

SBAT Checklist for Schools

Student					TCID <i>enter into Schools Online</i>			
HSC Year			Exam Year		HSC Pathways	Y / N		
RTO			RTO Contact					
Qual.					RTO Day			
Employer			Employer Contact					
IBL Yr 11	Y / N	IBL Yr 12	Y / N	Min. Paid Work Days		Work Day		
#	Task						Completed	
1	Discussion with student regarding SBAT requirements							
2	Work Experience (highly recommended)							
3	Confirm SBAT with employer				Refer to Steps 1-6 Guide for more information on these steps			
4	Send Duty of Care and Details of my Job forms to employer							
5	Assist student to complete Start my Trade							
6	Attend Sign Up Meeting							
7	Work Record Book provided to student							
8	Provide copy of fully signed training plan to student and parent							
9	Save copy of fully signed training plan to QMS and student SBAT file							
10	Adjust student's attendance records eg, VOR, sentral							
11	Complete Student Catch up Questionnaire within 4 weeks of commencement							
12	Ensure SBAT course details entered on Schools Online including HSC exam (if ICF course)							
13	Enrol in Industry Based Learning (IBL) if suited to student's pattern of study							
Term Monitoring - Note date actioned								
	1	2	3	4	5	6	7	
Student Catch Up Questionnaire								
Number of work days completed								
RTO check in (eg, attendance, unit progress)								
Employer check in (eg, attendance, reliability, engagement)								
Schools Online - for private RTOs enter competency outcomes by NESA due date								
N Warning Letters to be issued by school as appropriate								

