



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 Queensland Certificate of Education (QCE)
- Build your confidence and communication skills

# A STEP-BY-STEP GUIDE

Throughout the process, BUSY At Work provides support with:

1

## **CHOOSING A CAREER PATH**

BUSY At Work listens 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, BUSY At Work will officially induct you into the program and facilitate the completion of your training contract.

3

## **FINDING A TRAINING PROVIDER**

BUSY At Work will provide you and your employer a list of suitable Registered Training Organisations to choose from to deliver your training.

4

## **GOVERNMENT REGISTRATION**

BUSY At Work will approve your Training Contract and forward to the Department of Employment, Small Business and Training (DESBT).

5

## **ACCESSING INCENTIVE CLAIMS**

BUSY At Work 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, BUSY At Work offers 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!

# 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 Queensland Certificate of Education (QCE) 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](http://fairwork.gov.au/pay).

Financial incentives may also be available to you or your employer, subject to eligibility. BUSY At Work 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 THE 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 BUSY AT WORK ASSIST?

A. As a service provider contracted by the government under the Australian Apprenticeship Support Network, BUSY At Work provides 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](http://apprenticeshipcommunity.com.au).

## IF YOU REQUIRE AN INTERPRETER

If you are requiring interpreter services, further details on available resources and in language support services can be found at the Department of Human Services website ([servicesaustralia.gov.au](http://servicesaustralia.gov.au)) or by calling Centrelink Indigenous Phone Service on 1800 136 380.

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

- Speak to a VET Coordinator, Careers Advisor or Guidance Counsellor at school.
- Contact BUSY At Work 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](http://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 BUSY At Work, 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 BUSY At Work 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: 13 28 79**

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

### Contact Details

13 (BUSY) 28 79

[busyatwork.com.au](http://busyatwork.com.au)

BUSY At Work is contracted by the Australian Government Department of Employment and Workplace Relations to administer the Australian Apprenticeships Incentive System. BUSY At Work 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 BUSY At Work on 1300 363 050. BUSY At Work is a trading division of The BUSY Group Ltd (ABN 17 575 363 535 / ACN 168 870 326) © 2024.

