

SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS (SBAT's)

A 9 STEP GUIDE FOR STUDENTS WITH A DISABILITY

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*)
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. A **Disability Employment Service** provider is chosen by the student to assist with all areas of pre and post-employment. (*this can also include extra incentives/wage subsidies and post placement support*)
4. 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
5. A choice of **TAFE/Registered Training Organisation (RTO)** is chosen by the employer depending on the preferred training options (eg: block training, one day per week or on the job training)
6. A **meeting** is arranged with the Student, Parent, Employer, Trainer (*optional*) & AASN for **signing of the Apprentice/Trainee Contract**
7. The **AASN** will forward to the RTO a **notification form** instigating the preparation of a training plan for the student
8. The **RTO** will arrange contact with the employer to choose the appropriate list of **modules** for the Course Training Plan. Once this is finalised the **AASN** will approve the training plan
9. The student can **commence** the SBAT the moment the Apprenticeship Centre 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.*