

Education, Training and Employment Schedule (ETES) for school-based apprenticeships and traineeships (SATs)

Using this ETES template

It is a requirement for each school-based apprenticeship and traineeship that the employer, apprentice/trainee, school and supervising registered training organisation (SRTO) discuss and negotiate the responsibilities and obligations of each party in respect of how the school-based arrangement will operate. All the parties need to agree on how the apprenticeship/traineeship will impact on the student's school timetable, and ensure the quantities of work and SRTO training meet requirements. **The agreed arrangements must be captured in a way that can be reviewed by the Department of Employment, Small Business and Training (DESBT), if required.**

This template is provided to assist the stakeholders to record the agreed arrangements for integrated school studies, workplace training and training delivered by the SRTO. The individual school sectors may determine whether or not they require their schools to use this template or capture the details in some other way.

The stakeholders should retain a copy of the agreed arrangements for reference. A copy may be attached to the apprentice/trainee's training plan or training record.

If there is a change in circumstances which will have an ongoing impact on the student's school, work and training obligations, the parties must be informed and agree to any amendments to the schedule.

Further information can be found at <u>https://training.qld.gov.au/apprenticeshipsinfo/apprenticeships-info</u> or by phoning BUSY At Work on <u>busy@busyatwork.com.au</u>.

Work, training and school impact assessment

A SAT is a contract of training and paid employment where a school student's timetable or curriculum reflects a combination of work; training and school study, which together lead to the award of a Queensland Certificate of Education (QCE), and progress towards or completion of a vocational qualification.

To be registered as a SAT, the training and/or work elements of the apprenticeship or traineeship **MUST** impact on the student's school timetable. This may occur in the following manner:

- paid employment undertaken during normal school hours
- training undertaken during normal school hours
- reduce the number of subjects studied to allow the student to work and/or train.

Note: Employers are required to provide school-based apprentices/trainees with a **minimum** of 375 hours (50 days) paid employment per 12 month period. Electrotechnology school-based apprentices are required to be given a minimum of 600 hours (80 days) of paid employment.

The work, training and school impact assessment should indicate for each school period, whether the student will be undertaking a specified school subject, paid work activities (indicate with a W), or undertaking apprenticeship/traineeship training activities (indicate with a T).

Queensland Government Contribution – User Choice Program

Australian Apprenticeship Support Network providers and SRTOs must ensure that all parties are aware of the implications of the User Choice Policy, particularly as it pertains to apprentices and trainees accessing multiple government contributions. Apprentices and trainees, including SATs, can only receive a maximum of two government contributions; a second qualification will be funded only if it has a higher priority ranking than the first qualification that has been completed.

Students must make informed decisions about what qualifications they undertake as the decision will affect their access to further funding under the User Choice program.

Further information regarding the funding of apprenticeships and traineeships is available at <u>https://training.qld.gov.au/employers/funding/apprenticeship/userchoice</u>.



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Further Education and Training Act 2014
ATF-023

This section may be used to indicate the agreement of the stakeholders.

Student details	ana ae	Claracion													
Name:										Learner Uni	que Identi	fier (LU	I):		
Mobile number:			Email: Unique Stude				ent Ident	nt Identifier (USI):							
Date of birth:			School y	ear leve	el:	I	s the s	student OP eli	gible?	🗌 No 🗌 Yes	Gen	der: 🗌	Male	E 🗌 Female	
 By signing this declaration I attest: I have been fully informed of, and am aware of my school, work and training commitments and education implications relating to QCE outcomes. I have been fully informed of the impact my undertaking this school-based apprenticeship or traineeship may have on my eligibility for any future public funding for apprenticeship or traineeship training under the User Choice program. 															
Student signature	:										Date:				
SRTO details an	d decla	ration													
SRTO name:									Cont	act person:					
Phone number:			Fax num	nber:			Cor	ntact email:							
By signing this declaration I attest: The student has been fully informed of their school, work and training commitments. I have fully informed the student and parent or guardian of the student, about the impact this school-based apprenticeship or traineeship at this time may have on the student's ability to access future public funding for apprenticeship or traineeship training under the User Choice program. SRTO signature:															
School details a. School name:	nd decl	laration					Phon	e number:	1		Eax n	umber:	T		
Contact person:							Phon	Position:			Fax II	iniber:			
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Contact email: Education sector: Government Independent Catholic Other By signing this declaration I attest: • The undertaking of this school-based apprenticeship or traineeship WILL impact on the school timetable of the named student. • The student has been fully informed of their school, work and training commitments and the education implications relating to QCE outcomes.															
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Privacy Notice - The Department of Employment, Small Business and Training (DESBT) or Australian Apprenticeship Support Network provider is collecting the information on this form in accordance with the *Information Privacy Act 2009 (Qld)* to manage administration of a school-based apprenticeship or traineeship. The information will be accessed by authorised employees or contractors within DESBT. Your personal information will not be given to any other person or agency unless you have given us permission or we are required by law.



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This section may be used to indicate details of the arrangements to which the stakeholders have agreed.

Student name:			Australian App Support Netwo provider:						
Qualification code:		Qualification name:				AQF level:			
WORK, TRAINING and SCHOOL IMPACT ASSESSMENT Enter school subject or activity (use W for work or T for training with the SRTO)									
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY			
	BEFORE SCHOOL					_			
	COMMENCEMENT C	F SCHOOL DAY							
	MORNING BREAK								
			<u> </u>						
	LUNCH BREAK								
	AFTER SCHOOL		1						
Does the student have language/literacy/numeracy needs? 🗌 No 🗌 Yes									
Does the student have disability needs? No If yes, please identify the disability Yes type:									
Is the student of Aboriginal or Torres Strait Islander origin? 🗌 No 🗌 Yes I am of Aboriginal origin 🗌 Yes I am of Torres Strait Islander origin									
Note: Additional information to reflect impact on school timetable, if required (attach additional documents if the Impact Assessment provides insufficient space):									

Apprenticeship or traineeship details (SRTO to complete, only if required)									
Detail the number of <u>training</u> days per week:			Is the training to be undertaken through block release?		☐ Yes. Provide details in <i>Expected Schedule of Training</i> table below.				
Detail the number of <u>training</u> hours per day:					□ No. Please detail how training will be delivered below:				
	ciceship or traineeship qualifi the Queensland User Choice p								
Expected Sci	nedule of Training								
	Week 1	We	ek 2	V	Veek 3	Week 4	Week 5		
Jan									
Feb									
Mar									
Apr									
May									
June									
July									
Aug									
Sep									
Oct									
Nov									
Dec									