



Checklist for School Based Apprenticeships and Traineeships (SBATs)



Checklist for school based apprenticeships and traineeships

Please refer to the step1- 6 to establishing a school based apprenticeship and traineeship (SBAT) using the web tool (a copy of the guide can be found in the resource folder www.northernnsw.startmytrade.com.au)	responsibility
Step 1: "I already have an employer"	school SBAT coordinator
Step 2: Duty of care & "details of my job"	employer/student/ school SBAT coordinator
Step 3: How to register a student	student/school SBAT coordinator
Step 4: Entering " details of my job"	school SBAT coordinator
Step 5: Training plan	RTO
Step 6: Sign up	AAC



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Sign up and approval of school based apprenticeship or traineeship	responsibility
Sign up meeting is organised by the AAC in consultation with RTO, employer and school. Employer, student, parent (if student is under 18), school representative and AAC attend the sign up meeting	AAC
Sign and approve the training plan prepared by the RTO as the school representative. Confirm that the training plan complies with BOSTES course requirements. This should be done prior to, or at the sign up meeting	school SBAT coordinator
Ensure the employer and apprentice/trainee is aware of their rights and responsibilities when signing the training contract and training plan.	AAC
Advice provided to the employer regarding government incentive payments and to the apprentice/trainee of their eligibility for travel and accommodation allowances to attend formal off the job training and any other appropriate payments	AAC
The student should be provided with a contacts card and work record book . A new book is required each year (Year 10,11,12) Work record books and other promotional material can be ordered online and sent directly to your school Go to www.sbatinnsw.info click on the MORE INFO TAB and drop down to <i>brochures and newsletters</i>	school SBAT coordinator
AAC forwards signed training plan to the DEC SBAT coordinator for final signature by SPA/SPO	AAC
DEC SBAT coordinator returns signed training plan to the AAC and ensures that the school receives a copy of the full training plan (all signatories). Electronic copy stored at DEC.	DEC SBAT coordinator
All parties to the training plan and training contract must sign before lodgement with State Training Services (STS)	AAC
A copy of the full training plan must be stored in the student's file. If the RTO is Tamworth RTO 90162 ensure that the employer receives a copy of the training plan	school
An approval letter is sent to the employer and apprentice or trainee to notify the date that the contract becomes binding. The approval is given normally 1 to 3 months after commencement	STS



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Implementing a school based apprenticeship or traineeship	responsibility
Obtain the student's TCID number form DEC SBAT coordinator or AAC	school SBAT coordinator
Enter (enrol) student in the appropriate HSC VET course on eBOS schools online. Identify the student as a SBAT and attach to the correct RTO. If required, enter (enrol) student in the optional industry based learning course	school eBOS person
Advise schools either in writing or via eBOS RTOs online of the units of competency being undertaken by the apprentice or trainee for the relevant HSC VET course. Advise schools via RTOs online once the student has achieved the units of competency	Private RTOs
<i>TAFE delivery</i> – advice about the qualification and the unit of competency achieved for the apprentice/trainee for the HSC VET course is transferred directly to the BOSTES	TAFE RTO
<i>School or Private Provider delivery</i> – advice about the qualification and the units of competency achieved for the apprentice/trainee is sent to the BOSTES via eBOS schools online	school SBAT coordinator
Conduct catch up questionnaire for school based apprentices and trainees with the student within four weeks of commencement of the SBAT, and at least once per term thereafter	School SBAT coordinator
Apprentice and trainees must be allowed paid work time to undertake their formal training with a RTO. This may involve attendance at a training institution, formal training in the workplace or self paced learning	employer and RTO
Apprentices and trainees must be provided with “hands on” work, appropriate workplace facilities and training to acquire the knowledge and skills they need to complete the apprenticeship/traineeship	employer
Employer and RTO should be in regular contact to ensure that the apprentice/trainee is attending formal off the job training and is making satisfactory progress with their formal training	employer and RTO
If Tamworth RTO 90162 is the nominated RTO the school VET teacher should visit the workplace at least once per year	Tamworth RTO VET teacher
Employer and RTO must notify the school of any unexplained absences for work or training	Employer and RTO
School should liaise with RTO to ensure that the training is being provided in accordance with the student's needs	school and RTO

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Changes to the training contract	responsibility
<p>Notify State Training Services and the AAC immediately if the employer or the apprentice/trainee wishes to make changes to the training contract</p> <p>Changes may be necessary because of mutual cancellation, transfer of employer, suspension of the training contract due to illness/injury, extension of the term of the contract, suspension of the training plan due to a change of RTO or a change of qualification</p> <p>The RTO is required to amend the training plan and AAC re lodges with STS</p>	<p>employer/RTO apprentice/trainee</p> <p>RTO and AAC</p>

Completion of a school based apprenticeship or traineeship	responsibility
<p>A completion letter is sent to the employer six weeks prior to the nominal date of the apprenticeship/traineeship</p>	<p>STS</p>
<p>The completion letter must be signed stating that the apprentice/trainee has completed the term of their training contract and return it through the AAC with the requested documents, including a certified copy of the qualification the RTO has issued the trainee (or other documentation from the RTO)</p>	<p>employer</p>
<p>When Tamworth RTO 90162 is the RTO issue your Year 12 students a competency completion form to take to their employer before the end of the term 3</p>	<p>school SBAT coordinator</p>
<p>The apprentice/trainee is provided with his/her apprenticeship or traineeship certificate of proficiency</p>	<p>STS</p>
<p>The apprentice/trainee should be advised to apply for a licence, if required by the industry</p>	<p>employer</p>
<p>AAC to advise the employer if they are entitled to any incentive payments that are available at the completion of the apprenticeship/traineeship</p>	<p>AAC</p>

Issues, grievances or concerns	responsibility
<p>Incidents, including grievances and injuries during the school based apprentice/trainee's employment or training need to be followed up in order to protect the safety, welfare and wellbeing of the student</p> <p>The Incident report should be completed by the school as a means of recording such matters and documenting the follow up action</p>	<p>STS/school</p>