis;
- 7 Students must demonstrate appropriate standards of achievement, behaviour and attendance to be considered for a SBAT and for it to continue once commenced;
- 8 RTO and Group Training Organisations (GTO) must adhere to the procedures and reporting requirements of the College;
- 9 Students undertaking a SBAT will be enrolled in the Authority Developed Workplace Learning (ADWPL) Endorsed Program

To apply, please provide the details of the employer offering the SBAT to:

Mrs Kath Criddle, Manager of Vocational Pathways
9366 9100 or Shenton.Col.VET@education.wa.edu.au