

Stages of a School Based Apprenticeship or Traineeship in NSW

Stage 1 – Establishing a school based apprenticeship or traineeship	Responsibility
<p>Notify the school that an offer of a school based apprenticeship or traineeship has been made.</p>	<p>Employer, RTO, parent/carer</p>
<p>Submit a completed Application to Establish a School Based Apprenticeship or Traineeship form to the SBAT Officer. Register the student on <i>Start My Trade</i> (Tamworth only)</p> <p>Implement Duty of Care requirements.</p>	<p>School</p>
<p>Determine the appropriate HSC VET course for the school based training component.</p> <p>A range of HSC VET courses are available on the NSW Education Standards Authority (NESA) website</p>	<p>RTO in consultation with school and local SBAT program representative</p>
<p>Student to meet with their Careers Adviser or appropriate school representative to discuss how the school based apprenticeship or traineeship VET course will be integrated into the HSC and assess ATAR eligibility.</p>	<p>Student and school in communication with the RTO</p>
<p>Prepare a Training Plan for the school based training arrangements in consultation with the employer and apprentice/trainee and obtain endorsement of the apprentice/ trainee, parent or guardian (if under 18 years of age), Operational Directorate/Diocese representative, school and employer. Ensure that the Training Plan complies with the requirements of:</p> <ul style="list-style-type: none"> • the NSW Skills List • the Vocational Training Order • the AQF qualification • the NESA VET course. <p>Ensure that student requirements are met for specific learning needs or medical conditions.</p>	<p>RTO</p>
<p>Work with the apprentice/trainee to complete the Training Contract with assistance from the Australian Apprenticeship Support Network (Apprenticeship Network) provider.</p> <p>Identify if disability support funding is required on the Training Contract.</p>	<p>Employer and Apprenticeship Network Provider (ANP)</p>
<p>If required, submit application for new Board Endorsed VET Course through the school sector representative for endorsement by the NSW Education Standards Authority (NESA).</p>	<p>School and RTO in consultation with local SBAT representative</p>

STAGE 2 – Sign-up and approval of school based apprenticeship or traineeship	Responsibility
<p>Review, sign and approve the Training Plan in preparation for the sign-up meeting. This should be done prior to, or at the sign-up meeting. Confirm that the Training Plan complies with the requirements of:</p> <ul style="list-style-type: none"> • the NSW Skills List • the Vocational Training Order • the AQF qualification • the NESA VET course. 	<p>School and local SBAT representative</p>
<p>Sign-up meeting organised and facilitated by the Australian Apprenticeship Support Network (Apprenticeship Network) provider in consultation with RTO, employer and school or Operational Directorate/Diocese representative.</p> <p>Employer, student, parent/carer, school or Operational Directorate/Diocese representative, RTO and the ANP should attend the sign-up meeting. Training Services NSW to attend SBA sign-up meetings and SBT meetings on request.</p> <p>Student must be provided with a Work Record Book and the first page outlining important contacts to be completed at the sign-up meeting.</p>	<p>All parties</p>
<p>Ensure the employer; RTO and apprentice/trainee are aware of their rights and responsibilities when signing the Training Contract and Training Plan.</p> <p>All parties to sign the Training Plan and Training Contract before lodgment.</p> <p>Advice provided to the employer regarding eligibility for Australian government incentive payments.</p>	<p>ANP</p>
<p>Advice provided to the apprentice/trainee of their eligibility for travel and accommodation allowances to attend formal off-the-job training and any other appropriate payments.</p>	<p>Training Services NSW</p>
<p>Check the Training Contract, Training Plan and any attachments and submit documentation to Training Services NSW for assessment and approval.</p>	<p>ANP</p>
<p>An approval letter is sent to the employer and apprentice or trainee to notify the date that the contract becomes binding. The approval is given normally 1 to 3 months after commencement.</p>	<p>Training Services NSW</p>

Stage 3 – Implementing a school based apprenticeship or traineeship	Responsibility
<p>Enrol apprentice/trainees in the appropriate HSC VET course on Schools Online. Identify the student as a school based apprenticeship or trainee and attach the correct RTO. School to enter the TCID number on Schools Online (listed on the Approval Letter).</p> <p>If required, enrol the apprentice/trainee in the optional Industry-based Learning course.</p>	School
<p>Conduct Catch-up Questionnaire for School Based Apprentices and Trainees with the student within four weeks of commencement of the school based apprenticeship or traineeship, and at least once per term thereafter.</p>	School
<p>RTOs to deliver training in accordance with the NSW Education Standards Authority (NESA) syllabus or course description aligned to the SBAT qualification.</p>	RTO
<p>Advise schools either in writing or via RTOs Online of the units of competency undertaken by the apprentice or trainee for the relevant HSC VET course.</p> <p>Advise schools either in writing or via RTOs Online once the student has achieved units of competency. This information is to be updated progressively throughout training.</p>	RTO
<p>Competency achievement for the apprentice/trainee for the HSC VET course is transferred directly to NESA.</p>	TAFE NSW
<p>Competency achievement for the apprentice/trainee for the HSC VET course is transferred directly to NESA through Schools Online.</p>	School/RTO
<p>Employer and RTO should be in regular contact to ensure that the apprentice/trainee is attending formal off-the-job training and is making satisfactory progress with their formal training. Identified issues should be raised immediately with the school contact.</p>	Employer and RTO

Stage 4 – Completion of a school based apprenticeship or traineeship	Responsibility
A completion letter is sent to the employer six weeks prior to the nominal completion date of the apprenticeship or traineeship.	Training Services NSW
The completion letter must be signed stating that the apprentice or trainee has completed the term of their Training Contract and return it through the Australian Apprenticeship Centre with the requested documents, including a certified copy of the qualification the RTO has issued the trainee (or other documentation from the RTO).	Employer
The apprentice or trainee is provided with his/her apprenticeship or traineeship certificate of proficiency.	Training Services NSW
The apprentice or trainee should be advised to apply for a license, if required by the industry.	Employer
Check with the Australian Apprenticeship Centre regarding eligibility of incentive payments that are available at the completion of the apprenticeship or traineeship.	Employer

For Changes to the Training Contract	Responsibility
<p>Notify the relevant Training Services NSW Centre and the Apprenticeship Network provider immediately if the employer or the apprentice/trainee wishes to make changes to the Training Contract.</p> <p>Changes may be necessary because of mutual cancellation, transfer of employer, suspension of the Training Contract due to illness/injury, extension of the term of the Training Contract, suspension of the Training Plan due to a change of RTO or a change of qualification.</p>	Local SBAT representative