

School-based apprenticeships and traineeships

School-based apprenticeships and traineeships allow students, typically years 11 and 12, to study for 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 to receive their Queensland Certificate of Education (Senior Certificate or equivalent) at the end of year 12 and to train 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 training plan and Education, Training and Employment Schedule (ETES). The ETES is required to show how the apprenticeship or traineeship will impact on the student's school timetable and also confirms the student's school endorses participation in the school-based apprenticeship or traineeship.

School-based apprentices and trainees **are not paid** for the time spent undertaking training delivered by the training organisation and **do not** accrue entitlements to sick leave or recreation leave. However, students **are paid** for the time spent working, including a loading to compensate for not receiving recreation and sick leave.

School-based apprentices should 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 granted by the Training and Employment Recognition Council (TERC). Please note the one-third rule does not apply to traineeships.

Periods of paid employment must never fall below the **minimum 48 days** 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 employment 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 requirements of **48 days** work per year of the apprenticeship or traineeship, a written application from the employer must be made directly to the Department of Education and Training (DET) **before** the training contract is signed.

Electrotechnology apprenticeships

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

Applications **must be** made to Energy Skills Queensland (ESQ) from employers who are considering employing a school-based

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

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

Developing a business case

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.

Submitting a business case

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.

Requirements of a business case

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 taking full-time or part-time employment arrangements.

Who to contact?

For further information:

- contact your school career counsellor
- visit www.apprenticeshipsinfo.qld.gov.au or contact Apprenticeships Info on 1800 210 210
- contact Wageline on 1300 369 935 or www.wageline.qld.gov.au regarding wages and entitlements.