



Better Skills
Better Work
Better State



Government of South Australia
Training and Skills Commission

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.

DEFINITION

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.

Probationary periods

The Commission determines specific probationary periods for each traineeship and apprenticeship which are published in the South Australian Government Gazette. The specific probationary period set down by the Commission for each trade or vocation is listed in the Traineeship and Apprenticeship Pathways Schedule and should be checked at: www.skills.sa.gov.au/apprenticeforms

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

Occupational health, safety and welfare

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

GUIDELINES FOR THE APPROVAL OF SCHOOL BASED TRAINEESHIPS AND APPRENTICESHIPS

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 occupational health, safety and welfare awareness program

Prior to commencing a school based training contract, the student will have completed a general occupational health, safety and welfare 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 occupational, health, safety and welfare induction program regarding the employer's occupational, health, safety and welfare 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 *Guidelines for the Hours of Employment and Training for 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 applicable ratio at any time. The applicable ratio is provided below, 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.

The maximum number of trainees and apprentices that one supervisor may supervise is five. If a supervisor is responsible for providing direct supervision to a first or second year/stage apprentice, the same supervisor may provide general supervision to any combination of up to four trainees or third or fourth year/stage apprentices.

Traineeship

Year/stage of traineeship	Minimum number of supervisors to trainees
Any	1:5

Some traineeship occupations may have more stringent ratios, which are published on the Commission's website (www.tasc.sa.gov.au).

Apprenticeships

Year/stage of apprenticeship	Minimum number of supervisors to apprentices
1 or 2	1:1
3 or 4	Appropriate level of supervision to be determined by the employer (must not be less than 1 supervisor to 5 apprentices)

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. The hours of employment and training may be averaged over three months. The parties to the training contract must agree, in advance, to the averaging of the hours of employment and training arrangement, and to the rostered hours of employment and training for the period of the averaging.

The averaging arrangement must provide for a regular pattern of both training and employment that enables both on and off the job structured training to be planned, and implemented according to the training plan.

Averaging arrangements must be consistent with the primary goal of ensuring that the requirements of the training plan are met and the averaging does not interfere with the training of the apprentice or trainee. In particular, the averaging arrangements should not interfere with the schooling of the apprentice or trainee.

An accurate record showing the regular pattern of employment and training, agreed between the parties, which is signed and dated by the parties to the Training Contract, must be retained by the employer and be available upon request. An accurate record of the hours of employment and training must also be kept by the employer to enable, amongst other things, the calculation of credit upon conversion to part-time or full-time at the completion of schooling.