



# Procedure

## School-based apprenticeships and traineeships

### Audience

All state schools

Implementation Date: 23/05/2017

Version: 4.0

### Purpose

This procedure outlines the responsibilities of schools regarding school-based apprenticeships and traineeships (SATs) for students when undertaken as part of their senior secondary education.

### Overview

School-based apprenticeships and traineeships (SATs) provide students in Years 10, 11 and 12 employment-based training while continuing full-time enrolment in a school program and study towards a Queensland Certificate of Education (QCE).

In exceptional circumstances other students may be considered eligible. For further information refer to business cases for students outside Years 10, 11 and 12 on the [Apprenticeships Info website](#) or the [Guide to school-based apprenticeships and traineeships](#).

For the purpose of school-based arrangements, the young person is considered both a full-time secondary student and an apprentice or trainee.

Further detailed information on SATs can be located on the [Apprenticeships Info website](#).

For eligible students, [travel and/or accommodation subsidies](#) may be available. Students in remote locations may be eligible for a paid flight to attend training. All payments are GST exclusive. [Tutorial assistance](#) is available for school-based apprentices/trainees with educational or additional support needs.

### Responsibilities

#### Principals (or delegate)

- Ensure that school-based apprenticeships and traineeships form an appropriate component of an overall school program and facilitate the development of an [Education, Training and Employment Schedule \(ETES\)](#) for each student involved in a SAT.



## Principal Education Officer

- Process applications and facilitate payment of financial assistance for travel and accommodation, booking of air travel for eligible students and tutorial assistance for students with educational or additional support needs.

All parties to a school-based apprenticeship or traineeship (student, parent, school, employer and Supervising Registered Training Organisation) should be aware of their [responsibilities](#) and those of the other parties.

## Process

### Commencement

#### Principals

1. Consider whether or not a proposed SAT arrangement is appropriate for the student, and make a decision to support, or withhold support from the arrangement:
  - a. Endorse by signing the [ETES form](#) and/or [School notification form](#)
    - i. If a school notification form is received from an Australian Apprenticeship Support Network (AASN) provider, complete and return
    - ii. If the AASN provider requests the school's consent during a visit, consent may be given verbally
    - iii. Consent may also be given electronically by email to the AASN provider.
  - b. If the proposed SAT is funded under the [User Choice Program](#), ensure the student is aware of the possible implications that undertaking the SAT may have on their eligibility for User Choice funding of any further training they may wish to undertake.
  - c. For students outside years 10, 11 and 12, a business case must be provided and approved prior to commencing a SAT. Contact [Apprenticeships Info](#) for details on the requirements of a business case.
2. Ensure necessary pre-registration approvals are obtained as per the [Guide to school-based apprenticeships and traineeships](#).
3. Negotiate and agree to a schedule of school studies, training and employment for the apprentice or trainee, taking into account the minimum paid work requirements for a SAT, and the institutional training delivery limit for a school-based apprentice:
  - d. Ensure the student and parent considering a school-based apprenticeship or traineeship are aware of the impact of the program on the student's general education goals and [SET plan](#).
  - e. Discuss with the student and parent subject selection or deletion, workload, and the days and times to be spent in [school, work and training](#) to [meet the requirements of the school program and apprenticeship or traineeship](#). The [ETES form](#) can be used as a template when organising the student's schedule.
4. Ensure the parent and student are aware that it is their responsibility to notify the employer or training provider and school if the student is unable to attend work or training on the day they are scheduled to do so.
5. On the days the student is scheduled to be at work or training, mark them on the roll with the absence reason code 'F – Off Campus Activity'. This will not count as an absence on the student's or school's attendance data (refer to the [Roll marking in state schools](#) procedure).

## Monitoring

### Principals

6. Monitor the student's progress across the school-based apprenticeship or traineeship and school program.

## Exclusions

### Principals

7. Notify the local [Training Queensland office](#) on 1300 369 935 if a student subject to a training contract is excluded.
8. Notify the employer of a decision to exclude a school-based apprentice or trainee.

## Travel and accommodation financial assistance

### Principals

9. Facilitate the provision of [travel and accommodation subsidy](#) for eligible students:
  - a) Provide eligible students with a [Travel and accommodation subsidy claim form](#) prior to commencement of training and assist students to complete and submit the form upon completion of the training block and within 12 months via email to [VET in Schools](#).
  - b) Ensure a completed [Application for air travel form](#) for eligible students is emailed to [VET in Schools](#) **at least 28 days prior to date of travel**.

### Principal Education Officer

1. Process applications and facilitate payment of financial assistance for travel and accommodation claims and booking of air travel for eligible students.

## Educational or additional support needs tutorial assistance

### Principals

1. Facilitate the provision of application for tutorial assistance for students with educational or additional support needs:
  - c) Ensure a completed [Form EQTA1 – Approval to provide tutorial assistance](#) is emailed to [VET in Schools](#) for processing and approval.
  - d) Ensure a completed [Form EQTA2 – Payment for tutorial assistance](#) is emailed to [VET in Schools](#) for processing and payment.

### Principal Education Officer

1. Process applications and facilitate payment of tutorial assistance for students with educational or additional support needs.

## Definitions

<b>School-based apprenticeships and</b>	School-based apprenticeships and traineeships are a contract of training and paid employment where a student's timetable or program of study includes a combination of school study, work and training. Together, these lead to the award of a Queensland
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<b>traineeships</b>	Certificate of Education (QCE) and progress towards or completion of a vocational qualification.
<b>Supervising Registered Training Organisation (SRTO)</b>	A SRTO is a Registered Training Organisation who accepts the role to deliver specified services in regard to an apprenticeship or traineeship and to monitor delivery of training and assessment services required under a training plan.
<b>Australian Apprenticeship Support Network (AASN)</b>	Apprenticeship Network providers are contracted by the Australian Government, and have an agreement with the Queensland Department of Education and Training (DET) to provide advice and support to employers, apprentices and trainees.
<b><a href="#">Education, Training and Employment Schedule (ETES) for SATs</a></b>	The ETES is a form available to assist in ensuring all parties (student, parent, school and SRTO) are aware of and agree to the school study, training and employment schedule for the trainee or apprentice. The completion of this form is not a DET requirement.
<b><a href="#">School notification form</a></b>	A form for Australian Apprenticeship Support Network providers to use when informing and gaining approval from a student's school for the student to commence a school-based apprenticeship or traineeship.

## Legislation

- [Education \(General Provisions\) Act 2006 \(Qld\)](#) Chapter 9 Part 6, Chapter 10 Part 1 and 3
- [Further Education and Training Act 2014 \(Qld\)](#)
- [Industrial Relations Act 2016 \(Qld\)](#)
- [Education \(Queensland Curriculum and Assessment Authority\) Act 2014](#)
- [Disability Discrimination Act 1992 \(Cwlth\)](#)
- [Disability Standards for Education 2005 \(Cwlth\)](#)

## Delegations/Authorisations

- Nil

## Related policies

- Nil

## Related procedures

- [Senior education and training plans](#)
- [Roll marking in state schools](#)

## Guidelines

- [Guide to school-based apprenticeships and traineeships](#)

## Supporting information/websites

### Forms

- [Application for air travel](#)
- [Education Training and Employment Schedule \(ETES\)](#) for school-based apprenticeships and traineeships (ATF-023)
- [Travel and accommodation subsidy claim form](#)
- [Travel and accommodation financial assistance information](#)
- [School notification form](#)
- [Tutorial assistance - State school-based apprentices and trainees with educational or additional support needs](#)
- [Form EQTA1 – Approval to provide tutorial assistance for students with educational or additional support needs](#)
- [Form EQTA2 – Payment for tutorial assistance for students with educational or additional support needs](#)

### Online materials

- [School-based apprenticeships and traineeships](#) (Apprenticeships Info website)
- [School-based apprenticeships and traineeships](#) (Education website)
- [School-based apprenticeships and traineeships info sheet](#)
- [Advice and support services](#)

## Contact

For further information, please contact:

State Schools Division

*Email:* [vetinschools@det.qld.gov.au](mailto:vetinschools@det.qld.gov.au)

## Review date

01/10/2018

## Superseded versions

*Previous seven years shown. Minor version updates not included.*

3.0 School Based Apprenticeships and Traineeships

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