



**STANTHORPE
STATE HIGH SCHOOL
SCHOOL-BASED
APPRENTICESHIPS
AND TRAINEESHIPS**



SCHOOL BASED APPRENTICESHIP/TRAINEESHIP

An overview

A school-based Apprenticeship or Traineeship (SAT) allows a student to commence training in a chosen industry area while still at school studying for a QCE.

To commence a SAT, a student must have the support of their parent/carer, an employer, the school and a Supervising Registered Training Organisation (SRTO). The employer, student and parent/carer will be required to sign a legal training contract; agreeing to work together for the length of the apprenticeship/traineeship.

The student's senior course of study will include:

- A package of school subjects that will include Mathematics, English and a negotiated number of other subjects that complement the student's SET Plan.
- Paid work with an approved employer where the student is trained in the workplace for a minimum of 50 days per 12 month period over the course of the contract.
- Vocational training for the apprenticeship/traineeship provided by an SRTO.

A School-based Apprenticeship or Traineeship can be an attractive option for students who have decided on their vocational career path and can demonstrate that they have the maturity needed to manage this combination of learning and training at school and at work.

Benefits of doing a SAT

- Contributes to the student's Queensland Certificate of Education.
- A head start in the job market.
- Completion / progress toward the completion of a vocational qualification.
- Paid employment for the time spent at work.
- Training with a Supervising Registered Training Organisation (SRTO).
- An easier transition from school to work.
- Gaining first-hand experience in the industry.
- Using the VET qualification to get into Tertiary Education, such as a Diploma course.

Work day arrangements

The student's work and training days are negotiated and depend on several factors including:

- The needs of the employer and trainer.
- The student's needs (e.g. transport issues).
- The student's curriculum needs including athletics days, testing days.

Further information

Infosheet ATIS – 026 <http://apprenticeshipsinfo.qld.gov.au/resources/pdf/infosheets/is26.pdf>



SAT RESPONSIBILITIES

Training Contract Responsibilities

A training contract is a legally binding contract.

Student Responsibilities

- Obtain the school's approval before entering into a school-based contract.
- Attend all required work, training and school days.
- Follow all workplace rules and guidelines.
- Complete all theory and practical work set as part of the training plan for the apprenticeship/traineeship.
- Maintain an acceptable standard of work, presentation and behaviour at school, at work and at training.
- Seek help early if there is a problem with any aspect of the SAT program.
- Negotiate changes in work days (with workplace and school) when changes in the school program (e.g. exams and excursions) make this necessary. Employers understand that school assessment has set priority and that all students should arrange to attend all scheduled exams.
- Make every effort to maintain high achievement levels with school work. Communicate with teachers regarding meeting classwork and assessment commitments.

Parent/Carer Responsibilities

- Assist the student to negotiate through the processes of signing contracts and plans.
- Assist the student in meeting training commitments and school study commitments by encouraging time management and supporting school learning requirements.
- Support student needs with transport to/from work, providing uniforms, tools, etc. as required for work, training and school.

Further information: Infosheets ATIS-003 and ATIS-020

<http://apprenticeshipsinfo.qld.gov.au/information-resources/info-sheets/>

Considerations before applying for a School-based Apprenticeship/ Traineeship (SAT)

- It is important that you are very sure about your goals and career plans before applying for a SAT.
- Do you need an OP (the main pathway to university study)? Doing both an OP and a SAT requires lots of dedication from YOU. It can be done, but the school will not approve such an arrangement unless your current school results indicate that you can successfully handle a heavy workload. If you have other part-time work, this is an even bigger challenge.
- Consider the impact of a SAT on your senior course of study. You will most likely miss some school time each week which needs to be caught up.
- If you start a traineeship early in Year 11, you usually complete it by the end of Year 12. If you have not completed your apprenticeship or traineeship by the end of Year 12, you must complete it after you leave school.
- Any costs associated with transport to work and/or training, in and out of school hours, is the responsibility of you and your parent/carers. Sometimes the work involved will require you to be able to get to different job sites.
- Combining school, work and training successfully will require you to have a mature attitude and a willingness to make things work. If you find that you are having problems balancing school, work and training – see the SAT Coordinator at school to get some help.

APPLICATION

Application Process

1. *Understand that getting a SAT is not an automatic right.*
 - Students who have not shown a willingness to meet school policies may not be recommended for a SAT.
2. *Show that you are ready for the workplace.*

In Year 10 you should:

 - Be at school and each class on time.
 - Be prepared for work. Do the best you can in your classes.
 - Follow explicit instruction at all times.
 - Be willing to work things out positively when you do occasionally make an unwise choice.
 - Have a positive attitude towards your school studies.
 - Treat other people with respect – follow the school's code of conduct.
3. *Complete work experience in Year 10 to show your capacity to work well.*
4. *Complete a SAT Application Form:*
 - Return your SAT application form to the Work Education Office – Room V2.
 - You and your parent/carer will be contacted to arrange an interview with the SAT Coordinator to discuss entry into and commencement in the program.
5. *Prepare a resume, application letter, work/personal reference and attachments.*
 - The Work Education Staff can help you with this. Sample resumes and letters are available on the school intranet.

6. *At the SAT interview* – Bring your resume, application letter, work/personal reference and attachments to the interview, discuss your SET Plan and possible employment positions.
 - Do you/your family have contacts for a possible SAT position?
 - Use your 'networks' – talk to lots of people and let them know what you're interested in a traineeship.
7. *Work with school staff to find a SAT employed position.*
 - Get serious about completing work experience. Employers are more willing to take you on if you've made a good impression at their workplace.

Remember that the most successful SAT applicants are the ones who are willing to show their best at school and in the workplace of potential employers.

Application Forms are available from the Work Education Office – V2

Further Information

SAT coordinator or Work Placement Officer
Stanthorpe State High School – 4681 5848
School website: www.stanthorshs.eq.edu.au

