

## **SCHOOL-BASED APPRENTICESHIP AND TRAINEESHIP RESPONSIBILITIES**

School-based Apprenticeships or Traineeships (SATs) are a contract of training and paid employment where a student's timetable or curriculum reflects a combination of work, training and school study, which together lead to the award of a Queensland Certificate of Education, and progress towards or completion of a vocational qualification.

If a student enters into a school based apprenticeship or traineeship it is critical that the student's school supports the undertaking of the school based apprenticeship or traineeship. Without the schools endorsement the school based apprenticeship or traineeship will be refused or if applicable be cancelled.

To be a school based apprentice or trainee, the training and/or work elements of the apprenticeship or traineeship must impact on the student's timetable. This may occur in the following manner:

- Paid employment undertaken during normal school hours
- Training undertaken during normal school hours
- Reducing the number of subjects studied to allow the student to work and/or train.

The Department of Education, Training and Employment (DETE) will continue to monitor a number of school-based traineeships prior to being registered to ensure the appropriateness and quality of training undertaken in these vocational qualifications. Training contracts which are reviewed prior to registration and fail to have the support of the school will be refused registration.

### **Stakeholder Responsibilities**

All stakeholders in the apprenticeship and traineeship system have a responsibility to ensure that the integrity and quality of the system is maintained at the highest level and that any dilution of quality standards whether intentional or unintentional are immediately addressed.

All parties to a SAT (student, parent/guardian, school, employer and supervising registered training organisation) should be aware of the responsibilities/obligations of the other parties and with the school endeavour to negotiate a schedule for education, training and employment (commonly referred to as a ETES) in a timely manner. The negotiation of the schedule may involve several meetings/contacts to ensure that **ALL** parties are satisfied with the Work, Training and School Impact Assessment.

The schedule for education, training and employment is an arrangement between all parties to ensure there is an impact on a student's timetable and all parties are aware of when the student will not be attending school. (A pro-forma is available at apprenticeshipsinfo if required)

The individual stakeholders shown below have the following responsibilities and/or obligations where a SAT is involved.

### **Electrotechnology School Based Apprenticeships**

All electrotechnology school based apprenticeships must go through an approval process co-ordinated by Energy Skills Qld, the successful completion of the process constitutes the completion of a schedule for education, training and employment.

## **PRIOR TO SIGNING A TRAINING CONTRACT**

### **NEGOTIATION AND COMPLETION OF THE SCHEDULE FOR EDUCATION TRAINING AND EMPLOYMENT (ETES)**

#### **Student**

Where a student instigates or is approached by an employer or SRTO to sign up as a school-based apprentice or trainee, the student will:

- inform the employer or SRTO that employment or training must have an impact on the students timetable and the employer or SRTO must contact the students school to negotiate schedule of when this will occur,.
- inform the appropriate person in their school of their intention to be a school-based apprentice or trainee as soon as possible.
- be actively involved in the negotiation of the work and training arrangements enabling them to be fully informed of their obligations under a school-based training contract.
- understand the implications of undertaking a school-based apprenticeship or traineeship and the impact that their decision to undertake a SAT may have on future public funding under the User Choice program.

#### **Parent/guardian**

Where a parent/guardian becomes aware that their son/daughter or child in their care has been approached by an employer or SRTO to commence a school-based apprenticeship or traineeship, they will:

- inform the employer or SRTO that employment or training must have an impact on the students timetable and the employer or SRTO must contact the students school to negotiate schedule of when this will occur,.
- inform the appropriate person in the school that their son/daughter or child in their care is intending to be a school-based apprentice or trainee.
- be actively involved in the negotiation of the work and training arrangements enabling them to be fully informed of their obligations, and the obligations of their son/daughter or child in their care under a school-based training contract.
- understand the implications of their son/daughter or child in their care undertaking a school-based apprenticeship/traineeship and the impact that their decision to undertake a SAT may have on future public funding under the User Choice program.

#### **School**

Where a school becomes aware that a student of their school is to commence a school-based apprenticeship or traineeship, the school will:

- inform the student and parent/guardian of the requirements to negotiate an appropriate schedule to undertake education, training and employment.
- ensure the schedule is completed in a timely manner.
- be actively involved in the negotiation of the schedule to ensure work and/or training impact upon the student's timetable or curriculum (A school may use any documentation to suit these requirements for the recording of a schedule. A template to capture the schedule and work/training impact is available on apprenticeshipsinfo if required.)

- be aware of the implications facing a student undertaking a SAT and the impact that the students decision to undertake a SAT may have on future public funding under the User Choice program.
- seek advice from DETE through Apprenticeships Info (ph: 1800 210 210) where they believe that an employer or SRTO are not acting in the best interest of the school student and the proposed SAT/existing SAT does not meet the criteria as set out in the policy [School-based Apprenticeships and traineeship](#).
- inform ALL parties to the SAT as soon as possible of any changes occurring to the students timetable that may affect work and/or training as detailed in the Work, Training and School impact assessment.

Note: In many cases the AAC and school will have been in contact prior to the signing of the training contract, in these cases the school may facilitate the signing of the school notification form and the AAC will reflect receipt of the signed and completed form when registering the contract.

## Employer

Where an employer approaches a school student to participate in a school-based apprenticeship or traineeship, they will:

- in the case of an Electrotechnology apprenticeship, seek prior approval from Energy Skills Queensland (ESQ) before proceeding any further.
- in the case of a Fire Protection apprenticeship, seek prior approval from the National Fire Industry Association (Qld) before proceeding any further.
- inform the student's school of the proposed arrangements and request that a schedule to undertake education, training and employment be negotiated.
- be actively involved in the negotiation of the schedule to ensure work and/or training will impact upon the student's school timetable or curriculum
- provide a minimum of 48 days paid employment to the school-based apprentice or trainee (80 days for the Electrotechnology industry).
- inform ALL parties to the SAT as soon as possible of any changes to the agreed working hours/days that may impact upon the SATs school and/or training as detailed in the Work, Training and School impact assessment.

When the employer is also acting as the SRTO they must provide advice on the implications facing a student undertaking a SAT and the impact that the students decision to undertake a SAT may have on future public funding under the User Choice program. SRTOs found not to be operating within the guidelines of the User Choice 2011-2015 policy and the associated agreements may lose their status as Pre-Qualified Supplier.

**Please note:** When the AAC has been involved prior to the sign up, the school notification (or other signed declaration form) may be completed prior to the sign up. When the AAC has a signed declaration the training contract can be submitted without a note relating to the school notification form.

## **SIGNING THE TRAINING CONTRACT**

### **(INCLUDING NOTIFICATIONS TO THE SRTO AND SCHOOL)**

#### **Australian Apprenticeships Centre (AAC)**

An AAC will become aware of a school student being signed up as a SAT when an employer or school approaches the AAC to assist in the completion of a training contract.

The AAC will:

- inform an employer, where a schedule to ensure work and/or training impact upon the student's timetable or curriculum has not been negotiated, to contact the student's school to arrange the negotiation and completion of a schedule.
- inform an employer of the minimum requirements for school-based apprenticeships and traineeship For example:
  - minimum of 48 days per apprenticeship/traineeship year (excluding Electrotechnology)
  - must be an impact on the school timetable by either work and/or training
  - prior industry approval – Electrotechnology, Fire industry
- send a notification to the nominated SRTO informing them that an employer has selected them as the preferred SRTO,
- send a notification to the student's school informing them that a Training Contract is commencing (applicable if no signed declaration has been received prior to sign up).
- ensure that the employer has gained prior approval from ESQ where the school-based apprenticeship is in the Electrotechnology industry.
- ensure that the employer has gained prior approval from the National Fire Industry Association (Qld) where the school-based apprenticeship is a Fire Protection apprenticeship.
- ensure that the student and parent/guardian of the student have been informed of the impact that the students decision to undertake a SAT may have on future public funding under the User Choice program.
- in a timely manner inform the relevant DETE regional office when they are called upon to sign-up more than 10 school-based apprenticeships or traineeships for a single employer at any one time.
- provide documentation (as supplied by DETE) to the employer and the apprentice or trainee at the point of signing the Training Contract specifically outlining the requirements of a school based apprenticeship or traineeship.

The level of involvement an AAC elects to undertake in assisting the parties to negotiate an appropriate schedule to undertake education, training and employment is solely dependent upon them. The AAC may elect to assist in facilitating the process, but at no stage should the AAC be solely responsible for the negotiation and completion of a schedule. The AAC may facilitate the signing of the school acknowledgment form prior to lodging the Training Contract. Receipt of a signed completed form will be reflected by the AAC when lodging the Training Contract.

## Supervising Registered Training Organisation (SRTO)

An SRTO will receive a referral notice from an Australian Apprenticeships Centre (AAC) informing them that an employer has selected the SRTO as the preferred training provider for their apprentice or trainee.

When an SRTO receives this notification and it involves a school-based apprentice or trainee, the SRTO will:

- advise the AAC that they are accepting the role and have/will actively participate/d in the negotiation of an appropriate schedule to undertake education, training and employment.
- ensure that prior to the completion and signing of the Training Plan the student's school supports the apprenticeship or traineeship and that there is an impact on the student's timetable.  
*An SRTO may attach extra documentation to the Training Plan to clearly show the impact of training and/or work upon a student's timetable or curriculum.*
- in cases where the training and/or work does not impact the student's timetable, or in cases where the SRTO is aware the student's school does not support the apprenticeship or traineeship, the SRTO will immediately notify DETE through Apprenticeships Info (ph: 1800 210 210)
- ensure that the student, parent/guardian and school are aware of the implications of the User Choice 2010-2015 program, particularly as it pertains to apprentices and trainees accessing multiple government contributions.
- inform ALL parties to the SAT as soon as possible of any changes to the agreed training hours/days that may impact upon the SATs school and/or work as detailed in the Work, Training and School impact assessment.

As the **Supervising** Registered Training Organisation there is a responsibility to assist with the development of an appropriate schedule to undertake education, training and employment and ensure all parties are aware of the obligations for being a school based apprentice or trainee but at no stage should the SRTO be solely responsible for the negotiation and completion of the schedule.

## School

A school will receive a notification from an Australian Apprenticeships Centre (AAC) informing them a Training Contract for the school based apprentice or trainee has been signed and is awaiting lodgement with DETE.

The school needs to indicate whether the school supports or does not support the commencement of the school based contract and return the form to the local DETE regional office.

For the Catholic Education and Independent schools only – A copy of a signed ETES needs to be forwarded to the applicable sector representative to initiate seed funding arrangements.

Note: In many cases the AAC and school will have been in contact prior to the signing of the training contract, in these cases the AAC may facilitate the signing of the school notification form and reflect this when registering the contract.

## **LODGING/REGISTERING THE TRAINING CONTRACT**

### **Australian Apprenticeships Centre (AAC)**

When an AAC receives acknowledgement from the SRTO and all other registration requirements have been met the AAC will lodge the Training Contract to the DELTA intray via the TYIMS interface

School Acknowledgment – in many cases the AAC will be in receipt of a signed and completed school acknowledgement form prior to lodging the Training Contract in these cases the AAC is not required to enter a note about the school acknowledgement form. If the AAC has not got a signed and completed copy of the school acknowledgement form a note must be placed on the record prior to lodgement, the note should state ‘no school acknowledgement received at date of lodgement’. The AAC is not required to follow up the school acknowledgement form. If the AAC receives a copy of the form after the Training Contract has been lodged the AAC is required to forward the form to the applicable DETE regional office.

All school-based apprenticeship training contracts will be automatically registered “*Approved*” where all registration requirements have been met. Designated school-based traineeship training contracts will have identifiers placed against the qualification ensuring that they are placed under “*Review*” and sent to the relevant regional office intray for actioning when received by the department in the DELTA intray.

School-based traineeships to be reviewed from 01 March 2012 are:

All Regions:

- |   |          |
|---|----------|
| • Certificate III in Hospitality                        | SIT30707 |
| • Certificate IV in Information Technology (Multimedia) | ICA40805 |
| • Certificate III in Media                              | CUF30107 |
| • Certificate II in Sport & Recreation                  | SRO20106 |
| • Certificate III in Sport & Recreation                 | SRO30106 |
| • Certificate III in Sport (Coaching)                   | SRS30306 |
| • Certificate III in Fitness                            | SRF30206 |

Regional Specific:

- TBA

These qualifications may be amended at any stage to suit operational requirements. Amendments will be broadcast via Friday Fax, Q-AAC Mail and SRTO mail

### **School**

A school will receive a registration letter from DETE with advice a Training Contract for the SAT has been registered. The registration letter contains details of the SAT including the student details, qualification entered into and details of the employer.

The school must notify DETE through Apprenticeships Info (ph: 1800 210 210) if they do not support the SAT continuing. This may lead to cancellation of the training contract.

## **Relevant legislation**

### **Legislation and/or regulations**

- *Vocational Education, Training and Employment (VETE) Act 2000*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/V/VocEdTrEmA00.pdf>
- *Vocational Education, Training and Employment (VETE) Regulation 2000*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/V/VocEdTrEmR00.pdf>
- *Training and Employment Bill 2000, Explanatory Notes*  
[http://www.legislation.qld.gov.au/Bills/49PDF/2000/Training\\_EmploymentB00Exp.pdf](http://www.legislation.qld.gov.au/Bills/49PDF/2000/Training_EmploymentB00Exp.pdf)

### **Other Documents**

- *Training and Employment Recognition Council Delegations*  
<http://training.qld.gov.au/about/overview/council/delegations.html>
- *Training and Employment Recognition Council Guidelines*  
<http://training.qld.gov.au/about/overview/council/guidelines.html>
- *Apprenticeship & Traineeship Policies*  
<http://training.qld.gov.au/about/vet-policies-procedures/apprenticeships-traineeships/policies/index.html>
- *Apprenticeship & Traineeship Procedures*  
<http://training.qld.gov.au/about/vet-policies-procedures/apprenticeships-traineeships/procedures/index.html>
- *Electronic Registration & Central Approval System (CAS) Manual for Australian Apprenticeships Centres*  
<http://training.qld.gov.au/resources/employers/pdf/aac-central-approval-system.pdf>
- *User Choice 2010 – 2015 policy*  
<http://training.qld.gov.au/resources/training-organisations/doc/uc-2010-2015-policy.doc>

### **Definitions**

In this document the following words will have the corresponding meaning:

“AAC” means Australian Apprenticeships Centre

“Department” means Department of Education, Training and Employment

“DETE” means Department of Education, Training and Employment

“DELTA” means Direct Entry Level Training Administration

“ETES” means Schedule of Education, Training and Employment

“ESQ” means Energy Skills Queensland

“SAT” means School-based Apprenticeship or Traineeship

“SRTO” means Supervising Registered Training Organisation

**Details of Key Contacts****Attachment 1****Key Contacts – Australian Apprenticeships Centre (AAC)**

AAC	Name	Contact Number	Email
ACE	Niki Johnson, Manager	4957 9894	<a href="mailto:njohnson@mrael.com.au">njohnson@mrael.com.au</a>
BUSY At Work	Toni Sims Compliance & Performance Manager	5558 5883	<a href="mailto:toni@busyinc.com.au">toni@busyinc.com.au</a>
MEGT	Ben James State Manager - QLD	3634 6199	<a href="mailto:Ben_James@megt.com.au">Ben_James@megt.com.au</a>
Mission Employment	Mark Singer, Area Sales Manager <i>Gold Coast, South Brisbane, Ipswich, Toowoomba</i>	0429 075 024	<a href="mailto:SingerM@missionaustralia.com.au">SingerM@missionaustralia.com.au</a>
	Cola Maurirere, Area Sales Manager <i>North Brisbane, Sunshine Coast, Fraser Coast, Bundaberg &amp; Kingaroy</i>	0428 006 410	<a href="mailto:MaurirereC@missionaustralia.com.au">MaurirereC@missionaustralia.com.au</a>
Qld Apprenticeship Services	Damien Shea State Manager	3353 7771	<a href="mailto:dshea@qas.org.au">dshea@qas.org.au</a>
Sarina Russo Apprenticeship Services	Danielle List State Field Operations Manager	1300 1 78776	<a href="mailto:listd@sarinarusso.com.au">listd@sarinarusso.com.au</a>

**Key Contacts – DETE Regional Offices**

DETE Regional Offices	Name	Contact Number	Email
ALL DETE Regions	Apprenticeships Info	1800 210 210	<a href="mailto:apprenticeshipsinfo@qld.gov.au">apprenticeshipsinfo@qld.gov.au</a>

**Key Contacts – Education Sectors**

Education Sectors	Name	Contact Number	Email
Education Queensland	Ellanah Pothin Principal Adviser, Government Liaison and Projects	3405 0301	<a href="mailto:Ellanah.Pothin@deta.qld.gov.au">Ellanah.Pothin@deta.qld.gov.au</a>
Independent Schools Queensland	Robyn Laurens Program Officer, (VET)	3228 1515	<a href="mailto:rlaurens@aisq.qld.edu.au">rlaurens@aisq.qld.edu.au</a>
Queensland Catholic Education Commission	Bob Knight Executive Officer, Curriculum (Post Compulsory)	3336 9316	<a href="mailto:bobk@qcec.catholic.edu.au">bobk@qcec.catholic.edu.au</a>