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WHAT ARE SCHOOL-BASED APPRENTICESHIPS AND TRAINEESHIPS?

School-based apprenticeships and traineeships allow secondary school students to work for a business as paid employees and undertake training to gain a qualification—all whilst studying for their Queensland Certificate of Education (senior certificate).

They are primarily designed for year 11 and 12 students and training and work are factored into the student's school timetable.

WHAT CAN SCHOOL-BASED APPRENTICESHIPS AND TRAINEESHIPS DO FOR YOUR BUSINESS?

A growing number of businesses are taking on school-based apprentices and trainees to:

- recruit and train future employees
- improve their training culture
- give young people a head start on their career
- develop loyal and motivated staff
- create employment opportunities for young people in the local community.

The future benefit for your business is an employee who has already demonstrated their commitment and aptitude for the job—reducing your recruitment costs and saving you time.

WHAT DOES THE EMPLOYER HAVE TO DO?

If you decide to employ a school-based apprentice or trainee your business will be required to deliver training, pay wages for the time worked, provide a safe working environment and give feedback on the student's progress to the student, school and parent or guardian.

You are not obliged to offer ongoing employment after the completion of an apprenticeship or traineeship. However, as you have spent time training a person to become a productive employee, you may find it worth your while to keep them on.

HOW DO SCHOOL-BASED APPRENTICESHIPS AND TRAINEESHIPS WORK?

School

Your school-based apprentice or trainee will continue to attend school while they work and train with your business.

The school-based apprentice's or trainee's employment and/or training must impact on their school timetable for the program to be considered school-based.

Work

Your school-based apprentice or trainee will undertake paid employment with your business for a minimum of 48 days (or the equivalent hours) per 12 month period.

Depending on their school timetable and your requirements, the student may work with your business:

- one or more (full or part) days a week while attending school on the remaining days
- for blocks at a time
- on weekends, school holidays or after school.

Wages and entitlements

You will pay your school-based apprentice or trainee only for the time they spend working. For more information about wages and entitlements, call Wageline on **1300 369 945** or visit www.wageline.qld.gov.au

Training

Your school-based apprentice or trainee will undertake training with your business and with a training provider. Training delivered by the training provider can take place in the workplace, on campus or through flexible delivery methods such as using the Internet.

You will be responsible for supervising the work-based training of the apprentice or trainee.

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Training costs

Talk to your training provider about the costs of the training. Some training providers receive State Government funding to deliver training for school-based apprenticeships and traineeships at a reduced cost.

You and your school-based apprentice or trainee can work with one of these providers or choose to pay for the training delivered by another training provider.

Employers are not obliged to pay for the training of apprentices and trainees. However, a large number of employers meet these costs as an investment in their future workforce.

Your business may be eligible to receive incentives as a result of employing a school-based apprentice or trainee. For more information contact an Australian apprenticeships centre on **13 38 73** or visit www.australianapprenticeships.gov.au

WHAT HAPPENS IF THE STUDENT DOES NOT COMPLETE THE APPRENTICESHIP OR TRAINEESHIP WHILE AT SCHOOL?

Your student may complete their school-based traineeship while they are still at school.

However, all school-based apprentices and some school-based trainees will need to complete their apprenticeship or traineeship after they have left school. You will need to convert them to a full-time or part-time apprenticeship or traineeship as soon as they finish school.

Once converted to full-time or part-time arrangements, normal apprenticeship and traineeship wages and conditions apply.

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Five steps to employing a school-based apprentice or trainee

1. CHOOSE THE RIGHT APPRENTICESHIP OR TRAINEESHIP

There are hundreds of apprenticeship and traineeship types to choose from. To find one to suit your business, call Apprenticeships Info on **1800 210 210** or visit www.qtis.trainandemploy.qld.gov.au

2. DECIDE HOW TO EMPLOY YOUR SCHOOL-BASED APPRENTICE OR TRAINEE

You can employ a school-based apprentice or trainee directly or through a group training organisation which will place a student with your business as the host employer.

To employ a student directly, your business must have:

- the range of work and facilities required to train them
- a tradesperson or qualified person to supervise their work-based training.

3. SELECT YOUR SCHOOL-BASED APPRENTICE OR TRAINEE

Your local school or group training organisation will help you to find a suitable school-based apprentice or trainee for your business.

To contact your local school look in the Yellow Pages or visit www.education.qld.gov.au/schools/directory

To become a host employer through a group training organisation call **1800 819 747** or visit www.gtaltd.com.au

4. CHOOSE YOUR TRAINING PARTNERS

The student's school will work with you to get the school-based apprenticeship or traineeship started and provide ongoing support.

You will also need to choose a training provider who will manage the training for the school-based apprenticeship or traineeship. To find a training provider visit www.qtis.trainandemploy.qld.gov.au or call Apprenticeships Info on **1800 210 210**.

An Australian apprenticeships centre can also help with the start up and administration of the school-based apprenticeship or traineeship. Call **13 38 73** or visit www.australianapprenticeships.gov.au

5. GET STARTED

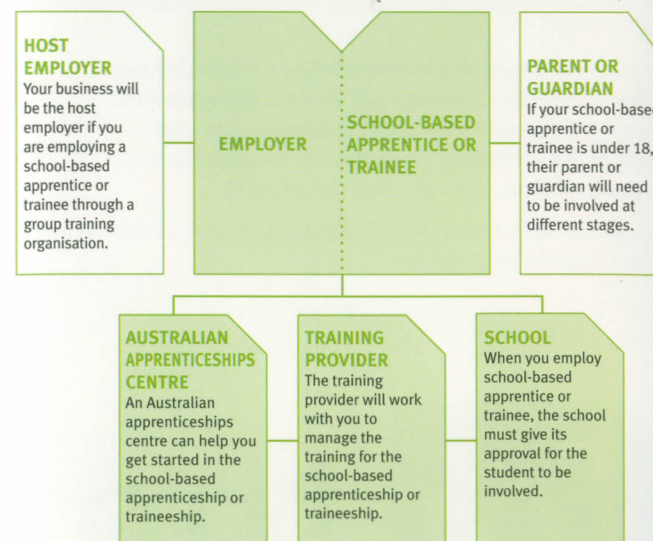
You will enter into a training contract with your school-based apprentice or trainee. You will also develop a training plan including an Education, Training and Employment Schedule. The school, training provider and Australian apprenticeships centre will help you with the paperwork to get started.

You will have time to determine if you wish to continue with the school-based apprenticeship or traineeship during the probation period. The probation period is usually 90 days for a school-based apprentice and 30 days for a school-based trainee.

Who might be involved in the 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.



Training that works for the trades

Queensland currently has a shortage of skilled tradespeople. That's why the Queensland Government is introducing a range of changes to get more people into apprenticeships that lead to rewarding trade careers.

These changes include:

- shortening many apprenticeships
- creating more training places
- improving pre-trade training
- creating career pathways into different trade occupations
- 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?

For more information about apprenticeships and traineeships, contact Apprenticeships Info on **1800 210 210**, by email at apprenticeshipsinfo@qld.gov.au, or visit www.apprenticeshipsinfo.qld.gov.au

