



## Guide to

# School-based Apprenticeships and Traineeships

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This guide details the requirements which are specific to school-based apprenticeships and traineeships (SATs) and additional to the requirements for all apprenticeships and traineeships.

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## Acronyms & Definitions

**AASN** – Australian Apprenticeship Support Network provider – Apprenticeship Network providers are contracted by the Australian Government, and have a Deed of Agreement with the Queensland Department of Education and Training (DET) to provide targeted services which deliver tailored advice and support to employers, apprentices and trainees. DET actively promotes the AASN provider as the first point of contact for the administration of all apprenticeship and traineeship training contracts

**CRM** – Client Relationship Management system used to capture information on all client and stakeholder queries and correspondence

**DET** – Department of Education and Training

**FET Act** – *Further Education and Training Act 2014*

**myApprenticeship** – an online self-service data management website which enables apprentices and trainees who commenced on or after 1 July 2014 to securely view information and complete a range of tasks relating to their apprenticeship or traineeship

**QATO** – Queensland Apprenticeship and Traineeship Office, DET

**QCAA** – Queensland Curriculum and Assessment Authority

**QTIS** – Queensland Training Information Service, DET's electronic database of apprenticeships and traineeships approved for delivery in Queensland

**SAT** – school-based apprenticeship or traineeship

**SRTO** – supervising registered training organisation, as defined in the FET Act

**TERC** – the former Training and Employment Recognition Council, whose functions included the registration and regulation of training contracts – decisions of the TERC which are mentioned in this document are carried over under the FET Act

**TQCC** – Training Queensland Customer Centre (DET), whose responsibilities include managing calls received through the Apprenticeships Info line and managing emails received in the mailboxes [apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au) , [training@det.qld.gov.au](mailto:training@det.qld.gov.au) and [records@det.qld.gov.au](mailto:records@det.qld.gov.au).

## Parental consent

The consent of an apprentice's or trainee's parent (or guardian), where mentioned in this document, is required if the apprentice or trainee is under 18 years of age and it would be appropriate in all the circumstances for a parent to give their consent. A parent's consent is not required, for example, if the apprentice or trainee is living independently.

## What is a school-based apprenticeship or traineeship (SAT)?

A SAT is employment-based training declared to be an apprenticeship or traineeship under the FET Act, where:

- the apprentice or trainee is a school student
- the parties have signed an apprenticeship/traineeship training contract
- the student's school timetable or curriculum reflects a combination of school studies and paid work for an employer, and/or training in an apprenticeship or traineeship occupation
- the apprenticeship or traineeship:
  - counts towards the award of a Queensland Certificate of Education or its equivalent and progression towards a vocational qualification
  - can count towards a selection rank for university.

## Entry requirements

The following approval requirements are specific to SATs and are additional to the entry requirements which apply to all apprenticeships and traineeships.

To be eligible to enter into a SAT, the following requirements must be met:

1. The intending apprentice or trainee must be enrolled at, and attending, a registered government school or an accredited non-government school, or registered with the Home Education Unit of DET as a home-schooled student.
2. The intending apprentice or trainee must be progressing towards the attainment of a Queensland Certificate of Education or equivalent and/or a vocational qualification, that is:
  - enrolled in the senior phase of learning or the transition year (Years 10, 11 and 12)
  - in exceptional circumstances other students may be considered eligible – see [Business case for students outside of Years 10, 11 and 12](#) below

For more information, see [Alternative schooling arrangements](#) below.

3. The school's support of the SAT arrangement is required. The school may decide to withhold their support if they consider the SAT arrangement is inappropriate.
4. There must be a training contract which links to an industrial instrument [such as an industrial award or agreement] and which is signed by the employer and apprentice or trainee (and their [parent](#), if applicable and appropriate).
5. There must be an agreed schedule of school studies, training and paid employment, endorsed by the intending apprentice's or trainee's (student's) school.
6. The employer, apprentice or trainee and [parent](#) must commit to the minimum paid work requirement – see [Minimum paid work requirement](#) below.

7. For applicants in the electrotechnology industry, specific requirements apply – see [Electrotechnology industry](#) below.
8. If an intending apprentice or trainee is under 18 years of age, the [consent of a parent](#) is required (if appropriate).

Whilst a school-based traineeship may be completed when the trainee is still an enrolled school student, it is most unlikely a school-based apprenticeship could be completed. In signing up to a SAT, the parties undertake to convert to full-time or part-time training arrangements if the SAT has not been completed when the apprentice or trainee leaves school.

## Alternative schooling arrangements

Eligible school-based apprentices and trainees, as a rule, attend a registered government school, an accredited non-government school or undertake 'distance education'.

Eligible students educated in the following non-traditional ways may also be signed up as school-based apprentices and trainees:

- home-schooled students – that is, students registered with the Home Education Unit of DET
- students undertaking Year 11 and 12 studies at an Australian Technical/Trade College
- students undertaking Year 11 and 12 studies at a TAFE institute which is a registered school – not all TAFE institutes are registered schools.

## Pre-registration approval requirements

The following approval requirements are specific to SATs and are additional to the entry requirements which apply to all apprenticeships and traineeships.

### (1) School's support of the SAT

It is critical that a student's school Principal, or authorised representative, supports the proposed SAT. Without the school's endorsement, the proposed SAT will not be registered.

If a proposed SAT does not provide a genuine school-based learning opportunity, it is expected the school will not endorse school-based arrangements. It may be appropriate for the parties to consider instead, a part-time training contract outside of school arrangements.

The school's support may be provided in the following ways:

- in writing – a School Notification form is available on DET's website at <https://training.qld.gov.au/site/apprentices/Documents/aasn/school-notification.doc>
- electronically – by email
- verbally.

The Australian Apprenticeship Support Network provider must ensure:

- for independent and catholic schools, that there is a signed Education, Training and Employment Schedule (ETES) before support is given, and
- if accepting verbal support, that the person providing the verbal support is authorised to do so, and
- that the Apprenticeship Network provider keeps a record of the confirmation.

If, during the course of a SAT, the school-based apprentice or trainee changes schools, the new school's approval to continue the SAT is required.

To ensure the appropriateness and quality of training, DET monitors particular school-based traineeships in the pre-registration period. Training contracts in these targeted vocational qualifications, which fail to have the support of the student's school, will be cancelled.

If, during the course of a SAT, the student's school decides to withdraw their support, they should notify DET of this situation (through the Australian Apprenticeship Support Network provider nominated by the employer for the apprenticeship/traineeship or the Apprenticeships Info line on 1800 210 210) and the training contract will be cancelled.

## **(2) Electrotechnology industry**

Specific requirements apply to applicants wishing to enter into school-based apprenticeships in the electrotechnology industry – including completion of a recognised course in English, Maths and Science at Year 10 level or equivalent. For more information refer to the [Declaration of Apprenticeships and Traineeships in Queensland policy](#) and information on the qualification provided in the [QTIS database](#).

## **(3) Business case for students outside Years 10, 11 and 12**

Where a student not in Years 10, 11 or 12 seeks to undertake a school-based traineeship or apprenticeship a business case is required. Responsibility for developing a business case lies with the parties proposing to enter the training contract; however, the Australian Apprenticeship Support Network provider may facilitate the process. The business case must be approved by DET (Director – Training at the local regional office) prior to the parties' signing a training contract. The business case will include the following evidence to support the application:

- the range of other options that have been considered by the school prior to supporting the engagement of the student in a SAT – for example, work experience
- how the school will accommodate the SAT arrangement within the existing curriculum
- how well the student is handling school and whether or not they have the capacity to take on the additional study load necessary to achieve the outcome of the SAT
- any additional learning or support to be provided by the school and/or SRTO, 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.

## Minimum paid work requirement

The minimum paid work requirement for a SAT is 375 hours (50 days) (600 hours for electrotechnology, 80 days) for each 12 month period from the date of commencement of the training contract. Over each three month period, the apprentice or trainee must work an average of 7.5 hours per week as a minimum.

This is the minimum considered sufficient to:

- permit skill formation to occur
- clearly identify an employment and training pathway exists, as distinct from an institutional pathway, and
- provide opportunity to practise and reinforce underpinning theory to achieve a good quality outcome.

The employer may provide additional working hours if agreeable to all parties and allowable under the relevant industrial instrument.

The required minimum hours of paid work does not include time that an apprentice or trainee spends attending training delivered by the supervising registered training organisation.

For cancelled school-based trainees recommencing the same school-based traineeship with a new employer, see '[Traineeship recommencements](#)' below.

### (1) Employment-based training

SATs are employment-based pathways towards a qualification. The employment must be regular and meaningful, and allow the school-based apprentice or trainee the opportunity to gain a genuine employment experience. If the minimum requirement cannot be met during the school week, the apprentice or trainee may work some hours during week-ends or across school holidays.

It is not acceptable to place a school-based trainee in a workplace and, effectively, have them complete an institutional pathway to the qualification. The following examples are indicative of work arrangements which would be considered inappropriate for SATs:

- Example 1. An arrangement where the trainee is placed in a training room in a workplace for 7.5 hours of paid work per week, without client or staff interaction.
- Example 2. A trainee placed in a workplace which does not have the range of work, equipment or supervision necessary to provide the training the employer has agreed to provide under the training plan – while the training package may allow for assessment to take place in a simulated environment, the employment arrangement must align to the qualification.

### (2) Traineeship recommencements

A student may have a cancelled training contract and seek to recommence the same traineeship under a new school-based training contract. In such cases, the student should have already completed part of the minimum work requirement.

Prior to registration the Australian Apprenticeship Support Network provider (or a DET officer if the Apprenticeship Network provider is interstate) must:

- contact the student and parent/guardian to determine the number of days that the student has completed under the previous training contract
- establish the minimum number of working days which the trainee must undertake before completion of the traineeship can be contemplated – to do this, subtract the number of days actually worked with the previous employer from the minimum of 50 days expected for completion
- advise the new employer and trainee of the minimum number of days required to be worked (as well as completing all the requirements outlined in the training plan) before completion of the traineeship can be contemplated – this advice can be given verbally, and
- keep a record of the advice given to the employer and trainee.

**Example 1.** A student has a cancelled training contract in Certificate III in Business and has completed 28 days with the previous employer. The student is recommencing their school-based training contract with a new employer in Certificate III in Business. As a minimum requirement, the student has 22 days (50 days minus the 28 days already completed) to complete with the new employer, along with completing all the requirements under the training plan.

**Note:**

This step is necessary so the parties are aware of the required work component under the new training contract. It is also important as it is common that the parties seek completion of a school-based traineeship while the student is still at school, and DET must have verification that the minimum work requirement has been completed before issuing a completion certificate.

This process is not required for school-based apprenticeship training contracts as it is extremely unlikely that completion would be contemplated while the student is at school, unless the training contract was a recommencement and the student had a previous full-time or part-time training contract involving a considerable work component. Such a proposed completion would be investigated to determine whether completion is appropriate.

## **Schedule of school studies, training and employment**

The training and/or paid work elements of a SAT must impact on the student's school timetable. This impact could take the form of:

- paid employment undertaken during normal school hours, and/or
- training undertaken during normal school hours, and/or
- a reduction in the number of subjects studied to allow the student to work and/or train.

There must be a schedule of school studies, training and employment in the apprenticeship or traineeship, specifically:

- the schedule must—
  - demonstrate that the student is participating in work and/or training in the apprenticeship or traineeship as part of their school timetable or curriculum
  - be negotiated and agreed by the employer, apprentice or trainee, parent (if applicable and appropriate), school and SRTTO
  - provide the minimum paid work requirement
- while the level of impact of the apprenticeship or traineeship on the student’s school timetable is not defined, it is expected it will be such that regular time slots are set for the apprenticeship or traineeship
- there is no requirement to document the schedule in a particular way; however the parties must be able to show, at audit, that a schedule has been developed and the parties have agreed to it.

Negotiating this schedule may require several meetings or contacts to ensure all parties are satisfied with the arrangements and the level of impact the apprenticeship or traineeship will have on the student’s school timetable.

DET does not require the parties to document the agreed schedule; however a written schedule may assist in ensuring all parties are aware of the details of their agreement. A signed schedule would also verify that all parties have agreed to the schedule. An optional template for the schedule of school studies, training and employment is the [Education, Training and Employment Schedule \(ETES\) for school-based apprenticeships and traineeships \(SATs\) \(ATF-023\)](#) which is available from DET’s Apprenticeships Info website.

It is understood the Independent and Catholic education sectors require their schools to obtain a completed and signed schedule of school studies, training and employment before endorsing a SAT in order to trigger seed funding, however this is a matter for the Independent and Catholic sectors to manage.

The school is best-positioned to determine whether or not an apprenticeship or traineeship impacts sufficiently on the student’s school timetable. For example, the apprentice or trainee may attend work on Wednesday afternoons instead of sport, or a foreign language subject may be dropped to undertake the SAT. The amended timetable must reflect the changes made to accommodate the SAT.

A field officer from the local regional/district office of DET, or an Australian Apprenticeship Support Network provider, may, from time to time, require information about the agreed schedule of school studies, work and training for a SAT, to verify the legitimacy of a training contract or assist in determining why a SAT is not making progress.

## **Amendments to the schedule**

Circumstances may arise during the course of a SAT, which would require negotiation of an amendment to the schedule (for example, if the student moves to another school, or a change to

working hours or the institutional training timetable is proposed and the change would impact on the student's school timetable). The needs of the school would take precedence over the needs of the other parties in these negotiations.

A minor change to the agreed schedule, which does not impact on the student's school timetable (such as replacing work on a couple of Saturday mornings with Saturday afternoons), would not necessitate renegotiation of the schedule involving the school; however, if such a change were to be proposed over a longer period, then the school should be consulted, to assist them in monitoring the student's progress and to ensure their continued support of the SAT arrangement.

## State Government funded training

The User Choice program provides public funding for the delivery of training by a registered training organisation to eligible school-based apprentices and trainees.

The User Choice policy establishes limits to the amount of public funding which is available to individual school-based apprentices and trainees under the User Choice program.

A student and their parent, when considering the commencement of a SAT, need to consider the correlation between the apprenticeship or traineeship occupation and the student's chosen career. The funding of a SAT under the User Choice program may have implications for the availability of further public funding should the student seek to undertake another apprenticeship or traineeship in the future.

For more information on the User Choice program, see [DET's website](#), where a selection of fact sheets on User Choice funding limitations and the implications for eligibility to receive User Choice funding of any further training is available.

## Institutional training delivery limits for school-based apprenticeships

DET has imposed limits on the amount of institutional training which a training organisation may deliver to school-based apprentices, based on the nominal term of a full-time training contract. This restriction arose out of a concern that some school-based apprentices may seek to undertake inappropriate amounts of institutional training without commensurate exposure to workplace experience to support the institutional training delivered.

Whilst an individual is undertaking a school-based apprenticeship, the SRTO is only permitted to deliver training within the following limits:

- (a) where the nominal term of the school-based training contract is 8 years, the SRTO is permitted to deliver a maximum of 33.3% of the competencies
- (b) where the nominal term of the school-based training contract is 6 years, the SRTO is permitted to deliver a maximum of 40% of the competencies
- (c) where the nominal term of the school-based training contract is 4 years, the SRTO is permitted to deliver a maximum of 50% of the competencies.

(The nominal term of a SAT is twice that of a full-time training contract.)

This restriction does not apply to school-based traineeships.

An SRTO must obtain DET's approval before exceeding these limits.

## **(1) Applications to relax the maximum institutional training allowable**

DET recognises that there may be some exceptional circumstances where it would be desirable for an apprentice to undertake more of their institutional training whilst under school-based arrangements, and has made the following determination in regard to these cases.

In exceptional circumstances, DET may consider written applications to relax the institutional training delivery limit for individual school-based apprentices on a case-by-case basis.

Directors – Training will decide applications to relax the institutional training delivery limit for individual apprentices, and requires the following actions:

- Applications will be assessed against the criteria approved by DET (see below).
- Applications must be considered for individuals on a case-by-case basis and all parties notified of the outcome in writing.
- Where an application is approved, the school-based apprenticeship should be targeted for monitoring of progress.
- Decisions regarding relaxation of the institutional training delivery limit are to be added to the apprenticeship record in DET's database.

Directors – Training will approve additional institutional training only up to the following limits, based on the nominal term for an apprenticeship or traineeship:

- (a) A school-based training contract with an 8 year nominal term – a maximum of 45% of the competencies
- (b) A school-based training contract with a 6 year nominal term – a maximum of 55% of the competencies
- (c) A school-based training contract with a 4 year nominal term – a maximum of 65% of the competencies.

(These maximum limits are equivalent to those applicable to full-time training contracts with nominal terms of 4 years, 3 years and 2 years respectively.)

Such approvals are to be very much the exception and not routine.

## **(2) Criteria for relaxing the institutional training delivery limits**

DET has approved the following criteria against which Directors – Training may approve, or not approve, these applications:

- (1) The application, including the reason the applicants consider the apprentice should be allowed to undertake additional institutional training, must be made through the local DET regional/district office. Where possible, it should be supported in writing by the employer, apprentice, parent (if applicable and appropriate), school and SRTO.

- (2) The school-based apprentice should be making solid progress in the apprenticeship to date.
- (3) There must be a genuine opportunity for the school-based apprentice to continue in the apprenticeship under full-time or part-time arrangements with the same employer after leaving school.
- (4) The workplace experience of the school-based apprentice must be such that their competence in the workplace is commensurate with the competencies they have achieved at college.

### **(3) Australian Technical/Trade Colleges (ATCs)**

Due to the nature of training delivery by ATCs, the three ATCs are permitted to provide training in up to 45% of competencies (irrespective of the nominal term) to school-based apprentices enrolled with them.

### **(4) Recovery of funding where delivery limit is exceeded**

If DET identifies that a registered training organisation has delivered training to a school-based apprentice, in excess of the delivery limits stated above, without the necessary approval having been granted, DET will pursue recovery of any User Choice funding paid for that excess training.

## **Travel and accommodation subsidies**

School-based apprentices and trainees may be eligible, through the relevant school sector, to receive travel and/or accommodation subsidies to attend the portion of their training which is delivered by their registered training organisation.

State school students may apply using the [SATs Travel and Accommodation Subsidy Claim Form](#) available on DET's website.

Independent and Catholic school students may seek information on availability and/or eligibility for a travel and accommodation subsidy/allowance from their school.

## **Changes to schooling arrangements**

### **(1) School-leavers**

SATs cannot continue under school-based arrangements once the students leave school as they no longer fit the definition of a SAT.

There is an expectation that, where a SAT is not completed when the student leaves school, the apprenticeship or traineeship will be continued under full-time arrangements.

DET (QATO) will facilitate an annual automated conversion of school-based training contracts of Year 12 school-leavers to full-time arrangements. This conversion will be effective from the day following the official final day of the Year 12 school year and the parties will be notified accordingly. To facilitate correct data transfer to the Queensland Curriculum and Assessment Authority for the student's Queensland Certificate of Education (QCE), DET will contact school-based apprentices to check that DET's record of the number of days of paid work they have completed is correct. If there is a discrepancy, the apprentice should complete and submit the [School-based apprentices – Notification of days worked form \(ATF-040\)](#) to have DET's record amended.

The parties may agree to amend the training contract to part-time arrangements instead of full-time. If they do so, they must apply to DET through their Australian Apprenticeship Support Network provider using the [Amendment of a registered training contract form \(ATF-035\)](#) amendment of registered training contract process which is available from a Queensland Apprenticeship Network provider or DET's website.

If a school-based apprentice or trainee leaves school other than at the end of Year 12, the parties are required to initiate an amendment to the training contract to full-time or part-time arrangements. The [Amendment of a registered training contract form \(ATF-035\)](#) is available from a Queensland Apprenticeship Network provider or from DET's Apprenticeships Info website, to assist them in this purpose. They would also need to review the training plan with the SRTO.

## (2) Change of school

If a school-based apprentice or trainee changes schools, the employer and apprentice/trainee need to obtain the new school's agreement to continue the school-based arrangement.

If the new school is agreeable to their student continuing the SAT, the relevant parties will need to:

- negotiate and agree to a new schedule of school studies, training and employment – school, apprentice or trainee, parent (if applicable and appropriate), employer and SRTO responsibility
- review the training plan – employer, apprentice or trainee and SRTO responsibility
- notify DET of the change via the *myApprenticeship* self-service website or by contacting the Australian Apprenticeship Support Network provider nominated for the apprenticeship or traineeship or the Apprenticeships Info line on 1800 210 210 – apprentice or trainee or [parent](#) responsibility.

If the new school decides to withhold their support for continuation of the SAT arrangement, the parties may consider converting the training contract to part-time arrangements outside of the school environment, if appropriate. The other alternative is cancellation of the training contract, though the apprenticeship or traineeship may be continued at a later date under another training contract (for example, when the student leaves school).

## (3) Suspension from school

School-based apprentices and trainees who are suspended from school are still enrolled as students. Therefore, they may continue the apprenticeship or traineeship under school-based arrangements. The suspension should not interfere with their training or employment and may provide an opportunity to increase workplace exposure during the period of suspension.

## **(4) Exclusion from school**

School-based apprentices and trainees who are excluded from school are no longer enrolled as students. Therefore, they cannot continue as school-based, and the training contract would need to be converted to either full-time or part-time arrangements.

It is acknowledged that some excluded students may be able to re-enrol in other schools. Provided the new school is agreeable, the apprenticeship/traineeship may be continued under school-based arrangements. For the period of time between leaving the previous school and being enrolled with the new school, the employer and apprentice/trainee may take one of the following options in regard to continuing the apprenticeship/traineeship:

1. convert the training contract to either full-time or part-time arrangements, or
2. apply to DET (through the Australian Apprenticeship Support Network provider) to suspend the training contract.

## **Completion of school-based traineeships**

To ensure the integrity of the school-based traineeship system, there is a strict employment requirement applicable to school-based traineeships before they can be completed.

### **(1) Minimum paid work**

A school-based training contract cannot be completed until the following requirements are met:

- all required off-the-job training is completed
- 375 hours of paid work (50 days) have been undertaken
- the parties agree that the trainee is competent
  - For an early completion occurring after 12 months, the school-based trainee will have undertaken at least 375 hours (50 days) of paid employment, and DET is satisfied that a regular program of paid work has maintained the validity of the training contract.
  - For an early completion of a school-based traineeship occurring in fewer than 12 months, the trainee has worked a minimum of 375 hours (50 days) of paid employment.
- the employer has signed a declaration stating that they have provided the required minimum paid employment to the trainee.

These minimum requirements also apply where a traineeship, which commenced as school-based, has been subsequently converted to full-time or part-time arrangements.

This is the minimum considered sufficient to:

- permit skill formation to occur,
- clearly identify an employment and training pathway exists, as distinct from an institutional pathway, and
- provide an opportunity to practise and reinforce underpinning theory to achieve a quality outcome.

## Queensland Certificate of Education (QCE)

Queensland Curriculum and Assessment Authority (QCAA) legislation and the QCE legislative guidelines provide that apprenticeships and traineeships under the FET Act undertaken by persons enrolled at a school are 'contributing studies' for a QCE and results of assessment are recorded in the student's account.

The QCE legislative guidelines provide the credit values for SATs and how they are determined.

The number of points allocated for a school-based apprenticeship depends on the amount of workplace training completed, as well as the competencies achieved. School-based trainees are allocated appropriate points for competencies achieved only. DET will assist the QCAA in this task by enabling the transfer of appropriate data to the QCAA.

The student's Learner Unique Identifier (LUI) number provides a link between the DELTA and QCAA databases. When notified of an apprentice's LUI, DET will update the apprentice's DELTA record accordingly.

For more information, see the QCAA's QCE policy on SATs.

## Responsibilities

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

The following responsibilities are specific to SATs. There are additional responsibilities which are common to all apprenticeships and traineeships, including full-time and part-time.

### Role of the Australian Apprenticeship Support Network (AASN) provider:

- ensure the student's school supports the proposed SAT before lodging a training contract for registration
- ensure any necessary [pre-registration approvals](#) have been obtained before lodging the training contract for registration
- for training contracts in the electrotechnology industry, ensure that the minimum requirements, as detailed in Table 15 of the [Declaration of Apprenticeships and Traineeships in Queensland policy](#) and [QTIS](#), can be met
- ensure the intending employer and apprentice or trainee are informed of the requirements specific to SATs, including the [minimum paid work requirement](#)
- facilitate the negotiation of a [schedule of school studies, training and employment](#) (if requested)
- ensure DET is notified if the Apprenticeship Network provider becomes aware that the school attended by a school-based apprentice or trainee withdraws support for the student's participation under the training contract.

The level of involvement an Apprenticeship Network provider elects to undertake in assisting the parties to negotiate appropriate scheduling of school studies, training and employment is solely at

their discretion. The Apprenticeship Network provider may elect to facilitate the process, but at no stage should they be solely responsible for negotiating scheduling of school studies, training and employment.

### **Role of the employer:**

- before commencement, obtain the agreement of the school at which the student is enrolled, to the proposed SAT arrangement
- obtain any necessary pre-registration approvals before lodging the training contract for registration
- commit to providing the apprentice or trainee with a minimum of 375 hours (50 days) paid work per 12 months whilst under school-based arrangements (600 hours (80 days) for electrotechnology)
- ensure appropriate employment arrangements are in place, to give the school-based apprentice or trainee regular work, on a regular basis, in the apprenticeship or traineeship
- negotiate and agree to a schedule of school studies, training and employment for the apprentice or trainee (with the school, student, parent and SRTO), taking into account the minimum paid work requirements for all SATs, and the institutional training delivery limit for school-based apprentices
- undertake to continue the apprenticeship or traineeship:
  - under full-time arrangements if an electrotechnology apprenticeship
  - under full-time or part-time arrangements for traineeships and other apprenticeship occupationsif the school-based apprentice or trainee has not completed when they leave school
- promptly notify the apprentice's or trainee's parent (if applicable and appropriate), school and SRTO if a change to the apprentice's or trainee's working hours is proposed, and the change would impact on the student's school timetable
- if circumstances arise where it appears unlikely that the apprentice or trainee will be able to undertake the minimum number of paid working hours, contact the nominated Australian Apprenticeship Support Network provider or DET's Apprenticeships Info line on 1800 210 210 for advice
- if a trainee has completed all training and assessment under their training plan whilst under school-based arrangements, ensure the minimum paid work requirement has been undertaken before initiating the process to complete the traineeship
- if the school attended by a school-based apprentice or trainee withdraws their support for the student's participation under the training contract, inform DET of this event by contacting the nominated Apprenticeship Network provider or the Apprenticeships Info line on 1800 210 210.

### **Role of the apprentice or trainee:**

- before commencing a SAT, obtain the school's agreement to the proposed arrangement (usually through the Principal, Guidance Officer, VET coordinator or careers counsellor)
- commit to undertaking a minimum of 375 hours (50 days) paid work per 12 months whilst under school-based arrangements (600 hours (80 days) for electrotechnology)
- before commencing a SAT which is funded under the User Choice program, consider the possible implications of that decision on eligibility for any further User Choice funded training – for more information, see the [State Government funded training](#) section of this document

- before commencing a SAT, assist the employer to obtain any necessary [pre-registration approvals](#)
- participate in negotiations and agree (with the school, employer, parent and SRTO) to a schedule of school studies, training and paid employment, taking into account the minimum paid work requirement and the institutional training delivery limit for school-based apprentices
- promptly notify the appropriate parties if an ongoing change to working hours or the institutional training timetable is proposed (or has occurred) and the change would impact on the student's school timetable:
  - if a change in working hours occurs, affecting the school timetable, promptly notify the parent, school and SRTO
  - if a change in the institutional training timetable occurs, affecting the school timetable, promptly notify the parent, school and employer
- if the apprentice or trainee changes school:
  - ensure the new school is agreeable to continuing the SAT, and if they do agree
    - negotiate and agree to a new schedule of school studies, training and employment (with the school, employer, parent and SRTO)
    - speak to the SRTO about reviewing the training plan if it will be affected by a changed school timetable
    - notify DET so contact with the correct school can be maintained – notify using the *myApprenticeship* self-service website, or through the Australian Apprenticeship Network Support Network provider nominated by the employer for the apprenticeship or traineeship, or the Apprenticeships Info line on 1800 210 210
- if suspended or excluded from school, promptly contact the nominated Apprenticeship Network provider or DET's Apprenticeships Info line on 1800 210 210 for advice regarding continuation of the apprenticeship or traineeship
- if completing whilst under school-based arrangements:
  - ensure the minimum paid work requirement has been undertaken before completion
- ensure DET is notified (by contacting the nominated Apprenticeship Network provider or the Apprenticeships Info line on 1800 210 210) if the school attended by a school-based apprentice or trainee withdraws support for the student's participation under the training contract.

Additional information on the school-based apprentice/trainee's role is available in the [Education Queensland procedure on SATs](#).

### Role of the SRTO:

- before commencement, ensure the student's school has agreed to the SAT arrangement
- if the proposed school-based apprenticeship or traineeship would be funded under the User Choice program, ensure the intending apprentice or trainee (and [parent](#), if applicable and appropriate) is informed of the possible implications that the SAT may have on the apprentice's or trainee's eligibility for future User Choice funding – for more information, see the [State Government funded training](#) section of this document
- ensure any necessary pre-registration approvals have been obtained before a training contract is lodged for registration
- negotiate and agree to a schedule of school studies, training and employment for the apprentice or trainee (with the school, employer, student and parent), taking into account

the minimum paid work requirements for a SAT, and the institutional training delivery limit for school-based apprentices – for electrotechnology SATs, take into account the minimum hours specific to that industry

- consult with the school to:
  - identify any apprenticeship or traineeship competencies for which the apprentice or trainee can receive recognition
  - identify any competencies applicable to the apprenticeship or traineeship and the apprentice's or trainee's school program, which will be delivered by the school
- in developing the training plan with the parties, observe the limits to institutional training delivery to school-based apprentices
- deliver institutional training to school-based apprentices up to the approved limits only
- if the apprentice or trainee changes school and the new school agrees to continue the SAT:
  - review the schedule of school studies, training and employment
  - review the training plan
- promptly notify the apprentice or trainee, employer, parent and school if it is proposed to change the apprentice's or trainee's institutional training timetable and the change would impact on the apprentice's or trainee's school timetable
- notify DET by emailing [apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au) or contacting the Apprenticeships Info line on 1800 210 210, if the SRTO becomes aware that the school attended by a school-based apprentice or trainee withdraws support for the student's participation under the training contract
- before signing a completion agreement for a school-based traineeship where the trainee has completed all training and assessment required under their training plan and is deemed by the employer to be competent, ensure that the trainee has completed the minimum paid work requirement
- when a school-based apprentice or trainee has completed all required training and assessment (and for trainees, has completed the minimum work requirement), and the employer and apprentice or trainee have signed a completion agreement, promptly sign the completion agreement and send it to [apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au) .

## Role of the school:

The student's school is required to make a decision to agree to, or withhold agreement from, the proposed SAT. In coming to this decision, the school's role includes:

- consider whether or not a proposed SAT arrangement is appropriate for the student, and make a decision to support, or withhold support from, the SAT arrangement—
    - if a [School Notification form](#) is received from an Australian Apprenticeship Support Network provider, complete and promptly return it to the Apprenticeship Network provider—
      - if the Apprenticeship Network provider requests the school's consent during a visit, consent may be given verbally by an authorised person instead of completing the form
      - consent may also be given electronically by email to the Apprenticeship Network provider
- Note: The independent and catholic school sectors require a signed ETES before support is given.
- if the proposed SAT is funded under the User Choice program, ensure the student is aware of the possible implications that undertaking the SAT may have on their eligibility for User Choice funding of any further training they may wish to undertake

– for more information, see the [State Government Funded Training](#) section of this document

- before commencement of a SAT, ensure any necessary pre-registration approvals have been obtained
- negotiate with the employer, student, [parent](#) and SRTO to establish and agree how paid work and/or training in the apprenticeship or traineeship will impact on the student's school timetable
- ensure the SAT arrangement meets the minimum and maximum requirements for workplace and institutional training
- negotiate and agree to a schedule of school studies, training and employment for the apprentice or trainee (with the employer, student, parent and SRTO), taking into account the [minimum paid work requirements](#) for a SAT, and the [institutional training delivery limit for a school-based apprentice](#) (if applicable)
- consult with the SRTO to identify any competencies common to the SAT and the student's school program, which will be delivered by the school
- upon receipt (by the school and student) of [mail](#) regarding the automatic conversion of a training contract to full-time arrangements (for school-leavers), assist the student to respond according to circumstances and the information provided in the mail if requested.

If the school considers an employer or SRTO is not acting in the best interests of the student and/or the SAT does not meet the criteria set out in this document, seek advice from DET's Apprenticeships Info line on 1800 210 210.

If the school decides to withdraw its support of a student's participation in a SAT, inform DET's regional/district office by contacting the Apprenticeships Info line on 1800 210 210.

The [Education Queensland procedure on SATs](#) provides detail, from a school's perspective, on the school's role and processes in regard to State school students undertaking SATs.

## Role of the parent:

Please see the section above regarding [parental consent](#).

- ensure the student's school Principal, or their authorised representative, supports the proposed SAT
- assist the student in providing the required information as detailed in this document
- provide parental consent, if appropriate, as required
- before the student commences a SAT which is funded under the User Choice program, consider the implications of that decision on their eligibility for any further User Choice funded training – for more information, see the [State Government funded training](#) section of this document
- if the apprentice or trainee changes schools, ensure the new school is agreeable to continuing the SAT – if they do agree:
  - notify the SRTO of the change of school and seek their advice regarding reviewing the schedule of school studies, training and employment, and reviewing the training plan
  - contact the AAC nominated for the apprenticeship/traineeship or DET's Apprenticeships Info line on 1800 210 210 for advice regarding continuation of the SAT

- if the apprentice or trainee is suspended or excluded from school, promptly contact the nominated Australian Apprenticeship Support Network provider or the Apprenticeships Info line on 1800 210 210 for advice regarding continuation of the SAT
- upon receipt of [mail from DET](#) regarding the automatic conversion of a training contract to full-time arrangements (for school-leavers), respond according to circumstances and the information provided in the mail
- ensure the nominated Apprenticeship Network provider or DET's Apprenticeships Info line is notified if the school attended by a school-based apprentice or trainee withdraws support for the student's participation under the training contract.

### Role of the regional/district office, DET:

- consider business cases for proposed SATs where the students are not enrolled in Year 10, 11 or 12, and:
  - if the business case was received directly from the parties, notify the parties of the outcome in writing, using the letter templates available through the [CRM database](#)
  - if the business case was received from an Australian Apprenticeship Support Network provider, notify the provider of the outcome – email advice can be used
- consider, on a case-by-case basis, applications to relax the institutional training delivery limits for individual school-based apprentices, having regard to [DET's requirements](#)
- if notified that a school-based apprentice or trainee has changed school, update the apprenticeship or traineeship record to show the name of the new school
- upon receiving a response to the [automated SAT conversion mail](#), take prompt action to ensure the DELTA record is accurate so that only appropriate training contracts are converted and to facilitate accurate data transfer for the allocation of QCE points by the QCAA—
  - if a referral is received advising that a school-based apprentice or trainee is staying at school, contact the student and/or parent/guardian to verify this advice
  - if verified, update the apprentice/trainee's education details in DELTA
  - if the advice was received before the automated change in DELTA, send an email containing details to the DELTA Help Desk – these SATs will then not be automatically converted to full-time arrangements
  - if the advice was received after the automated changed in DELTA, amend the contract mode in DELTA to school-based and send amendment mail to the parties confirming the requested change
  - \*upon receiving notification of additional hours worked by an apprentice, but without the required supporting evidence, the processing officer must allow the apprentice sufficient time (14 days) to produce the evidence. The processing officer should note the contact in DELTA and record a bring-up for the period granted the apprentice to provide the evidence. If at the end of the bring-up period the apprentice has made no further contact, the officer should note this fact in DELTA and close the matter. It is not the responsibility of the officer to take further follow-up action
  - upon receiving notification of an apprentice's Learner Unique Identifier (LUI), update their DELTA record accordingly
  - \*no verification is required if an apprentice advises they worked slightly fewer than the predicted number of hours at the time of DET's mail out; however, the district/region will need to ensure the employer and apprentice or trainee are on track to providing/attending the minimum hours of paid work as per the [policy](#).

\* These dot points relate to apprentices only. DET requests confirmation of days worked from school-based apprentices only, as they receive QCE allocations for days worked; school-based trainees do not. The LUI is used as an identifier in the transfer of data between DET and the QCAA.

## Role of QATO, DET:

- monitor and review registered school-based training contracts and refer identified issues to regions and/or Australian Apprenticeship Support Network providers for follow-up action
- initiate correspondence related to the automated conversion of SATs to full-time arrangements, to the apprentice or trainee, employer, parent, school and SRTO. This correspondence to school-based apprentices (not trainees) will also request they notify DET if they worked more, or less, than the minimum required number of paid working hours stated in the letter.
  - notify DET regional/district officers prior to the mail out, giving any special instructions regarding the process.

## Role of the Queensland Curriculum and Assessment Authority (QCAA):

The QCAA will allocate appropriate QCE points in respect of SATs to eligible students, in accordance with QCAA's policies and processes and agreed protocols between the QCAA and the Queensland Apprenticeship and Traineeship Office (QATO) of DET.

## Authority

- [Further Education and Training Act 2014](#)
- [Education \(Queensland Curriculum and Assessment Authority\) Act 2014](#)
- [Education \(General Provisions\) Act 2006](#)

## Delegations

- [Director-General's delegations under the Further Education and Training Act 2014](#)
- [Assistant Director-General's sub-delegations under the Further Education and Training Act 2014](#)

## Guidelines

- [Queensland Certificate of Education legislative guidelines](#)

## Associated documents

### Related policies

- [Declaration of apprenticeships and traineeships policy](#)
- [User Choice 2010–2015 policy](#)
- [Queensland Curriculum and Assessment Authority's QCE policy – School-based apprenticeships and traineeships](#)
- [Education Queensland's policy on Financial Subsidy for Support of School-based Apprentices and Trainees with Special Needs](#)

### Related procedures

- [Apprenticeship and traineeship procedures](#)
- [Education Queensland procedure on SATs, including support funding](#) (State education sector)

### Related guide

- [Australian Apprenticeship Support Network Providers – Guide to completing the national apprenticeship/traineeship training contract](#)

## Forms

- [Education, Training and Employment Schedule \(ETES\) for School-based Apprenticeships and Traineeships \(SATs\) \(ATF-023\) – optional](#)
- [School-based apprentices – Notification of days worked](#)
- [SATs Travel and Accommodation Subsidy Claim Form](#) (State education sector only)
- [School notification](#)

## Regional/district offices of DET

To find a regional/district office of DET:

- go to DET's website at <https://training.qld.gov.au/about/contact/regional> or
- phone DET's Apprenticeships Info line on 1800 210 210

## Websites

- [myApprenticeship](#)
- [Apprenticeships Info](#) (a DET website)
- [Australian Apprenticeship Support Network providers](#)