

## School-based apprenticeships and traineeships

School-based apprenticeships and traineeships allow students to study towards their Queensland Certificate of Education (Senior Certificate or equivalent), whilst at the same time undertaking an apprenticeship or traineeship.

### Information to get you started

#### What is it?

School-based apprenticeships and traineeships allow students, typically in years 10, 11 and 12 to continue studying at school while training towards a qualification in their chosen career. This training may occur at work, school, or with a training organisation.

#### Important information

For a school-based arrangement to be created, students must have the support of their employer, their school, a training organisation, and their parent/guardian. The employment and/or training arrangements **must** impact on the student's school timetable for the program to be considered school-based.

The parties of the contract are required to work with the training organisation to negotiate and complete the [Education, Training and Employment Schedule \(ETES\)](#) before the training contract can be registered. The ETES is required to show how the apprenticeship or traineeship will impact on the student's school timetable and also confirms that the student's school endorses participation in the school-based apprenticeship or traineeship.

Once the ETES has been fully completed and signed by all appropriate parties, the training organisation must forward it to the Australian Apprenticeships Centre (AAC) to lodge the training contract for registration with the Department of Education and Training (DET).

All school-based apprentices and trainees **are paid** for time spent actually working with their employer. However, whether or not they are paid for time spent undertaking training delivered by the training organisation; or if they accrue leave entitlements (eg. sick leave, recreation leave etc.) or are instead

entitled to a loaded rate of pay to compensate for not being entitled to leave accruals, will be dependant upon the relevant industrial relations provisions applicable to the employer.

School-based apprentices must not complete more than **one-third** of the off-the-job training component while participating in a school-based apprenticeship. Approval to exceed the one-third rule must be obtained from the Training and Employment Recognition Council (TERC) and will not be retrospective. Please note the one-third rule does not apply to traineeships.

Periods of paid employment must never fall below the **minimum 48 days (80 days for electrotechnology** – see below for more information) per year of their apprenticeship or traineeship.

Students who do not complete their apprenticeship or traineeship while at school are required to convert to full-time or part-time arrangements when they finish their final day at school. The [amendment of school-based training contract form](#) can be used for this purpose. Once converted, appropriate award wages and conditions apply.

If the employer **can not** provide the minimum **48 days** work per year, a written application from the employer must be made directly to DET **before** the training contract is signed.

### Electrotechnology apprenticeships and traineeships

Restrictions have been placed on access to school-based apprenticeships and some traineeships in the electrotechnology industry. Applications for school-based apprenticeships and traineeships in this industry will only be considered on a case by case basis.



# Apprenticeships Info

1800 210 210

email [apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au) • or visit [www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au)

Applications **must be** made to Energy Skills Queensland (ESQ) from employers who are considering employing a school-based electrotechnology apprentice. A small number of electrotechnology traineeships require an application to ESQ – this can be checked on the [Queensland Training Information Service \(QTIS\)](#).

Employers should contact ESQ on (07) 3277 1333 to discuss [policy requirements](#).

The **minimum work requirement** for school-based apprentices and trainees in the electrotechnology industry is **80 days** paid employment per year of the apprenticeship or traineeship.

## Fire protection apprenticeships

Restrictions have been placed on participation in fire protection apprenticeships. Employers **must** contact the Fire Protection Industry Board of Queensland on (07) 3272 0263 before employing a school-based apprentice in this industry.

## Developing a business case for students in years 8 and 9

In **exceptional circumstances**, a student in year 8 or 9 will be considered for a school based apprenticeship or traineeship, provided a business case has been approved.

The intending employer, apprentice or trainee and parent/guardian are primarily responsible for developing and submitting a business case. It may, however, be facilitated by a third party, such as the student's school or the training organisation who is likely to supervise the apprenticeship or traineeship training. The business case must be supported by all these parties.

The business case must be submitted to the local district office of DET for approval, and approved, before lodging the training contract application.

The written business case is to include the following evidence to support a school-based apprenticeship or traineeship application:

- the nature of the 'exceptional circumstances' (e.g. limited employment or training opportunities in a remote community; age and maturity of the student; other specified exceptional circumstances)

- the range of other options (e.g. work experience) considered by the school prior to supporting the engagement of the student in a school-based apprenticeship or traineeship
- how the school will accommodate the school-based apprenticeship or traineeship arrangement within the existing curriculum
- how well the student is handling school, and whether they have the capacity to take on the additional study load necessary to achieve the outcome of the school-based apprenticeship or traineeship
- any additional learning/support provided by the school and/or training organisation which will be available to support progress through the qualification
- the level of support, training and supervision that will be provided in the workplace
- any potential exposure to workplace risks associated with the particular employment arrangement.

## Notification of the decision

The business case will be considered and the parties notified in writing of the outcome.

If the business case is not approved, a school-based apprenticeship or traineeship cannot be approved. This does not prohibit the applicants from applying under full-time or part-time employment arrangements.

## Who to contact?

For further information:

- contact your school career counsellor
- visit [www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au) or contact Apprenticeships Info on 1800 210 210
- contact the Fair Work Infoline on 13 13 94 or <http://www.fairwork.gov.au> regarding wages and entitlements.

Associated policy:

- [School-based apprenticeships and traineeships](#)