

GUIDELINES FOR THE APPROVAL OF SCHOOL-BASED TRAINEESHIPS AND APPRENTICESHIPS

PREAMBLE

These guidelines will be applied when determining whether a school-based traineeship or apprenticeship will be approved, based on the appropriateness of the arrangements for a school-based traineeship or apprenticeship. In this sense, they may serve as a guide to those considering undertaking a school-based traineeship or apprenticeship.

In South Australia, school-based traineeships and apprenticeships have two key objectives:

1. Contributing to the achievement of the South Australian Certificate of Education (SACE), or an equivalent qualification.
2. Contributing to the achievement of a vocational education and training (VET) qualification.

School-based traineeships and apprenticeships also provide:

1. A career pathway for students who are in the senior years of their secondary schooling that assists them with the transition from school to work, school to further training, or school to higher education.
2. An additional schooling option that contributes to the achievement of the SACE, or an equivalent qualification.
3. Planned learning in school and work that is balanced between the needs of the student, the employer and the school, and complements but does not compromise achievement of the SACE, or an equivalent qualification.

School-based traineeships and apprenticeships are different from VET-in-schools subjects and non-school related traineeships and apprenticeships undertaken by students.

Definitions

In these guidelines:

- A **school** means:
 - a school established under the *Education Act 1972* for the purpose of providing courses of instruction in pre-school, primary or secondary education; or
 - any school or institution at which a person or body of persons provides, or offers to provide, courses of instruction in primary or secondary education.

This definition includes Australian Technical Colleges and Trades Schools for the Future.

- The **Act** is the Training and Skills Development Act 2008.

Other relevant Commission Guidelines

These guidelines should be read in conjunction with the:

- *Guidelines for the registration of an employer to train an apprentice/trainee under the Training and Skills Development Act 2008;*
- *Guidelines for the approval of training contracts under the Training and Skills Development Act 2008.*

Probationary periods

As per the *Guidelines for the Approval of Training Contracts* Section 2 c) ii), specific probationary periods are set down by the Commission for each trade or vocation. Probationary periods are listed in the Traineeship and Apprenticeship Pathways Schedule and should be checked at: www.skills.sa.gov.au

The probationary periods determined by the Commission are the same for part-time or school-based training contracts.

Work health and safety

Employers of school-based trainees and apprentices have the same responsibilities under the *Work Health and Safety Act 2012* as employers generally.

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The Commission will grant approval for a school-based traineeship or apprenticeship where the following conditions are met. These conditions are in addition to the conditions contained within the *Guidelines for the registration of an employer to train an apprentice/trainee under the Training and Skills Development Act 2008* and the *Guidelines for the approval of training contracts under the Training and Skills Development Act 2008*.

1. The prospective school-based trainee or apprentice is in Year 10, 11 or 12 at the commencement of the school-based training contract

The student must be enrolled in Year 10, 11 or 12 and be undertaking a South Australian Certificate of Education (SACE) or an equivalent qualification.

2. The prospective school-based trainee or apprentice has completed a general work health and safety awareness program

Prior to commencing a school-based training contract, the student will have completed a general work health and safety awareness program.

The employer of a school-based trainee or apprentice is required by the *Work Health and Safety Act 2012* to provide an appropriate industry and enterprise based program regarding the employer's work, health and safety systems, policies and procedures.

3. The school principal (or their delegate) endorses the school-based training contract

In signing the training plan, the school principal, or a delegate approved by the principal, has endorsed the school-based training contract as an integral part of the trainee's or apprentice's school curriculum and confirms that the student is in year 10, 11 or 12 and undertaking the SACE, or an equivalent qualification.

4. The employer and prospective school-based trainee or apprentice acknowledge that the contract will convert to full-time at the conclusion of a school-based trainee's or apprentice's secondary schooling

At the conclusion of a school-based trainee's or apprentice's secondary schooling, whether at the end of Year 12 or before, the training contract will convert to full-time, unless it is already full-time.

Should the parties to the training contract agree to vary the contract to full-time, part-time or terminate the contract at any time, they must apply to the Commission. Applications to vary the contract to part-time must accord with the Commission's determination for the minimum hours of paid employment and training for part-time training contracts.

Where the relevant qualification has been achieved and the parties agree that the apprentice or trainee is competent in the given trade or vocation, they will notify Traineeship and Apprenticeship Services of successful completion in accordance with the Commission's Guidelines for competency based traineeship and apprenticeship completions.

5. Ratios

The ratio of suitably qualified and accessible persons to supervise, guide and provide on the job training to a school-based trainee or apprentice should not exceed the ratio outlined in the Commission's *Guidelines for Persons Who Supervise Apprentices and Trainees*, and should be calculated on the basis of those school-based trainees and apprentices and non- school-based trainees and apprentices who are on site.

6. **The combined employment and training hours for a school-based training contract may be averaged**

The averaging of hours for employment and training for school-based trainees and apprentices is allowed provided that the Training Plan for each school-based trainee's or apprentice's training contract includes evidence, in the form of a schedule or timetable, of a pattern of employment and training proposed until the end of the calendar year.

At the conclusion of each calendar year, another schedule or timetable must be developed to cover the next calendar year in which the school-based training contract is undertaken.

An accurate record of the hours of employment and training must be kept by the employer to enable the calculation of credit upon conversion to part-time or full-time at the completion of schooling.