

school

WHAT ARE SCHOOL-BASED APPRENTICESHIPS AND TRAINEESHIPS?

School-based apprenticeships and traineeships allow you to work for an employer and undertake training towards a recognised qualification, while completing your secondary school studies.

On completion of year 12, you will receive a Queensland Certificate of Education, have trained towards a certificate qualification in your chosen career and been paid for the time spent working.

WHY CHOOSE A SCHOOL-BASED APPRENTICESHIP OR TRAINEESHIP?

- Get a head start on your career while still at school.
- Get experience in the workplace before you leave school.
- Earn money for the time you spend working.
- Train towards a qualification in your chosen career.
- Work towards achieving a nationally recognised qualification.
- Improve your confidence.

School-based apprenticeships and traineeships are a great way to make the move from school to work. They will put you a step ahead of the competition when you apply for jobs and give you the confidence to continue working or go on to further study.

WHO CAN DO A SCHOOL-BASED APPRENTICESHIP OR TRAINEESHIP?

School-based apprenticeships and traineeships are mainly designed for year 11 and 12 students.

HOW DO SCHOOL-BASED APPRENTICESHIPS AND TRAINEESHIPS WORK?

School-based apprenticeships and traineeships involve a mix of studying at high school, training and working. All of these things will become part of your school timetable.

School

You will continue to go to school to earn your Queensland Certificate of Education.

A school-based apprenticeship or traineeship must have an impact on your school timetable. That means some of your training and work must take place during school hours. As part of your training plan, an Education, Training and Employment Schedule will be developed with you, your employer, school, training provider and your parents or care-givers to outline when you are at school, work and training.

The qualification or competencies you complete during your school-based apprenticeship or traineeship can be recorded on your Queensland Certificate of Education and will be recognised wherever you go in Australia.

It is also possible for you to gain an Overall Position Score (OP) while you are doing a school-based apprenticeship or traineeship as part of your school studies.

Work

As part of your school-based apprenticeship or traineeship you will work for a minimum of 48 days (or an equal amount of hours) over a 12-month period. You may work:

- one or more days a week and attend school on the remaining days
- for blocks of time depending on what you and your employer need
- on weekends, during school holidays or after school.

You will be paid for the time spent working, including an extra amount to make up for not receiving sick or recreation leave.

However, as a school-based apprentice or trainee, you will not be paid for the time spent undertaking training delivered by the training provider.

training

Training

Your training provider will make sure you learn the skills you need to successfully complete your apprenticeship or traineeship.

Training will take place while you are at work, at school and/or at your training provider (a TAFE institute or other training organisation).

Training costs

Talk to your training provider about the costs of the training. Some receive State Government funding to deliver this training.

Other costs to consider include transport costs, uniforms and equipment, and study materials.

To find out if you are eligible for assistance to cover some of these costs visit www.apprenticeshipinfo.qld.gov.au or call **1800 210 210**.

You may also be eligible for Youth Allowance or similar assistance from the Commonwealth Government. Contact Centrelink on **13 24 90** or visit the Centrelink office in your local area for more information.

WHAT HAPPENS IF I DON'T COMPLETE MY SCHOOL-BASED APPRENTICESHIP OR TRAINEESHIP WHILE I'M AT SCHOOL?

Some students complete their school-based traineeship while they are still at school. However, all school-based apprentices and some school-based trainees will need to finish their training after they have left school.

If you do not complete your apprenticeship or traineeship while at school, your employer will need to convert you to a full-time or part-time apprentice or trainee as soon as you leave school.

work

who

Who might be involved in your school-based apprenticeship or traineeship?

Department of Education, Training and the Arts

The department oversees and administers the apprenticeship and traineeship system and provides advice and assistance to everyone involved in the apprenticeship or traineeship.

HOST EMPLOYER

If you are employed by a group training organisation, you will be placed with a host employer to get work experience.

EMPLOYER OR GROUP TRAINING ORGANISATION

Where the group training organisation is your employer, it will pay you and organise your training.

SCHOOL-BASED APPRENTICE OR TRAINEE

PARENT OR GUARDIAN

If you are under 18, your parent or guardian will need to be involved at different stages.

AUSTRALIAN APPRENTICESHIPS CENTRE

An Australian apprenticeships centre can help you and your employer get started in the school-based apprenticeship or traineeship.

TRAINING PROVIDER

The training provider will manage the training for the school-based apprenticeship or traineeship.

SCHOOL

Your school must give approval for you to become a school-based apprentice or trainee.

Five steps to becoming a school-based apprentice or trainee

1. Choose the right apprenticeship or traineeship

There are hundreds of apprenticeships and traineeships available. To find one that suits you, think about what you enjoy doing and what your interests are. Talk to family, friends or your school's guidance officer or career counsellor and check out career websites like

www.myfuture.edu.au or www.jobguide.dest.gov.au

To access information about apprenticeship and traineeship types, call Apprenticeships Info on **1800 210 210** or visit www.qtis.trainandemploy.qld.gov.au

2. Talk to your school

Once you have decided on an apprenticeship or traineeship that is right for you, talk to the guidance officer, career counsellor, vocational education and training coordinator or head of senior schooling at your school to see if you can undertake it as part of your school studies.

3. Find an employer

You will need to find an employer who will give you a job so you can earn while you learn. Your school should work with you to find a suitable employer.

4. Choose a training provider

Training providers deliver training to apprentices and trainees. Training providers will work with you, your school and your employer to help develop a training plan, deliver training, assess your achievement of skills, and issue the qualification on successful completion of your apprenticeship or traineeship.

To find a training provider visit www.qtis.trainandemploy.qld.gov.au or call Apprenticeships Info on **1800 210 210**.

5. Get started

You will enter into a training contract, which is a legally binding document, with your employer. It is an agreement to work and train together for a length of time. A training plan including an Education, Training and Employment Schedule will also be developed for you to ensure you learn the skills you need.

At the start of the school-based apprenticeship or traineeship you will complete a probation period. A probation period allows you to work and train with your employer before you decide whether to continue with the school-based apprenticeship or traineeship.

Training that works for the trades

Queensland currently has a shortage of skilled tradespeople. That's why changes are being made to get more people into apprenticeships that lead to rewarding trade careers.

These changes include:

- shortening many apprenticeships
- creating more training places
- providing more support to apprentices during their training
- establishing SkillsTech Australia, a specialist trade skills institute to deliver trade training.

For more information about the changes visit www.deta.qld.gov.au/skillsplan or call **1300 369 935**.

Want to know more?

If you or your parents or care-givers would like more information about school-based apprenticeships or traineeships, talk to the guidance officer, career counsellor, vocational education and training coordinator or head of senior schooling at your school.

You can also contact Apprenticeships Info on **1800 210 210**, by email at apprenticeshipsinfo@qld.gov.au, or visit www.apprenticeshipsinfo.qld.gov.au

