



Department of
Education

Shaping the future

School-based apprenticeships or traineeships



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A school-based traineeship or apprenticeship allows you to stay in school and get a head start on your career. It provides a nationally recognised VET qualification and experience in the workplace while still at school.

School-based apprenticeships and traineeships (SBATs) are paid, employment-based training programs for full time school students, who are generally 15 years and older. They provide an early start in a chosen occupation, and an understanding of the industry and employment opportunities available.

Apprenticeships provide a certificate III qualification to become a skilled tradesperson such as a carpenter, plumber, electrician, chef or hairdresser. They generally last three to four years, with training continuing after school.

A school-based apprenticeship may look like this:

- 1 day on the job training
- 1 day off the job training usually delivered by a RTO or TAFE
- 3 days at school completing a WACE.

Traineeships provide a certificate II or III qualification in a range of occupations, such as office administration, information technology, or hospitality. They are usually completed by the end of Year 12.

A school-based traineeship may look like this:

- 1 or 2 days on the job training.
- 3 or 4 days at school completing a WACE.

Competency-based training

Competency means demonstrating that you have the required level of knowledge and skill to perform a task in the workplace consistently.

Your qualification is broken down into smaller chunks of knowledge and skills. These are called Units of Competency which have both practical and theoretical components. Each qualification will have its own set of units.

Once you have achieved all Units of Competency you will be awarded the qualification.

Benefits

- Combination of paid work and structured training while still completing your WACE.
- Leads to a nationally recognised qualification.
- Gives you a head start in an industry and options for alternative pathways.

A school-based apprenticeship or traineeship can be part of your career path

Traineeships and apprenticeships can lead to other industry pathways, study and employment.

How prepared are you?

Take the time to assess how prepared you are for this training and employment pathway.

There are certain skills that are fundamental if you are going to adapt and thrive in the workplace.

Language, literacy, and numeracy play an important part in success as an apprentice or trainee. Work skills and capabilities are required for successful participation in modern workplaces. These include communication, decision making, collaboration, self-management, planning and organisation, and initiative.

School role

Your school needs to:

- determine your readiness to undertake a SBAT
- support this school-based training arrangement before it can be registered
- communicate to your teachers your commitment to the successful completion of this qualification.

Accessing your allies

You will not be alone. There are a number of other stakeholders involved in this training and you will be able to access support and mentoring if and when you need it. Know who they are and how they can help.

How prepared are you?	Rate from 1 (lowest) to 5 (highest)				
I have the language literacy and numeracy skills needed for the successful completion of an apprenticeship/traineeship	1	2	3	4	5
I have digital skills that will support my training and employment requirements	1	2	3	4	5
I will be able to manage my school program as well as meet the requirements of both on and off the job training	1	2	3	4	5
I will be able to communicate regularly with my teachers to ensure I remain on track with schoolwork	1	2	3	4	5
I will be able to successfully manage my time and commitment to training, employment and school	1	2	3	4	5
I can work well in teams and with a variety of people	1	2	3	4	5
I can take directions and follow instructions	1	2	3	4	5
I will be able to communicate with my employer about any aspects of my employment that I am unsure about	1	2	3	4	5
I have researched this apprenticeship/traineeship and agree that it is the right pathway for me at this time	1	2	3	4	5
I have the right attitude for this work environment	1	2	3	4	5
I have a reasonable idea of the working environment of my chosen role	1	2	3	4	5
I am willing and ready to apply myself and learn the skills needed to complete my qualification	1	2	3	4	5
I have the communication skills required to discuss elements of my training with my trainer	1	2	3	4	5
I am aware that I may experience barriers while completing the qualification and will be able to deal with them	1	2	3	4	5

Do you think you are prepared enough?

Discuss the results with your career practitioner or VET coordinator and your parents/carers.

Signing up for a school-based apprenticeship or traineeship

A school-based traineeship or apprenticeship is a paid employment-based training arrangement. It involves a training contract which is a legally binding document and it is important to understand what you are signing up for.

A SBAT arrangement has a number of stakeholders who are there to support, advise and mentor you along the way. It will help you to know who they are and what role they play.

The training contract has to be signed by you, your school, your parent/carer and the employer. There are other agencies involved:

- Australian Apprenticeship Support Network (AASN) manages the sign-up of the training contract. The AASN provides information and advice to apprentices, trainees and employers. You cannot start an apprenticeship without an AASN.
- Registered Training Organisation (RTO) – is responsible for delivering your formal training and conducting your assessments. The RTO coordinates the development of the training plan. At the successful completion of your training, the RTO issues the qualification.

- Group Training Organisation (GTO) – sometimes a GTO is the legal employer for the duration of your training. They will place you with your 'host employer'.
- Department of Training and Workforce Development Apprenticeship Office – regulates the apprenticeship system and registers the training contract.

The more you know about this pathway the better placed you are for success.

Use this checklist when you are signing up:

Are you undertaking an apprenticeship or a traineeship?

What is the name of your qualification?

How many units of competency are there in your qualification?

What is the nominal term of your training?
(How long might it take?)

Which AASN is signing you up at this meeting?

What is your pay rate and what award are you under?

Are you completing your apprenticeship/traineeship through a group training organisation?

If so, what is the name of your GTO?

What is the name of your employer?

What is the minimum number of hours required per week with the employer/host employer named in your training plan?

Do you have to work during school holidays?

What is the difference between your training contract and your training plan?

Can you describe your support system?

Who will help you to manage your training?

Who can help you manage your workplace responsibilities?

Who can provide you with support and mentoring if you need it?

Who can help you manage your school workload?