

## FACT SHEET FOR STUDENTS

### School-based apprenticeships and traineeships

#### What are school-based apprenticeships and traineeships?

School-based apprenticeships and traineeships (SBATs)-provide an opportunity for you to work with an employer and train in a qualification while you are still at school.

With a SBAT you will go to school and, with the school's approval, you (and your parent/guardian if you are under 18) will sign a training contract with an employer in your chosen industry. This gives you the same employment and training conditions and responsibilities as other apprentices/trainees, and the employer will pay you for the time you spend at work. You may do some of your training at a registered training organisation (RTO) such as a TAFE or private training provider, and some at work. You may complete your traineeship while at school, but most apprenticeships will be completed after you leave school.

When you do an SBAT, you will work and train on the job with your employer and may also train at a RTO for one or two days a week, spending the other days at school completing your Western Australian Certificate of Education (WACE).

#### What school-based apprenticeships and traineeships are available?

SBAT qualifications are mostly at Certificate II and III level. They are supported by industry and are listed on the Department of Training and Workforce Development's [List of prescribed vocational education and training qualifications](#) (the public register). SBATs are available in a number of industries including manufacturing, electrical, construction, health, engineering, automotive, sport, hospitality, business, primary and food industries.

#### What will I get from a school-based apprenticeship or traineeship program?

When you do a SBAT, you will:

- receive credit towards your WACE for a completed certificate II or III traineeship or a partially completed certificate III apprenticeship or traineeship;
- be paid for the time you spend working; and
- have an industry approved pathway to further study or a job.

#### Who can do a school-based apprenticeship or traineeship?

To do an SBAT, you need to:

- be a full time school student enrolled in a government or non-government school as defined in the *School Education Act 1999*;
- be aged 15 years or more (some exceptions apply);
- be undertaking an approved SBAT;
- have a registered training contract\* with an employer;
- have the SBAT recognised on your WACE; and
- be an Australian citizen or hold a visa that is consistent with the employment and study requirements of the training contract.

\*Note: SBATs under 18 years of age require the signature of a parent/guardian on the training contract.

### **Does the school need to endorse my training plan?**

Yes. Once the Department of Training and Workforce Development (the Department) Apprenticeship Office has registered your training contract, a training plan will be developed for you by the nominated RTO, setting out your training and assessment details. It must be agreed to by the RTO, the employer and you (and your parent/guardian if applicable) and be endorsed by your school.

The school's endorsement of the training plan will ensure that they are aware of and involved in all the training arrangements, and that they support the training.

### **What are the minimum hours I need to work?**

As a SBAT you must do **at least** 7.5 hours of paid work per week with the employer named in your training contract. These minimum hours requirements apply throughout the full term of your SBAT, including during school holidays. The hours can be averaged over six months. You can do the hours in short shifts or blocks of full time work, as long as it averages out to 7.5 hours of paid work per week over six months (this equates to 195 hours every six months).

### **Will I have to pay for my school-based apprenticeship or traineeship?**

No. You will not pay any fees for your SBAT. You may have to buy special clothing or protective equipment, text books or trade equipment/tools as required by your chosen industry, and you may also have to pay for transport to get to work and home again on those days. In certain trades you may be eligible for financial assistance from the Australian Government to help with some costs. Your Australian Apprenticeship Support Network (AASN) provider, who organises your training contract for the SBAT, will be able to provide you with assistance on this or you can [visit the AASN website for more information](#).

If your apprenticeship or traineeship continues beyond graduation from school, you will need to pay fees and charges after that time. For more information [see the Department's VET fees and charges policy](#).

### **If I am home-educated can I do a school-based apprenticeship or traineeship?**

No. Home-educated students are not eligible for SBATs. If you are a home-educated student, you may enter into any part time apprenticeship or traineeship arrangement listed on the the public register.

Home-educated students will continue to be eligible for the annual course fee cap, as per the *VET fees and charges policy*, as long as they are of school age.

Employers of home-educated students are not eligible for Australian Government school-based employer incentives but they may be eligible for other employer incentives.

### **How can I find out more about school-based apprenticeships and traineeships?**

The best place to start is with your school's VET coordinator or career advisor. They will have the information you need and will help you to choose the training option that is best for you.

The [Guide to Western Australian school-based apprenticeships and traineeships](#) provides detailed information on the key aspects involved in a SBAT as well as a range of examples of SBATs in practice. Its user-friendly format also provides links to fact sheets and other relevant information and websites.

You can also visit your local Jobs and Skills Centre for free advice and assistance on choosing the right kind of training while you're still at school, and for help with career planning. [You can find information about Jobs and Skills Centres on the Jobs and Skills WA website](#).