

## Checklist for school based apprenticeships and traineeships in NSW

<b>Establishing a school based apprenticeship or traineeship</b>	<b>Responsibility</b>
Negotiate with the student apprentice or trainee to be, and complete the Training Contract form with assistance from the Australian Apprenticeship Centre (AAC) chosen by the employer.	employer
Notify the School Based Apprenticeship or Traineeship Coordinator and/or school that an offer of a school based apprenticeship or traineeship position has been made.	Employer RTO
Ensure the <i>Application to Establish a School Based Apprenticeship or Traineeship</i> and <i>Employer Questionnaire and Checklist</i> forms are completed and signed by all required parties as part of the school's Duty of Care requirements. <a href="http://sbatinnsw.info/dutyofcare.php">http://sbatinnsw.info/dutyofcare.php</a>	school
Student should meet with school representative to discuss how the school based apprenticeship or traineeship VET course will contribute towards the student's pattern of study and whether the student is eligible for an ATAR.	school
School should retain a copy of <i>Application to Establish a School Based Apprenticeship or Traineeship</i> and <i>Employer Questionnaire, and Checklist</i> forms, including student needs assessment and training plan.	school
Prepare a Training Plan for the school based training arrangements in consultation with the employer and apprentice/trainee and obtain endorsement of the apprentice or trainee, parent or guardian (if under 18 years of age), school region, principal and employer.	RTO
Determine the appropriate HSC VET course for the school based training component. A range of school-based apprenticeship/traineeship HSC VET courses are available on the Board of Studies NSW website at <a href="http://www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html">www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html</a>	RTO in consultation with school and region
If required, submit application for new Board Endorsed VET Course through the Regional Vocational Education Consultant to the Board of Studies NSW for endorsement.	school in consultation with region

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<b>Sign-up and approval of school based apprenticeship or traineeship</b>	<b>Responsibility</b>
Sign and approve the training plan prepared by the RTO. Confirm that training plan complies with Board of Studies course requirements. This should be done prior to, or at the sign-up meeting.	school and region representative
Sign-up meeting organised by Australian Apprenticeship Centre in consultation with RTO, employer and school or region. Employer, student, parent, school or region representative, RTO and Australian Apprenticeship Centre to attend sign-up meeting.  At the sign-up meeting RTO to advise the student and parent/carer of the training requirements for the formal training and confirm with all parties the program for training delivery.  The student should be provided with a <i>Contacts Card</i> and <i>Record of Attendance at Work</i> booklet by the school or school region.	All parties
Ensure the employer, RTO and apprentice/trainee is aware of their rights and responsibilities when signing the Training Contract and Training Plan. All parties to the Training Plan and Training Contract must sign before lodgement.	Australian Apprenticeship Centre (AAC)
Advice provided to the employer regarding eligibility for Commonwealth government incentive payments. 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. Confirmation provided to the employer, trainee and school or region representative about the arrangements for the formal training and assessment.	AAC  RTO
Check the Training Contract, Training Plan and any attachments and submit documentation to DEC State Training Centre for assessment and approval of the school based apprenticeship or traineeship.	AAC
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.	State Training Services

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Implementing a school based apprenticeship or traineeship	Responsibility
Enter (enrol) student in the appropriate HSC VET course on eBOS <i>Schools Online</i> . Identify the student as a school based apprenticeship or trainee and attach the correct RTO.	school
If required, enter (enrol) student in the optional Industry-based Learning course.	school
Advise schools either in writing or via eBOS <i>RTOs online</i> of the units of competencies being undertaken by the apprentice or trainee for the relevant HSC VET course. Advise schools via <i>RTOs online</i> once the student has achieved the units of competencies.	Private RTOs
<i>TAFE delivery</i> - advice about the qualification and the unit of competency achieved for the apprentice or trainee for the HSC VET course is transferred directly to the Board of Studies NSW from the TAFE SIS system.	TAFE RTO
<i>School or Private Provider delivery</i> - advice about the qualification and the units of competency achieved for the apprentice or trainee is sent to the Board of Studies NSW via eBOS <i>Schools Online</i> .	school
RTOs to deliver training in accordance with the <i>NSW Board of Studies HSC guidelines</i> for each qualification. <a href="http://www.boardofstudies.nsw.edu.au/voc_ed/">http://www.boardofstudies.nsw.edu.au/voc_ed/</a>	RTOs
Conduct <i>Catch-up Questionnaire for School Based Apprentices and Trainees</i> with the student within four weeks of commencement of the school based apprenticeship or traineeship, and at least once per term thereafter. <a href="http://www.sbatinnsw.info/contact.php">http://www.sbatinnsw.info/contact.php</a>	school
Apprentices and trainees must be allowed paid work time to undertake their formal training with an RTO. This may involve attendance at a training institution, formal training in the workplace or self-paced learning.	employer and RTO
Apprentices and trainees must be provided with “hands on” work, appropriate workplace facilities and training to acquire the knowledge and skills they need to complete the apprenticeship or traineeship.	employer
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.	employer and RTO

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Employer and RTO must notify the school of any unexplained absences from work or training. School or school region should liaise with RTO to ensure that the training is being provided in accordance with student needs.	school
<b>Changes to the Training Contract</b>	<b>Responsibility</b>
Notify the relevant DEC State Training Centre and the Australian Apprenticeship Centre immediately if the employer or the apprentice or trainee wishes to make changes to the Training Contract.  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.  The relevant DEC State Training Centre to be advised immediately of any injury to an apprentice or trainee that would affect their ability to complete the SBA or SBT.	employer / RTO apprentice/trainee
<b>Completion of a school based apprenticeship or traineeship</b>	<b>Responsibility</b>
A completion letter is sent to the employer six weeks prior to the nominal completion date of the apprenticeship or traineeship.	State Training Services
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.	State Training Services
The apprentice or trainee should be advised to apply for a licence, if required by the industry.	employer
Check with the Australian Apprenticeship Centre to see if the employer is entitled to any incentive payments that are available at the completion of the apprenticeship or traineeship.	employer

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<b>Issues, grievances or concerns</b>	<b>Responsibility</b>
<p>Incidents, including grievances and injuries that occur during the school based apprentice or trainee's employment or training need to be followed up in order to protect the safety, welfare and well being of the student.</p> <p>The <i>Incident Report</i> should be completed by the school or regional representative as a means of recording such matters and documenting the follow up action.</p>	State Training Services