

## QUICK REFERENCE GUIDE

### School Based Apprenticeships and Traineeships St. Joseph's College Banora Point

#### What is an SBAT?

School-based apprenticeships and traineeships allow senior high school students to commence an apprenticeship or complete a traineeship whilst still at school. School-based apprentices work part-time and undertake the first stage of their formal or off-the-job apprenticeship training.

School based trainees work part-time and complete their formal or off-the-job traineeship training by the end of their HSC year.

#### 1. Establishing an SBAT

- 1.1 All parties; students, parents/caregivers, teachers and employers play a role in seeking SBAT opportunities.
- 1.2 Once a suitable employer is located, the student/parent is to contact the SBAT coordinator at St Joseph's College. If the school is able to find a suitable employer for the student, parents/caregivers will be notified.
- 1.3 The employer may require the student to partake in a small amount of unpaid Work Experience prior to establishing the SBAT. The school must approve this with Student Workplace Learning Record insurance documents fully signed.
- 1.4 Diocesan forms will be sent to parents/caregivers in order to begin the process of sign up and creation of a Training Plan.

#### 2. SBAT requirements and procedures

- 2.1 Trainees and apprentices are required to undertake **100 days** of paid employment over the year 11 and 12 period.
- 2.2 **Electrical trades** and some construction industries require **180 days** of paid employment.
- 2.3 SBATs at St Joseph's College are reserved for senior students only. It is advisable to establish the SBAT in Term 4, Year 10 in preparation for the following year.
- 2.4 SBATs should be established and in place by Mid-Term 1, Year 11 at the latest to ensure the maximum amount of workdays are available.
- 2.5 Formal training will be undertaken either via external RTO or by selecting the appropriate corresponding VET subject at St. Joseph's College. This will vary depending on the individual circumstances.
- 2.6 Workdays must not commence until the Training Plan is finalised and the school has given approval.

#### 3. Student requirements

- 3.1 SBAT opportunities should be discussed with parents/caregivers and the SBAT coordinator before a decision is made.
- 3.2 Students must maintain consistent application and effort in other subjects at school. Strong communication with classroom teachers of other subjects is imperative to ensure missed work is completed.
- 3.3 Sustained breaches of Student Core Responsibilities, poor attendance and low SEAR averages may lead to termination of the SBAT.