



# SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS (SATS) POLICY

School based apprenticeships and traineeships (SATs) allow students to study for their Queensland Certificate of Education whilst at the same time undertaking an apprenticeship or traineeship; gaining a certificate qualification and lifelong skills.

## Who Can Undertake a SAT?

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At South East Region Learning College students aged 15-17, with a minimum of 10 months remaining of their enrolment period (with the college) can undertake a SAT.

**Please note:** Students over the age of 17 may be eligible to apply for a SAT depending on the time they have remaining at the college and/or the requirements of the employer.

## How to Obtain a SAT

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The main avenues for students to acquire a school based apprenticeship or traineeship is via:

- School advertised positions through apprenticeship or training organisations
- Current employer
- Family/friend connections
- Work experience

## Sign Up Process

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Prior to the sign-up procedure it is essential that the student and parent (*where applicable*) are contacted to discuss the following:

- The commitment the student has to their employer and employment training/studies
- The impact the SAT may have on the student's college timetable, including the catch up and completion of missed class work
- The impact signing the agreement has on the ability to be funded for other courses in the future due to *user choice policy* (see *\*User Choice Funding section*)
- Permission for school to provide details to the apprenticeship network provider, training organisation and/or employer. (*Where necessary a SAT Personal Details Proforma will be completed - see attached Appendix 1*).

On the day of the sign up the student is required to have a parent/guardian attend unless they are an independent student or 18+ years of age. The student will be required to bring with them to the sign up:

- Current student ID
- Bank account details.

**NOTE:** Where possible the Transition Officer will attend the sign up as the school representative.

## Structured Work Placement Day (SWD)

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As a part of the Education, Training and Employment Schedule (ETES\*) the student will be required to have a nominated day of employment or structured work placement day (SWD). This day is a paid day of employment. The SWD will be the day that is deemed to have the least amount of impact on the students college timetable, for example most students in the senior program it would be a Friday, however the college will work with the employer to provide the best possible pathway for the student. The process should be a consultative one involving the Duty Manager, Head of Campus, Dean of Students, Transition Officer, employer, student and parent/guardian.

Students are required to participate in a *minimum* of 50 days per year (80 days for Electrotechnology qualifications) of structured work placement.

**NOTE:** The completion of ETES paperwork is not a compulsory requirement but many companies request them.

## Impact on Student's Schooling

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The SAT must impact on the student's school timetable. This impact can take the form of:

- Foremost, the paid employment or SWD must be undertaken during normal school hours, either as full or partial day out of school *and/or*
- Training undertaken during normal school hours *and/or*
- A reduced number of subjects studied, to enable the student to undertake work *and/or* training.

Once sign up has been completed required staff will be notified of the student's SWD and if necessary, the student's timetable will be altered accordingly. It is important that a student undertaking a SAT should aim to complete all work modules and SWDs by October of year 12 to ensure they are on track to receive a QCE.

**Note:** SATs that are traditionally a 4 year fulltime apprenticeship, such as carpentry will not be completed during their school enrolment however it is important that they are on track with both their required SWDs and training plan to receive partial QCE recognition. These SATs should roll over into a fulltime apprenticeship at the conclusion of the student's schooling.

## \*User Choice Funding

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The user choice program provides public funding for the delivery of accredited entry level training to apprentices and trainees including school based apprentices and trainees who can only receive two (2) government contributions. Government contribution is aligned to priority levels:

- Priority 1 qualifications are 100% subsidised
- Priority 2 qualifications are 75% subsidised
- Priority 3 qualifications are 50% subsidised

(\*See **attached Appendix 2: DET – school-based apprenticeships and traineeships (SAT) Information Sheet**)

It is essential that students are informed of this fact so that it does not jeopardise possible future choices with relation to government funding.

# APPENDICES

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**Appendix 1 – Quick Reference Sheet**

**Appendix 2 – SAT Personal Details Proforma**

**Appendix 3 – *DET – school-based apprenticeships and traineeships (SAT) Information Sheet***

# APPENDIX 1

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## Quick Reference Sheet

# SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS (SATS) POLICY

## Who can do a SAT?

- Students aged 15-17
- Most advertise for year 10 and/or 11 students
- Students that have a *minimum* of 10 months enrolment at SERLC

## How do you find a SAT?

- Vacancies are sent to SERLC – *see Transition Officer or vacancy list*
- Current employer
- Family or friends
- Work experience

## What is involved in a SAT?

- Full day or 2x half days of paid work – total of 7.5 – 8 hours/week
- Your pay rate is that of trainee/apprentice wages
- You are required to complete a certificate qualification – Certificate II or III

# APPENDIX 2

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## SAT Personal Details Proforma

# SOUTH EAST REGION LEARNING COLLEGE

## SAT Personal Details Proforma

### PERSONAL DETAILS

Student FULL Name:

Date of Birth: / /

#### 3711 – EAGLEBY LEARNING COLLEGE

Campus:  Eagleby Learning College  Varsity Learning College  Hope Island Learning College

Current Year Level Enrolled:  Year 10  Year 11  Year 12

Home Address:

Phone Numbers:

Home:

Email:

EQ Email:

Mobile:

Personal Email:

LUI:

USI:

TFN:

Copy of Student ID attached:  Yes  No *\*Original/current ID must be with you at sign up*

#### Other requirements:

- City you were born in:
- Country you were born in:
- Speak a language other than English at home:  No  Yes – State:
- Citizenship Status e.g. permanent resident:
- Identify as Aboriginal or Torres Strait Islander:  Yes  No
- Personal bank account?  Yes - *bring details to sign up*  No - *need to organise*

### DETAILS OF PARENT /GUARDIAN ATTENDING SAT SIGN UP

Name:

Relationship to Student:

Phone:

Email:

### AUTHORISATION TO RELEASE INFORMATION

I/We (*student and parent/guardian\**) hereby authorise South East Region Learning College to release information to relevant organisations in order to organise the official sign up details for the contract of employment as a school based apprentice or trainee. (*\*Note – if student is independent or 18+, parent/guardian signature is not required*)

Student Signature

Date: / / 20

Parent/Guardian Signature:

Date: / / 20

## APPENDIX 3

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### ***Appendix 2 – DET – school-based apprenticeships and traineeships (SAT) Information Sheet***



### Information to get started

School-based apprentices and trainees, typically in years 10, 11 and 12, are trained in the workplace and with a training organisation, in their chosen apprenticeship or traineeship while continuing to study towards their Queensland Certificate of Education (Senior Certificate or equivalent).

To commence a SAT, a student must have the support of the employer, the school, supervising registered training organisation (referred to as training organisation), and their parent/guardian.

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

It is anticipated that, prior to lodging the training contract for registration, the AASN provider will ensure that the parties to the contract work together, and with the parent or guardian and the school, to negotiate a schedule of education, training and employment (ETES). There **must** be some impact on the student's school timetable for the program to be considered school-based and this schedule will show that impact. The Independent and Catholic school sectors require that the parties record the schedule on the [ATIS-023 Education, Training and Employment Schedule form](#).

### Paid employment requirements

All school-based apprentices and trainees **are paid** for time spent working with their employer. However, the employer should contact the Fair Work Ombudsman to discuss the industrial relations provisions applicable to the employer and determine the following matters:

- whether or not the apprentice or trainee will be paid for time spent undertaking training delivered by the training organisation
- leave entitlements (e.g. sick leave, recreation leave etc.) or a loaded rate of pay compensating for no leave accruals.

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 the week. Periods of paid employment must never fall below the **minimum of 375 hours (50 days) per 12 month period** from the commencement of the school-based training contract.

For training contracts in electrotechnology, a **minimum of 600 hours (80 days) of paid employment must** be provided every 12 months.

School-based trainees must not complete in less than 12 months unless they have completed the minimum paid work requirement. The Department of Education and Training may randomly audit completing school-based traineeships and request evidence to confirm the minimum of paid employment was worked.

Where scheduled work time is missed and an employer and the student are not able to make up the missed days within the 12 month period due to matters not within their control, they should seek further advice from the department.

### Government contributions to training costs

Apprentices and trainees (including school-based) may only access a maximum of two government contributions (under the User Choice program). To find out more about government contributions, visit the [User Choice section](#) on the Training Queensland website.

The government contribution to a school-based apprentice or trainee's training is aligned to the priority level of the qualification being undertaken:

- priority 1 qualifications are 100% subsidised
- priority 2 qualifications are 75% subsidised
- priority 3 qualifications are 50% subsidised.

More information on these subsidies can be found on the [Training Queensland website](#).

Students (and their parent/guardian) **must** be provided with adequate information from the training organisation to allow an informed decision about which qualification they will undertake as the decision may affect their access to further funding.

Under the User Choice program, school-based apprentices and trainees are exempt from paying

student contribution fees to the training organisation whilst they are at school.

### Leaving school

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

The department will convert school-based apprentices and trainees to full-time arrangements the day after their Year 12 school year ends. However, for school-based apprentices and trainees who leave school before the end of Year 12, the employer, apprentice or trainee and parent or guardian must submit the ATF-035 Amendment of a registered training contract form to convert the training contract to full-time or part-time. Once converted, appropriate award wages and conditions apply—contact the Fair Work Ombudsman for assistance.

Once a student's training contract has been converted from school-based, they are eligible to pay the student contribution fees and charges to the training organisation. The student should contact the training organisation to discuss these fees.

### Limit to off-the-job training which may be provided

There is a limit to the amount of off-the-job training that school-based apprentices may complete whilst at school, dependent on the nominal term (full-time) of the apprenticeship:

- four year nominal term – a maximum of 33.3% of the competencies
- three year nominal term – a maximum of 40% of the competencies
- two year nominal term – a maximum of 50% of the competencies

In exceptional circumstances, and only with the prior **approval of the department**, it may be possible to exceed the above off-the-job training limits.

Applications should be directed to the department.

**Please note the off-the-job training limit does not apply to traineeships.**

### Business cases for students outside Years 10, 11 and 12

Students enrolled and attending school in a year other than 10, 11 or 12 will be considered to undertake a SAT, provided a business case has been approved **prior to commencing**. For details on the requirements of a business case, contact Apprenticeships Info.

**Note:** Where a training contract commences after the end of the Year 9 school year and the student is enrolled to return to school to start Year 10 the next year, a business case is not required.

### School to Trade Pathway incentive

This program provides employers with up to \$5000 to commence a school-based apprentice and retain them in a full-time apprenticeship after they have completed their schooling. For more information, see the [School to Trade Pathway incentive fact sheet](#) on the Training Queensland website.

### Specific information relating to electrotechnology apprenticeships

Entry into electrotechnology apprenticeships is limited to students in Years 11 and 12 only. There are a number of criteria **required** of students wishing to pursue a school-based apprenticeship in the electrotechnology field. These requirements are listed against the chosen qualification on the Queensland Training information Service (QTIS) website at [www.qtis.training.qld.gov.au](http://www.qtis.training.qld.gov.au).

### For further information

Contact:

- the school's career counsellor
- an AASN provider on 13 38 73
- Apprenticeships Info on 1800 210 210
- Fair Work Ombudsman on 13 13 94 or visit [www.fairwork.gov.au](http://www.fairwork.gov.au), regarding wages, entitlements and industrial awards.

**Related document:**

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

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