

SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS (SBAT's)

A 7 STEP GUIDE FOR SCHOOLS

1. The **Student** is prepared to combine paid work and training for a minimum of 13 hours per week (the student is not required to be paid whilst attending TAFE or training, unless it is completed at the work place)

Two quick questions to ask prior to arranging a School Based Apprenticeship/Traineeship

- ✓ *Is the student an Australian Citizen?*
- ✓ *If required, is the student prepared to pay for the training costs involved in acquiring a Certificate II or III in their preferred industry?*

Please note: It is highly recommended to obtain a quote for the training costs from your chosen Registered Training Organisation or TAFE prior to signing contracts, as it is usually the student's responsibility to pay training fees associated with a SBAT. (These prices can range from approximately \$ nil to \$3,000)

2. The **Employer** is prepared to employ a student part-time for a minimum of 13 hours per week (*this may be one day at work and one day at training*)
3. The Employer chooses their preferred **Australian Apprenticeship Support Network (AASN) Provider** such as Sarina Russo, MAS National or Apprenticeships Matter. The AASN will require the employers ABN and the students date of birth prior to preparing the contract.
4. A Choice of **TAFE/Training Provider** is decided by the employer depending on the preferred training options (eg: block training, one day per week or on the job training)
5. A **meeting** is arranged with the Student, Parent, Employer, Trainer (*optional*) & AASN for **signing of the Apprentice/Trainee Contract.**
6. The **Training Company** will arrange contact with the employer to choose the appropriate list of **modules** and/or **units** for the Course Training Plan.
7. The student can **commence** the SBAT the moment the AASN has signed up the student with an official contract, signed by employer, parent & student (*Training must commence within three months of signing a SBAT contract*)

*As this is a brief overview of the process to sign up a SBAT, and as there can be many variables please feel free to call your **Structured Workplace Learning Co-ordinator, Angela Byatt on 0412 807 816 for more information.***