



**School-based
Apprenticeships
& Traineeships**

Jump-start your career...

With a school-based apprenticeship
or traineeship!

A school-based apprenticeship or traineeship allows you to build an employment history before you even leave school. This can give you a head start with workplace knowledge and skills that can really take you places.

Once you have finished school, whether you enter the workforce straight away or go on to university, your school-based apprenticeship or traineeship gives you the jump-start towards a successful and rewarding career!

“
My goal is to turn
my Commercial
Cookery
apprenticeship into
a career path that
will allow me to
travel the world!

Julia Walker,
Apprenticeship
Commercial Cookery



HOW IT WORKS

School-based apprenticeships and traineeships (SATs) allow high school students, generally in Years 10, 11 or 12, to work for an employer and train towards a recognised qualification, while still completing their secondary schooling.

Upon approval from your school, your employment and training forms part of your normal school timetable.

As a general guide, you work a minimum of 7.5 hours a week, being either a full day or split shifts.

A SAT will let you go places, whether that's full time work, a trade career, university, TAFE or other training pathways.

With a school-based apprenticeship or traineeship, you can:

- Create a pathway from school straight into work or a trade
- Gain a nationally recognised qualification upon successful completion
- Obtain real work-life skills and knowledge
- Earn while you learn
- Obtain an employment history, with references for your resume
- Achieve credits towards your Western Australian Certificate of Education (WACE)
- Build your confidence and communication skills



FREQUENTLY ASKED QUESTIONS

Q. WHAT'S THE DIFFERENCE BETWEEN APPRENTICESHIPS AND TRAINEESHIPS?

A. An apprenticeship usually relates to a trade, e.g. electrician, hairdresser, chef, plumber or carpenter, etc. A traineeship generally relates to industries that don't need a trade certificate, e.g. business, retail, hospitality and more.

Q. IN A NUTSHELL, WHAT'S A SCHOOL-BASED APPRENTICESHIP OR TRAINEESHIP?

A. A school-based apprenticeship or traineeship (SAT) lets you work as a paid employee while training on the job, and whilst completing your Year 10, 11 or 12 studies. You are also working towards a nationally recognised qualification. Completion of your apprenticeship or traineeship will reward you with WACE points.

Q. WILL I BE ELIGIBLE?

A. You will need to still be at school to qualify and be an Australian Citizen, New Zealand passport holder or holder of a visa which allows you to work in Australia. You will need to have the ability to work a minimum of 52 days a year where your employment and training will impact your school timetable in some way.

Q. HOW MUCH DO I GET PAID?

A. This depends on your qualification and the award which your employer is required to pay you under. You can find pay rates and information on minimum conditions on the Fair Work website fairwork.gov.au/pay.

Financial incentives may also be available to you or your employer, subject to eligibility. The Apprenticeship Community can provide further information - just call 1300 363 050.

Q. WHAT IF I FINISH SCHOOL BEFORE MY APPRENTICESHIP OR TRAINEESHIP IS COMPLETED?

A. You can continue with your apprenticeship or traineeship once you leave school, either in a full-time or part-time capacity, depending on your employer.

Q. HOW LONG DOES A SCHOOL-BASED APPRENTICESHIP OR TRAINEESHIP TAKE?

A. A full-time traineeship can take between 12 - 24 months. A full-time apprenticeship is generally 36 - 48 months. School-based apprenticeships and traineeships may take longer, depending on the qualification you have chosen, how you apply yourself and how quickly you complete the required competencies.

Q. HOW DOES SCHOOL HELP?

A. You will need your school's permission first. Most students are eligible and it's best to seek advice and approval from your Guidance Counsellor or Careers Advisor. The school will then work together with you, your parents, your employer and the training provider to assist with any support you need.

Q. WHICH TRAINING PROVIDER DO I CHOOSE?

A. You can choose a public institution (like TAFE) or from a range of private Registered Training Organisations who offer the qualification you want. The training provider is responsible for developing the training plan and delivering and assessing your formal training.

Q. HOW DOES THE APPRENTICESHIP COMMUNITY ASSIST?

A. As a service provider contracted by the government under the Australian Apprenticeship Support Network, The Apprenticeship Community provide support and information to you, your employer and your school. We can also assist you to find a suitable employer in the industry of your choice, guidance in selecting a training provider, assistance with claiming any eligible financial incentives, mentoring support if needed and more.

To find out more go to apprenticeshipcommunity.com.au.

HELPFUL INFORMATION

WAGES FOR AN APPRENTICE OR TRAINEE

- An employee can only be paid apprentice/trainee pay rates if they have a formal training contract in place with their employer.
- Pay rates vary depending on the industry and increase at different periods or skill levels during your apprenticeship period.
- Modern Awards establish the minimum conditions for employers across Australia.
- Further information on wages can be found at [fairwork.gov.au/pay](https://www.fairwork.gov.au/pay)

IF YOU'RE EXPERIENCING PROBLEMS

- If you feel you are not receiving the appropriate support for your training, are experiencing harassment or bullying in the workplace or have any other issues, inform your supervisor/manager immediately.
- You can also contact The Apprenticeship Community for advice and support.
- As well, you can speak to your training provider or contact the Department of Training and Workforce Development (DTWD) on (08) 6551 5000.
- Most workers, including apprentices and trainees, are covered by national anti-bullying laws. More information regarding this act can be found at [fwc.gov.au](https://www.fwc.gov.au) or you can contact the Fair Work Commission on 1300 799 675.

YOUR HEALTH AND SAFETY IN THE WORKPLACE

- While employed, you must follow all health and safety instructions given to you by your employer.
- By law, your employer should provide a safe workplace for all workers, free from verbal, physical, sexual and racial abuse.
- Your employer is obligated by law to provide a safe workplace, ensuring you are free from harm, including physically and mentally.
- More information can be found at [safeworkaustralia.gov.au](https://www.safeworkaustralia.gov.au).

AUSTRALIAN APPRENTICESHIP SUPPORT NETWORK PROVIDERS' CODE OF CONDUCT

- As an Australian Apprenticeship Support Network Provider, The Apprenticeship Community is required to comply with the Australian Apprenticeship Support Network Providers' Code of Conduct which sets out acceptable behaviour and standards of service. You can request a copy if required.

YOU AND YOUR EMPLOYERS OBLIGATIONS

- The National Code of Good Practice has been developed to give both employers and Australian apprentices and trainees a clear understanding of each other's obligations and expectations. A copy of this code has been included in your induction kit.

ONGOING SUPPORT FROM THE APPRENTICESHIP COMMUNITY

- During your apprenticeship or traineeship, The Apprenticeship Community will contact you to see how you are going and offer any required support. You are also welcome to contact us on 1300 363 050.

YOUR PRIVACY

- The Apprenticeship Community is obligated to and adheres to the Australian Privacy Principles. If you have any concerns relating to the handling of your personal information, please contact The Apprenticeship Community.

AMENDING OR CANCELLING A TRAINING CONTRACT

- If you need to make a change or wish to cancel your Training Contract, contact The Apprenticeship Community on 1300 363 050 at any time.

COMPLETING YOUR QUALIFICATION

- If you are ready to complete your qualification, discuss with your employer to ensure they are satisfied you have completed all your on-the-job competencies then contact your training provider to facilitate the process.
- Before receiving your qualification, you, your employer and your training provider must agree that all required competencies, both on and off the job, have been achieved.

HAVE A COMPLAINT?

- Contact The Apprenticeship Community, via phone on 1300 363 050 or in writing to PO Box 303, Southport QLD 4215.
- Contact the Skilling Australia information line in the Department of Employment and Workplace Relations (1800 020 108) to speak with someone about escalating a complaint against an Apprenticeship Network provider if the issue couldn't be resolved through their process.

A STEP-BY-STEP GUIDE

Throughout the process, The Apprenticeship Community provide support with:

1

CHOOSING A CAREER PATH

The Apprenticeship Community listen to you, your interests and career aspirations and with our career guidance tools, we assist you to make the right qualification choice.

2

COMMENCING YOUR APPRENTICESHIP OR TRAINEESHIP

When you are successful in obtaining an apprenticeship or traineeship, The Apprenticeship Community will officially induct you into the program and facilitate the completion of your training contract.

3

FINDING A TRAINING PROVIDER

The Apprenticeship Community will provide you and your employer a list of suitable Registered Training Organisations to choose from to deliver your training.

4

GOVERNMENT REGISTRATION

The Apprenticeship Community will approve your Training Contract and forward to The Department of Training and Workforce Development (DTWD) for registration.

5

ACCESSING INCENTIVE CLAIMS

The Apprenticeship Community will assess you and your employer's eligibility for incentives, forward claims as they are due and assess and pay eligible claims when they are received.

6

MENTORING AND ASSISTANCE

For the duration of your training, The Apprenticeship Community offer access to mentoring and other support services as required.

7

COMPLETION OF TRAINING

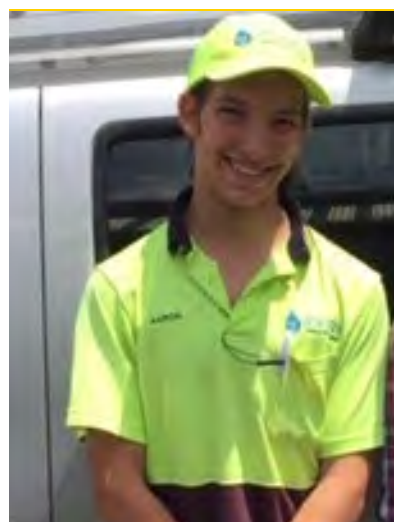
Congratulations - you have now gained a formal industry qualification that is nationally recognised!

WHEN CONSIDERING A SCHOOL-BASED APPRENTICESHIP OR TRAINEESHIP, MAKE SURE YOU:

- Speak to a VET Coordinator, Careers Advisor or Guidance Counsellor at school.
- Contact The Apprenticeship Community (TAC) to answer any questions you may have and to find out how we can assist.
- We can provide assistance with career advice, preparing a resume, finding a suitable employer, signing you up to a school-based apprenticeship or traineeship - and more.
- Be proactive and also check out your school notice board for jobs that may be advertised or you can also find school-based positions on apprenticeshipcentral.com.au
- When you get to the interview stage, dress neatly and for the occasion. Be yourself and smile - first impressions count!
- Once you have started your apprenticeship or traineeship, if you have any issues or questions, contact The Apprenticeship Community, we're here to help and can offer mentoring, advice and other ongoing support.

When I started my school-based traineeship, I never dreamt that it would lead to me becoming a business owner. **This opportunity has set me up for life!**

Aaron Thiess,
Former school-based trainee,
Cleaning Operations.



Find The Apprenticeship Community at an office near you:

WESTERN AUSTRALIA

Metro and Regional: 08 6165 3362

Perth - Rivervale
Perth - Osborne Park
Albany
Bunbury
Geraldton
Karratha
Kalgoorlie

Far North: 13 28 79

Broome
Derby
Fitzroy Crossing
Halls Creek
Kununurra

QUEENSLAND

Metro and Regional: 13 28 79

Bundaberg
Cairns
Gladstone
Gympie
Hervey Bay
Ipswich
Logan
Mackay
Noosaville
North Lakes
Rockhampton
Southport
Toowoomba
Townsville
Warwick
(and servicing all other QLD regions by appointment)

Far North Queensland and Torres Strait: (07) 4058 3365

Thursday Island
Bamaga (also servicing outer islands)
Weipa
Cape York Region

Contact Details

1300 363 050

apprenticeshipcommunity.com.au

The Apprenticeship Community is contracted by the Australian Government Department of Employment and Workplace Relations to administer the Australian Apprenticeships Incentive System. The Apprenticeship Community has made every effort to ensure the accuracy of this information at the time of printing. Eligibility criteria applies to all Australian Apprenticeships and Traineeships. For more information please contact The Apprenticeship Community on 13 28 79. The Apprenticeship Community is a trading division of The BUSY Group Ltd (ABN 17 575 363 535 / ACN 168 870 326) © March 2022.

The
APPRENTICESHIP
Community™

A U S T R A L I A N
APPRENTICESHIP
SUPPORT NETWORK
An Australian Government Initiative