2014 SATs: School-based Apprenticeships and Traineeships (Info and Application)

Would you like to get a ‘head start’ in industry?

- School-based Apprenticeships and Traineeships (SATs) allow you to train and do paid work in your chosen traineeship or apprenticeship area while you are still at school studying for your QCE.
- As well as paid work, you will get extra training to build on the skills learned at work and at school. Your training may occur while you are at work or at school or at a TAFE or another Registered Training Organisation (RTO).
- A School-based Apprenticeship or Traineeship can be an attractive option for students who have demonstrated that they have the maturity needed to manage this type of learning, training and work.

If you are considering taking on a School-based Apprenticeship or Traineeship (SAT), you MUST speak to Ms Collier and make a StAC SAT application – see form at the end of this information – before you sign up for a SAT. You cannot be signed up for a SAT without StAC approval.

What are the benefits of doing a SAT?

- It contributes to your QCE
- A head start in the job market
- Completion or progress toward the completion of a vocational (VET) qualification
- Paid employment for the time spent at work
- Training with a Registered Training Organisation
- An easier move from school to work
- Gaining first-hand experience in the industry
- Using your VET qualification to get into tertiary education, such as Diploma courses

Are there any disadvantages to doing a SAT?

There could be, so think carefully. The government subsidises the cost of training for some apprentices and trainees. Recent changes in funding arrangements mean that students now can access a maximum of 2 allocations of State Government (‘User Choice’) funding for apprenticeships or traineeships. The second allocation of funding is only available if the qualification is in an area of ‘higher need’ than the first qualification. In addition, some SATs will only attract government funding to cover part of the cost of training. It is possible for a student to use their 2 allocations before embarking on the apprenticeship or traineeship, which leads to their real career of choice.

For example: Sam is in Year 10 and has a part-time job with Bill’s Home Solutions. His employer encourages him to sign up for a SAT and he does. He completes his SAT in December. In July of Year 11, Sam leaves Bill’s Home Solutions and begins work for Ronda’s Pizzas, where he is offered and accepts, a SAT. After Year 12, Sam plans to get a full-time apprenticeship as an electrician. Unfortunately, Sam has already used his 2 allocations of funding, so his employer would not be able to claim $8000 to $12,500 of government funding for his training. Unless his employer is prepared to cover this cost or Sam or his family agree to cover this cost, Sam may be at a disadvantage if he is competing against applicants who have not used up their 2 allocations of funding.

What days do I go out for work and training for my SAT?

Your work and training days are negotiated (by StAC, as part of setting up your SAT) and depend on several factors including:

- Your school program (every effort is made to ensure that you are not missing doubles in key subjects)
- The needs of the employer and trainer
- Your needs (e.g. transport issues)

Each case is treated individually.
If you want to do a SAT, your responsibilities will include:

a) Making effective use of your study lessons – these are not ‘free’ lessons. They are scheduled for you to catch-up / keep up with your school work. It is your responsibility to ‘touch base’ with teachers you had on work / training days away from college. Students who show that they cannot make effective use of study lessons in the Bloxsidge Centre will have their study lessons timetabled to another supervised classroom.

b) Attending all required work, training and college days.

c) Completing all theory and practical work set as part of your training program.

d) Maintaining an acceptable standard of work, presentation and behaviour at StAC, at work, and at training.

e) Asking for help early if you have problems with your SAT program.

f) Negotiating changes in work days (with workplace and StAC) and training days (with TAFE/RTO and StAC) when changes in your school program (e.g. exams and excursions) make this necessary. **Exams are the higher priority.**

g) Arranging for your parent/carer to phone StAC and your trainer or employer if you are absent from your SAT.

If you want to do a SAT, you will need to think about the following (and get your parents’ support):

a) It is important that you are very sure about your goals and career plans before signing up for a SAT. This is even more important when you consider the impact of the changes to government funding, outlined above.

b) Do you need an OP (the main pathway to university study)? Doing both an OP and a SAT requires lots of dedication from YOU. It can be done, but StAC will not approve such an arrangement unless your current school results indicate that you can successfully handle a heavy workload. If you have other part-time work, this is an even bigger challenge.

c) Consider the impact of a SAT on your year 10, 11 and 12 subjects. Legislation governing school-based apprenticeships and traineeships requires that you have your timetable impacted when you take on a SAT – some of your work or training hours must be between 8.35 am and 3.00pm. Often, SAT students drop a subject and pick up a study lesson – which reduces the number of classes you miss while at your SAT and helps you catch up on work you miss on your work day. If you are keen to keep all of your subjects and have shown that you can handle the workload well, you do not need to drop a subject. If you drop a subject, you need to consider the impact this would have on the subjects you need to help you with your traineeship or apprenticeship and the subjects you need for further study (eg Uni) after school.

d) A school-based apprenticeship or traineeship requires a training agreement to be signed. This is a contract committing you and your employer to the apprenticeship or traineeship. The Pathways Coordinator (Ms Collier), the employer, an Australian Apprenticeship Centre representative, you and at least one of your parents must be involved in the sign-up.

e) If you start a **school-based traineeship** early in Year 11, you **usually** complete it by the end of Year 12. If you have not completed your traineeship by the end of Year 12, you must complete it after you leave school.

f) If you start a **school-based apprenticeship** early in Year 11, you **usually do not** complete it by the end of Year 12. If you have not completed your apprenticeship by the end of Year 12, you must complete it after you leave school.

g) Any costs associated with transport to work and/or training, in and out of school hours, is the responsibility of you and your parents. Sometimes the work (eg. plumbing, carpentry) involved will require you to be able to get to different job sites.

h) Mixing school, work and training successfully will require you to have a mature attitude and a willingness to make things work. If you find that you are having problems balancing school, work and training – see Ms Collier early to get some help.

i) If you are considering a SAT which is in a construction-related field, you will need to have completed a workplace safety course first. If you do not already have a recognised safety card, you must do **CPCCOHS1001A Work safely in construction industry (White Card).** As this course is delivered by an outside organisation, it is not free.

What do I do to get a SAT in Year 11/12?

a) Understand that getting a SAT is not an automatic right. Students who have not shown a willingness to ‘do the right thing’ will not be recommended for a SAT.

b) Show that you are ready for the workplace by:

- Being at school and each class on time.
- Being prepared for work and working well.
- Doing the right thing (follow rules and instructions).
- Being willing to work things out positively when you do, occasionally, make an unwise choice.
- Having a positive attitude.
- Treating other people with respect.

Employers are not interested in taking on students who are not ‘work ready’.

c) Listen to the morning notices and check your emails regularly for positions available.

d) Check newspapers and websites for traineeships and apprenticeships.

e) Contact companies where you would be interested in doing an apprenticeship / traineeship. Try using your ‘networks’ – talk to lots of people and let them know what you’re looking for. Ask: friends of friends, family of friends, your extended family, sporting contacts, social contacts, work contacts, church contacts.
You need to complete a StAC SAT Application Form (a copy is at the end of this info) if you:
a) have a SAT or a company you wish to apply to, or
b) have been approached about a SAT.

You MUST submit a StAC SAT Application to Ms Collier BEFORE you attend a sign up for a SAT

What happens next?

a) Make sure that you read this SATs information carefully and make an informed decision about taking on a SAT. (Or not. It may make more sense to focus on your program of study at StAC. For example, doing an Office Administration Traineeship in a legal office will not increase your chances of getting into a law degree at university. Being away from school for one day a week (at your SAT) will make it harder to maintain your results in your other OP subjects. It may, however, give you some idea about some aspects of working in a legal environment. The same applies for doing a Vet Nurse Traineeship and wanting to become a vet and for doing a Childcare Traineeship and becoming a teacher.)

b) Complete and return a StAC SAT Application Form. You can complete the application form, then scan it and attach it to an email to the Pathways Coordinator (lcollier@bne.catholic.edu.au). If you have other questions, please include them in the email.

c) Stay in touch with Ms Collier about the approval status of your application. Not all applications to do a SAT are approved immediately, as there may not be a position available or StAC may have other valid concerns about your ability to handle the additional workload.

d) You can apply for an advertised SAT before you hear back from Ms Collier about your StAC SAT Application. This is likely to apply when you (and Ms Collier) are on school holidays and you find a SAT you would like to apply for. Your SAT application will usually involve sending the employer (or other nominated contact person) your letter of application (sometimes called a ‘cover letter’) and your up-to-date resume. You may also be asked to attend an interview.

e) When you have been offered a SAT (ie you have applied for it and the employer has been in touch to say that your application has been successful), you must advise Ms Collier. Remember that you cannot be signed up for a SAT without the approval of your school.

Where can I get more information?

Here are some useful websites:


b) For further information about the range of apprenticeships and traineeships available, see www.training.gov.au. Employers decide which apprenticeship or traineeship provides the best training for their employees. When you learn that an apprenticeship is available with an employer, you can go to this site to find out what sort of work and training is involved.

c) For general information about how traineeships and apprenticeships operate see http://www.apprenticeshipsinfo.qld.gov.au, though note that this is general information and additional procedures have been put in place at StAC to manage SATs and these need to be followed.

Ms Laura Collier  
Pathways Coordinator  
St Augustine’s College, Springfield  
lcollier@bne.catholic.edu.au

(Application form starts on the next page.)
StAC SAT APPLICATION FORM
FOR SCHOOL-BASED APPRENTICESHIPS AND TRAINEESHIPS (SATs)

Student: [ ]
HG: [ ]

Instructions:
♦ Read the SATs information included with this form, then complete this form.
♦ Complete this form if you have found a SAT you would like.
♦ Scan your completed and signed form and attach it to an email to Ms Collier (Pathways Coordinator) at lcollier@bne.catholic.edu.au. (Please be patient, Ms Collier also teaches 4 classes)
♦ For lots of useful information about training and further education, visit https://studentconnect.qsa.qld.edu.au/.

Date of birth: __________________ Name of Parent(s)/Carer(s): __________________
Home address: __________________

Phone Contacts for Parent/Carer
Home: __________________
Work: __________________
Mobile: __________________

List all of the subjects you are studying.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subjects studied/selected (please write names in full, not codes)</th>
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<tbody>
<tr>
<td>(Circle one)</td>
<td></td>
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<tr>
<td></td>
<td>Year 10  Year 11  Year 12</td>
</tr>
</tbody>
</table>

Outline your previous/current work experience (paid or unpaid)

Dates of experience: __________________ to __________________ (circle one) Full-time or Part-time (circle one) Paid or unpaid

Typical Tasks/duties:

Name and contact details of workplace:

Name of supervisor:

Dates of experience: __________________ to __________________ (circle one) Full-time or Part-time (circle one) Paid or unpaid

Typical Tasks/duties:

Name and contact details of workplace:

Name of supervisor:
Why are you interested in working in this industry area?

<table>
<thead>
<tr>
<th>Health condition(s)</th>
<th>Precaution(s)/treatment required</th>
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</table>

In the space below, include the details of the position for which you are planning to apply (or which you have been offered). We will need all of this information to make arrangements with the employer.

Please tick one:

- [ ] I have applied for a SAT (details below)
- [ ] I have been offered a SAT (details below)

**SAT / Employer Details**

Name of Company/Organisation: 
Postal Address (including suburb and postcode): 
Street address (if different from above) 
Phone ___________________ Mobile ___________________ Email ___________________
Contact Person: 
(Full name and title if possible)
Type of SAT:

(Application continues on next page)

**PLANNING NOTES (OFFICE USE)**
STUDENT RESPONSIBILITIES

While seeking approval to undertake a SAT:

- Scan this completed and signed application form and send to Ms Collier (Pathways Coordinator) at lcollier@bne.catholic.edu.au (And remember to be patient – Ms Collier also teaches classes)
- Be prepared to attend an interview, write a letter of application or prepare a resume if required by the employer or the College.
- Understand that this Application Form **does not guarantee** that you will be able to participate in a SAT.

Once you are given approval to undertake a SAT:

- Undertake a full program of study until your SAT is fully in place.
- Make an appointment to see Mrs Blundell – who will discuss implications for your QCE and make any necessary timetable changes. You will need to take forms home for your parents to sign and then return them to Mrs Blundell.
- Once your SAT is in place, maintain a commitment to your remaining school subjects as well as your work and training program.
- Arrange suitable transport to and from workplace and training location.
- Complete and return all necessary forms (You will be advised when this is necessary)
- **Be prepared to maintain regular contact with Ms Collier to report on/check on the progress of your school work as well as your work and training.**
- Follow the codes of behaviour expected of you in your College, workplace and training centre. (Seek help if you are not sure what is required).

By completing and emailing this form, you indicate that all of the people whose names appear below

- Have read and agreed to the conditions for SATs (as outlined in the SATs information sheet on the StAC website and this application form),
- support this application for a SAT, and
- agree that the information on this form can be shared with the local Australian Apprenticeship Centre for the purpose of facilitating your sign-up to a SAT.

<table>
<thead>
<tr>
<th>Student name &amp; signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Parent name &amp; signature</td>
<td>Date</td>
</tr>
<tr>
<td>Parent name &amp; signature</td>
<td>Date</td>
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When you have completed this form:

- **Return the form to Ms Collier (in the Pathways Room),**
  OR,
- **Scan it, save the file as your name (eg. Monica _brown.xxx) and attach it to an email to lcollier@bne.catholic.edu.au).**

PLANNING NOTES (OFFICE USE)