



# School Based Apprenticeships and Traineeships in NSW

2018 Guidelines

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These Guidelines replace:

*School Based Apprenticeships and Traineeships in NSW – 2017 Guidelines* developed by the NSW Department of Education. The most recent version of this document is at: [www.sbatinnsw.info](http://www.sbatinnsw.info)

These Guidelines support the following documents developed by Training Services NSW:

1. *A Guide to Apprenticeships and Traineeships in New South Wales* (September 2015)
2. *NSW Apprenticeships and Traineeships – Training Plan Guidelines* (Update June 2016)

Both documents are available at:  
[www.training.nsw.gov.au](http://www.training.nsw.gov.au)

## **Secondary Education**

Level 3, 1 Oxford Street  
Darlinghurst NSW 2010  
[www.schools.nsw.edu.au](http://www.schools.nsw.edu.au)

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## 1. Overview

School based apprenticeships and traineeships (SBATs) provide students with the opportunity to attain a nationally recognised Vocational Education and Training (VET) qualification and their Higher School Certificate (HSC) while gaining valuable work skills and experience through paid employment.

## 2. Eligibility

To participate in the school based apprenticeships and traineeships program under these Guidelines, students must be enrolled in the HSC at:

- a NSW government school
- a NSW non-government school
- TAFE NSW.

These Guidelines also apply to students who are employed and registered as school based apprentices or trainees in NSW, but who are undertaking their senior secondary certificates in other states or territories.

School based apprenticeship and traineeship arrangements are available to students in NSW as part of their senior secondary studies (Year 11 and 12). Students can only undertake one school based apprenticeship or traineeship as part of their HSC pattern of study, with the formal training component (VET course) contributing unit credit towards the HSC. A student who undertakes an apprenticeship or traineeship that does not contribute unit value to the HSC, or another senior secondary certificate, is not undertaking school based arrangements under these Guidelines.

Students may undertake more than one VET course as part of their HSC, however, schools must manage student subject selection in line with HSC pattern of study requirements and consideration of course exclusions.

The minimum year level to commence a school based apprenticeship or traineeship is Year 10. In these instances, students are undertaking early commencement of a Stage 6 VET course and begin accumulating HSC units of credit while also completing the requirements for Year 10. See Section 4.5 of these Guidelines for more information.

## 3. Context

School based apprenticeships and traineeships are employment-based training arrangements approved under the *Apprenticeship and Traineeship Act 2001 NSW No 80 and Amendment Act 2017 No 42 (The Act)*. The Act sets out the obligations of employers, apprentices and trainees who are party to training contracts at [www.legislation.nsw.gov.au/maintop/scanact/inforce/NONE/](http://www.legislation.nsw.gov.au/maintop/scanact/inforce/NONE/)

Training Services NSW within the NSW Department of Industry, Skills and Regional Development (known as the NSW Department of Industry) administers the Act and registers and monitors apprenticeships and traineeships in NSW. Training Services NSW has a state-wide network of 9 regional offices to support school based apprenticeships and traineeships.

*The Education Act 1990 NSW*, delegates to the NSW Education Standards Authority (NESA), responsibility for the curriculum and the development and conduct of examinations leading to the award of the HSC. The requirements for successful completion of the HSC are published by NESA on the *Assessment Certification Examination (ACE)* website at <https://ace.nesa.nsw.edu.au/>

## 4. Requirements for school based apprenticeships and traineeships

School based apprentices and trainees must complete formal training delivered by a registered training organisation (RTO). The formal training must meet the requirements of the relevant Vocational Training Order (VTO) for that apprenticeship or traineeship vocation, and lead to a nationally recognised qualification on the *NSW Skills List*. The formal training (also referred to as off-the-job-training) contributes unit credit towards the HSC through a Board Developed or Board Endorsed VET course.

To search for a VTO on the Training Services NSW website go to:

[www.training.nsw.gov.au/cib\\_vto/index.html](http://www.training.nsw.gov.au/cib_vto/index.html)

Arrangements for formal training and on-the-job training are developed by the RTO in consultation with the employer, the apprentice/trainee, the school and school sector representative and are formalised in the Training Plan. Further information is provided in Section 7 of these Guidelines.

#### 4.1 Specific requirements for school based apprentices

School based apprentices are required to:

- enter into a Training Contract for a nominal duration of generally five (5) years – two (2) years part-time followed by three (3) years full-time post HSC
- complete a minimum requirement of 100 days of paid employment (unless otherwise stated by the relevant VTO) by 31 December of the year they will complete their HSC
- enroll in and undertake a minimum Certificate III AQF qualification as specified in the VTO
- undertake the on-the-job training concurrently with the formal training requirements
- complete the formal training requirements of Stage 1 of the nominated trade, as listed on the Training Plan by the end of Term 3 of the HSC year (Year 12)
- be entered with NESA for study in the HSC (Stage 6).

#### 4.2 Specific requirements for school based trainees

School based trainees are required to:

- enter into a Training Contract for a term of sufficient duration to allow them to complete their formal training requirements for the HSC as well as the minimum requirement of 100 days (or as specified in the relevant VTO), of paid employment by 31 December of the HSC year
- enroll in and successfully complete a minimum Certificate II AQF qualification as specified in the VTO
- undertake the on-the-job training requirements of a minimum of 100 days concurrently with the formal training requirements
- complete the formal training requirements as listed on the Training Plan by the end of Term 3 of the HSC year
- be entered with NESA for study in the HSC (Stage 6).

#### 4.3 Outcomes of apprenticeships and traineeships

School based apprentices will achieve the following on completion of Year 12:

- demonstrated competencies equivalent to Stage 1 of the trade qualification

- a transcript outlining the school based formal training component that contributed to the HSC program of study
- HSC unit credit for the formal training component through completion of approved HSC VET course(s)
- ability to progress to Stage 2 of the apprenticeship, generally with the same employer and RTO, on a full time basis from 1 January in the year after the HSC until completion.

On completion of Year 12, school based trainees will achieve the following:

- a nationally recognised VET qualification
- demonstrated competencies that meet the requirements of the VTO
- HSC unit credit for the formal training component through completion of approved HSC VET course(s)
- a Certificate of Proficiency issued under The Act upon completion of their traineeship contract
- ability to progress to a higher-level traineeship post school with credit (where appropriate), progress to a full-time apprenticeship post school with credit (where appropriate) or full-time employment.

#### 4.4 Range of approved school based apprenticeships and traineeships

Training Services NSW, in conjunction with industry representative bodies, have identified qualifications that are suitable for school based apprenticeships and traineeships as outlined on the *NSW Skills List*. Further information is available on the Apprenticeships and Traineeships website at

<https://online.training.nsw.gov.au/vtu/vto/vtoEnquiry.do?command=goToVTOSearch> and at [www.sbatinnsw.info/](http://www.sbatinnsw.info/)

In accordance with *Smart and Skilled* policy, only school based apprenticeships and traineeships on the *NSW Skills List* are eligible for government subsidised funding. See [www.training.nsw.gov.au/smartandskilled/nsw\\_skills\\_list.html](http://www.training.nsw.gov.au/smartandskilled/nsw_skills_list.html). Further information regarding *Smart and Skilled* and school based apprenticeships and traineeships are outlined in Section 8 of these Guidelines.

For a school based apprenticeship or traineeship to commence, there must be a Board Developed or Board Endorsed HSC VET course available which outlines the HSC unit credit and NESA requirements. If the SBAT qualification pathway is not available

through an existing course, an *Application for a NEW Board Endorsed VET Course for school-based apprentices/trainees* must be submitted by the school through the school sector to NESAs for consideration for endorsement.

Available HSC VET courses can be checked on the NESAs website at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet> (Board Developed) and <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/stage-6-vet-board-endorsed-courses> (Board Endorsed).

The *Application for a NEW Board Endorsed VET Course for school-based apprentices/trainees* is available at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/stage-6-vet-board-endorsed-courses/applying-for-endorsement>

#### 4.5 Commencing school based apprenticeships and traineeships in Year 10

A student commencing a school based apprenticeship or traineeship in Year 10 must meet NESAs requirements for Year 10 while concurrently starting the HSC. For a student to commence an SBAT in Year 10 they must first seek approval from the relevant school sector and school/principal. This ensures NESAs requirements are considered in the planning stages of the school based apprenticeship or traineeship.

Schools, RTOs and employers must take into account a range of factors when initiating a Year 10 SBAT commencement including:

- student's commitment to the SBAT and their time management skills
- student's career interest in exploring the industry pathway
- the maturity and ability of the student to undertake a Stage 6/HSC VET subject early
- the ability of the student to potentially sit an HSC VET examination in Year 11
- the agreement of the RTO to support the student in HSC trial and final examination preparation (for VET Industry Curriculum Framework courses only). This support must be detailed in the Training Plan
- planning formal training in accordance with NESAs course requirements (generally minimum 120 HSC indicative hours per year) and aligned to HSC and Record of School Achievement (RoSA) key dates and timetable of actions <http://educationstandards.nsw.edu.au/wps/portal/nesa/about/key-dates/hsc-key-dates>

- course exclusions which impact on subject selection for Years 11 and 12
- student completion of the *HSC: All My Own Work* program (or its equivalent) before the school submits students' Preliminary or HSC VET course entries.

Year 10 students who commence a school based apprenticeship or traineeship in Term 1 will complete their HSC VET course over Year 10 and Year 11. For Board Developed courses, these students will sit the optional HSC VET examination in Year 11.

In the instance where Year 10 school based trainees commence Term 1, the Training Contract End Date (listed on the Training Plan) is 31 December of their Year 11 year. There are potential exceptions for Board Endorsed courses only and these arrangements must be negotiated at the local level. Consultation with Training Services must be sought prior to sign up. See Section 16 of this Guide for the list of Board Endorsed courses.

Year 10 students who commence in Term 2 or 3 must seek approval from the relevant school sector and school/principal. This ensures NESAs requirements are considered when planning course delivery and appropriate timing for sitting HSC VET examinations. The Training Contract End Date for school based trainees coincides with the year the student sits their HSC VET examination.

Year 10 students commencing in Term 4 will typically complete their HSC VET course over Year 11 and Year 12 and sit the HSC VET examination in Year 12.

Further advice is provided in the NESAs *Guidelines for access to VET courses by students in Years 9 and 10* at <http://educationstandards.nsw.edu.au/wps/portal/nesa/k-10/learning-areas/vet>

#### 4.6 Child related school based trainees under 18 years of age in NSW Public Schools

School based trainees who work in NSW Public Schools must have a Working With Children Check if over 18 years of age. Those under 18 can still work in schools provided they have submitted the appropriate identification and forms to the Probity team. Please ask your local Regional Contact for further details on this process which applies to NSW Public Schools.

## 5. Employment under appropriate industrial arrangements

It is a requirement of the school based apprenticeship and traineeship program that apprentices and trainees receive paid employment under appropriate industrial arrangements.

Employers are required to pay the apprentice or trainee at least the wage rate set out in the state or federal industrial award or agreement under which they have been employed.

To establish a school based apprenticeship or traineeship, the appropriate industrial arrangement must be in place and the employer must be a respondent to that award or agreement. Some employers may be prepared to make alternative arrangements in order to employ a school based apprentice or trainee, such as registering a part time work agreement with the NSW Industrial Relations Commission.

The NSW Government has in place legislation to protect young employees in the workplace, the *Industrial Relations (Child Employment) Act 2006 No 96*. Under this legislation:

- All NSW employers will have to provide employees less than 18 years of age with at least the minimum terms and conditions as set out in relevant NSW awards and legislation. This is to ensure that apprentices and trainees are not employed under conditions that result in a net detriment compared with the comparable award and legislation.
- Young workers will not have to bargain individually to maintain their existing penalties, allowances, training pay and training leave.
- Young workers will be subject to protection from unfair dismissal.

Full details of the legislation and its implications for employers and young employees are outlined on the NSW Industrial Relations website at [www.industrialrelations.nsw.gov.au/Home.html](http://www.industrialrelations.nsw.gov.au/Home.html)

Wages and working conditions will vary according to the industry in which the apprentice or trainee is employed, the stage the apprentice or trainee has reached, and the skills they have acquired. Further information for employers and employees is available on the Fair Work Ombudsman website [www.fairwork.gov.au/awards-and-agreements/awards](http://www.fairwork.gov.au/awards-and-agreements/awards)

## 6. Training Contracts

School based apprenticeships and traineeships operate under a Training Contract which has been signed by both the employer and the apprentice or trainee, and where the apprentice or trainee is under 18, also signed by their parent or guardian.

The Training Contract is an agreement between an employer and the apprentice or trainee that sets out:

- the rights and obligations of both the employer and the apprentice or trainee
- the nominal period of time or term of the apprenticeship or traineeship
- the vocational/trade area and the qualification to be achieved.

Applications to commence a school based apprenticeship or traineeship are lodged with Training Services NSW for approval. The applications comprise of the Training Contract and a Training Plan and must be lodged together for school based apprenticeships and traineeships.

More information about Training Contracts is available at:

[www.australianapprenticeships.gov.au/training-contracts](http://www.australianapprenticeships.gov.au/training-contracts)

### 6.1 Preparing Training Contracts

Training contracts must be lodged with Training Services NSW through an Apprenticeship Network Provider. Apprenticeship Network Providers are Commonwealth-funded bodies that provide a free service to employers, apprentices and trainees. They manage enquiries about establishing a school based apprenticeship or traineeship and will assist the parties in completing the Training Contract application.

When commencing a training arrangement, time to complete all elements of the school based apprenticeship or traineeship is critical. The end of Term 1 of Year 11 is the recommended cut off for commencement. Contracts for Year 11 students after that time may be considered in certain circumstances; however, parties must be able to demonstrate how the student will meet the NESAs, VTO and Training Contract requirements in accordance with sections 6.2 and 6.3 of these Guidelines. Consultation must be sought from the school, school sector and Training Services NSW in regards to late Year 11 commencements.



School based apprenticeships and traineeships are binding on the parties to the Training Contract once the application has been approved and the probationary period (generally 3 months) has elapsed.

## 6.2 Nominal term of school based apprenticeships

Apprenticeships that are normally undertaken full-time over four (4) years are available as school based apprenticeships over a five (5) year nominal term. School based apprentices complete the requirements equivalent to Stage 1 of the full-time apprenticeship on a part-time basis. School based apprentices must not proceed past Stage 1 of their formal training for the school based component of their apprenticeship.

From 1 January, the year after completing their HSC, the student transitions to a full-time apprenticeship and completes their nominal term within three years of full-time employment.

Where the requirements of the HSC are being accumulated over more than the typical two (2) year period, the term of the apprenticeship will be longer than five years. The part-time school based training will be extended to when the student completes their HSC, or up to 60 months. School based apprentices who commence their apprenticeship in Year 10 may also have a term longer than five (5) years.

## 6.3 Nominal term of school based traineeships

The nominal term for a school based traineeship is generally two (2) years. The minimum term from commencement may be 18 months but only if it is determined that this time allows the student to adequately complete the requirements of the Training Contract.

School based traineeships have a default completion date of 31 December of the HSC year, however, students may apply for early or competency based completion. See Section 6.6 of these Guidelines.

## 6.4 Hours of employment and training per week

In preparing the Training Contract, a minimum of one working day per week of employment and training must be specified. This must be supported by detailed information about the pattern of off-the-job and on-the-job training in the Training Plan.

As a guide, a working day would be the equivalent of a minimum of seven (7) hours of paid employment. This may vary slightly above seven hours, depending on the Award under which a student is employed. Students are advised to check with their employer as to the Award expectation of daily hours to be worked.

School based apprentices or trainees are not required to spend more than one (1) day on-the-job or in formal off-the-job training during examinations or the preparation period before examinations.

## 6.5 Completion of the Training Contract

Completion of the formal training and attainment of a qualification from the RTO does not mean that the Training Contract has been completed. Apprentices and trainees, and their employers continue to be bound by the terms of their training contract until the nominal term specified in the Training Contract has been completed. This includes NESAs requirements and support for completion of the HSC.

For successful completion of an apprenticeship or traineeship:

- the RTO must confirm that the apprentice or trainee has successfully completed their formal training and is eligible to receive the qualification, and
- the employer must verify that the apprentice or trainee has successfully completed the on-the-job training.

Further information regarding the process for successful completion is outlined in *A Guide to Apprenticeships and Traineeships* at [www.training.nsw.gov.au/forms\\_documents/apprenticeships\\_traineeships/fullguide.pdf](http://www.training.nsw.gov.au/forms_documents/apprenticeships_traineeships/fullguide.pdf)

## 6.6 Competency based completion for school based traineeships

Students who have successfully completed the formal training component of their school based traineeship and want to complete before the date specified on the Training Contract, can seek agreement from their employer to vary their term.

Requests for early or competency based completion of a Training Contract may be approved by Training Services NSW when:

- the request is supported by both parties
- the trainee has successfully completed the appropriate qualification and the minimum number of paid work days
- the employer considers that the trainee has achieved the required industry standard level of competence
- the written request is received by the appropriate Training Services NSW Regional Office prior to the nominal completion date (31 December of the HSC year)
- all stakeholders agree to continue support for the student to ensure successful completion of HSC requirements.

To download the application form for competency based completion, go to [www.training.nsw.gov.au/forms\\_documents/index.html](http://www.training.nsw.gov.au/forms_documents/index.html)

## 6.7 Extension of the term of training

Requests for an extension of the term of a Training Contract will be considered by Training Services NSW when:

- the application is supported by the employer, the apprentice/trainee and the school sector
- the application is lodged with the Training Services NSW before the nominal completion date
- there are sound reasons for the request
- the application is supported by an amended Training Plan from the RTO showing that the learner will complete the relevant qualification within the extended term.

The amended Training Plan should show:

- units of competency already completed
- units of competency yet to be completed and scheduled assessment dates for these units.

Training Contracts can be varied with the agreement of all parties. To vary a Training Contract, the employer should contact the Apprenticeship Network Provider nominated on the original contract.

## 7. Training Plans

It is a requirement that a Training Plan is developed by the RTO for school based apprenticeships and traineeships. The document must be prepared prior to lodgment of the application and provided to Training Services NSW by the Apprenticeship Network Provider with the Training Contract.

The Training Plan must be developed in consultation with the employer and host employer (if the employer is a Group Training Organisation) and the apprentice or trainee, and must meet the requirements of the VTO. Others involved in consultation include the parent or guardian (if under 18 years of age), school/principal and school sector representative.

The Training Plan sets out the proposed combination of school, work and formal training that the apprentice or trainee will undertake. RTOs are responsible for preparing a Training Plan that:

- meets the requirements of a recognised apprenticeship or traineeship in NSW
- leads to the nationally recognised qualification specified in the VTO
- provides unit credit towards the HSC (i.e. meets HSC VET course requirements)
- can be completed within the nominal duration in accordance with the VTO.

### 7.1 Requirements of Training Plans

Prior to the apprenticeship or traineeship commencing, the times to be spent at school, at work, and in training must be negotiated by the nominated RTO with the employer, school, school sector representative(s) and the apprentice or trainee.

The formal training component must contribute unit credit towards the HSC and must be delivered by a school (as part of a school sector RTO), TAFE NSW or other Registered Training Organisation.

A copy of the *NSW Apprenticeship and Traineeship Training Plan* is available from [www.training.nsw.gov.au/forms\\_documents/index.html](http://www.training.nsw.gov.au/forms_documents/index.html)

The Training Plan must specify:

- the employer and host employer (if the employer is a Group Training Organisation), the apprentice or trainee and the RTO
- the title and level of the relevant qualification to be attained in line with the requirements of the VTO
- indicative training start and end dates and training modes for the school based component of the apprenticeship or traineeship. For school based apprenticeships, all competencies should be listed for the qualification
- the NESA course name and number of the HSC VET course, how the HSC Content will be covered for the formal training component (VET Industry Curriculum Framework courses only), and indicate course completion by October of the HSC year
- the learning resources that will be provided to the apprentice or trainee
- (if applicable) the calendar year the student will sit the HSC VET examination and what support will be provided for exam preparation, as well as provision of a trial HSC examination
- any additional support that the apprentice or trainee may require (if there are identified barriers to learning)
- the dates on which the RTO plans to monitor and assess the apprentice or trainee's progress
- the arrangements the RTO will use to report back to the employer, school and the apprentice or trainee on their progress
- the days that the trainee or apprentice will spend on-the-job, and how the days on-the-job will be completed within the time requirements of the appropriate VTO.

## 7.2 Specifying delivery of training

The Training Plan provides an outline of the proposed arrangements for on-the-job training, and formal training delivery and assessment.

The days of employment each week or term may vary according to the industry, employer and apprentice or trainee requirements. An outline of the planned structure for the employment must be provided on the Training Plan.

A completion date for structured training in line with HSC credentialling requirements must be specified on the Training Plan. Information regarding the timeframes for credentialling students for the HSC can be found under Key Dates on the NESA website at <http://educationstandards.nsw.edu.au/wps/portal/nesa/about/key-dates/hsc-key-dates>

Apprentices and trainees may complete the work requirement of their school based apprenticeship or traineeship during school time, after school, on weekends, during school holidays, and if required, after their HSC examinations (until 31 December of the year they will complete their HSC).

## 7.3 Submitting Training Plans

The Training Plan must be endorsed by all of the following:

- apprentice or trainee – agree to the terms and conditions of the school based apprenticeship or traineeship
- parent or guardian (if the student is under 18 years) – agree to the terms and conditions of the school based apprenticeship or traineeship
- supervising and partner RTOs – agree to the responsibilities of training delivery in accordance with NESA requirements
- school principal or their authorised representative – approve and support arrangements
- Operational Directorate representative for government schools or Diocesan VET Advisor for Catholic schools or AIS VET Consultant for independent schools – verify that the Training Plan complies with the requirements of the *NSW Skills List*, the VTO, the qualification and the HSC VET course
- employer – agree to the employment and training arrangements.

When a Training Plan is completed it must be submitted to Training Services, together with the training contract, by the nominated Apprenticeship Network provider.

Each party should retain a copy for their records.

For more information on SBAT responsibilities and delegations, see Section 12 of this Guide.

## 7.4 Unique Student Identifier (USI)

A Unique Student Identifier (USI) is a reference number that allows students to centrally access their training results from all providers including all completed units of competency and qualifications. The USI makes it simple for students to find and collate their VET achievements into a single authenticated transcript. It ensures that students' VET records are not lost.

All new commencement school based apprentices and trainees are asked to submit their USI to the training provider at enrolment. It is recommended that schools provide assistance to students in organising their USI.

For more information, go to the Unique Student Identifier website at [www.usi.gov.au](http://www.usi.gov.au)

# 8. School based apprenticeships and traineeships and Smart and Skilled

While school based apprenticeships and traineeships are not directly part of *Smart and Skilled*, they are impacted by *Smart and Skilled* funding and policy.

VET qualifications obtained as part of school programs will not have an impact on a student's eligibility for training under *Smart and Skilled* once they leave school. This includes formal training that is part of their school based apprenticeship or traineeship.

See the *Smart and Skilled* website for further information at [www.smartandskilled.nsw.gov.au](http://www.smartandskilled.nsw.gov.au)

## 8.1 NSW Skills List

The *NSW Skills List* defines the qualifications eligible for government funding and is available at: [www.training.nsw.gov.au/smartandskilled/nsw\\_skills\\_list.html](http://www.training.nsw.gov.au/smartandskilled/nsw_skills_list.html)

All school based apprenticeships are eligible for government funding. A school based traineeship that is not listed on the *NSW Skills List* will not be government funded. It is therefore important that prior to Training Plan development, parties must check that the SBAT qualification is on the *NSW Skills List* before sign up procedures begin.

If the SBAT qualification is not on the *NSW Skills List*, an employer may pay the qualification price to the provider if there is a VTO and an HSC VET course available.

## 8.2 Fees and subsidies

A schedule of qualification prices, fees and subsidies is published by Training Services with the *NSW Skills List*. Qualification prices comprise of two parts: the student fee and the subsidy to the provider.

$$\text{Student fee} + \text{Subsidy to provider} = \text{Qualification price}$$

Training Services administers funding for RTO government subsidies for all school based apprentices and trainees. The school sector manages the cost of the student fee to RTOs for training completed while at school. For government school students, this will be paid by the NSW Department of Education – Secondary Education. Arrangements are also in place for Association of Independent Schools of NSW and Catholic Education Commission NSW schools however, it is imperative that these schools and school sector representatives are informed of costs before Training Plans are developed. Please refer to the relevant Diocesan VET Advisor for Catholic schools and the AIS VET Consultant for students in independent schools.

In the instance of school based apprentices, education sectors will contribute a proportion of the student fee to account for the school based component of training. This proportion should equate to approximately 25-30% of the published student fee price, depending on the percentage of the qualification completed while the student is at school.

For further information regarding fees and subsidies, please refer to the *School Based Apprenticeships and Traineeships Program – Fee Administration Policy* at [https://www.training.nsw.gov.au/smartandskilled/contract\\_policy\\_2018.html](https://www.training.nsw.gov.au/smartandskilled/contract_policy_2018.html)

## 8.3 Schools and TAFE NSW

School RTOs that have school based apprenticeship and traineeship qualifications on scope are approved to deliver training to SBAT students and proceed under existing funding arrangements.

TAFE NSW has an existing provider contract with Training Services NSW and is approved to deliver SBAT qualifications.

## 8.4 Private and community Registered Training Organisations (RTOs)

The *Education Act 1990 NSW* precludes any institution other than a school or TAFE NSW from offering the HSC. However, private and community training providers may deliver HSC VET courses to school based apprentices and trainees on behalf of a school, if they meet specific requirements set by Training Services NSW.

All private or community RTOs intending to provide training to school based apprentices or trainees must have a provider contract with Training Services NSW to access government subsidised funding.

## 9. NESA requirements for school based apprenticeships and traineeships

In order for an apprenticeship or traineeship to be school-based, delivery of the formal training must be through Board Developed or Board Endorsed HSC VET course and comply with NESA requirements.

NESA provides advice regarding the requirements for:

- satisfactory completion of the HSC
- HSC VET courses
- assessment, including HSC examinations
- reporting and credentialling.

### 9.1 Unit credit for HSC VET courses

To qualify for the Higher School Certificate students must satisfactorily complete a Preliminary pattern of study comprising at least 12 units and an HSC pattern of study comprising at least 10 units. Students may accumulate courses towards the Higher School Certificate over a five year period. Unit credit for HSC VET courses can count towards a Preliminary and/or HSC pattern of study.

For the purposes of the HSC, VET courses are described in terms of their indicative hour duration, with each 60 HSC indicative hours equating to one (1) unit of HSC credit. For example, a 240 indicative hour course would count as a total of four (4) units of credit at the Preliminary and/or HSC level.

HSC indicative hours are assigned to each unit of competency within the HSC VET course. HSC indicative hours may differ to RTO nominal/delivery hours. Students must study the units of competency that are mandatory for the HSC VET course plus sufficient elective units of competency to bring the course total to the minimum value of the HSC indicative hours for the course.

HSC VET courses undertaken as part of a school based apprenticeship or traineeship will generally attract a total of between four (4) and six (6) units of credit towards the HSC, although there are courses where unit credit is lower or higher. For further information refer to <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet>

Information on Board Developed HSC VET Courses – VET Industry Curriculum Frameworks – is available on the NESA website at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet>

Information on Board Endorsed HSC VET Courses is available on the NESA website at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/stage-6-vet-board-endorsed-courses>

Where units of competency planned for inclusion in the Training Plan are not listed in the relevant HSC VET course, a request for units of competency to be considered for inclusion can be made to NESA through the school sector. This should occur while the Training Plan is being drafted and prior to signing.

It is strongly recommended that any SBAT undertaking a VET Industry Curriculum Framework course, and intending to undertake the HSC examination, should sit the examination in the year they complete the eligible HSC course. The speed and frequency with which changes to national training packages occur, resulting in changes to HSC courses, may make a student ineligible to sit examinations in following years.

Advice about the availability of HSC VET courses can be obtained from NESA Curriculum and Assessment Standards Directorate.

## 9.2 Responsibilities of the home school

The school in which the school based apprentice or trainee is enrolled is referred to as the 'home' school. Each home school is responsible for monitoring student progress, as well as ensuring that all NESA requirements are met and student records are maintained via *Schools Online (Administration)*. Responsibilities include:

- monitor progress/Duty of Care
- submission of any *Application for a NEW Board Endorsed VET Course for school-based apprentices/trainees* to NESA for consideration for endorsement via the appropriate school sector
- entering students into the correct HSC VET course and qualification via *Schools Online (Administration)* including entry into the HSC VET examination where applicable. Schools can reference Part 4 of the Training Plan for the NESA course name and number. This is for all SBAT students regardless of the RTO delivering formal training.
- review student competency and completion data, entered by private providers
- providing advice regarding 'N' determinations, where students have not met HSC course completion requirements.

When entering students for the VET course on *Schools Online (Administration)*, schools should also indicate if the qualification is part of a school based apprenticeship or traineeship by entering the Training Contract Identification (TCID) number. The TCID number is on the Approval Letter sent to the student by Training Services NSW when the school based apprenticeship or traineeship is approved.

Where a school based apprentice or trainee is undertaking an HSC VET course from a VET Industry Curriculum Framework, delivery must address the HSC Content focus areas detailed in the syllabus. Where a student intends to sit the HSC VET examination, the training provider must supply an estimated examination mark for the student to the home school. While HSC VET examination support is the responsibility of the RTO, the home school should work with the RTO to make provisions for the student to sit examinations during timetabled trial and HSC examination periods.

Correct student entries in *Schools Online (Administration)* help with quality assurance processes undertaken by school sectors to check students do not miss their opportunity to sit their HSC VET examination in the appropriate year.

## 9.3 Responsibilities of the school as a delivery site of a school sector RTO

If a school delivers the HSC VET course as part of the school based apprenticeship or traineeship, the school is responsible for providing the following information directly to NESA:

- qualification and units of competency being studied as well as unit of competency outcomes, via student entries in *Schools Online (Administration)*. It is recommended that unit of competency outcomes are frequently updated throughout the course of training.
- advice regarding 'N' determinations, where students have not met HSC VET course completion requirements.

If the school is delivering the full VTO qualification for a school based traineeship, the school (as part of the school sector RTO) is responsible for the development and maintenance of the Training Plan. Throughout the training program, they must advise relevant parties of any issues that jeopardise HSC VET course completion requirements as these also impact on completion of the student's traineeship.

School sector support is provided for the development of Training Plans by local Senior Pathways Officers for Government schools, Diocesan VET Advisor for Catholic schools and the AIS VET Consultant for students in independent schools.

Advice or assistance in preparing the Training Plan can also be obtained from Training Services NSW through one of their regional office locations.

## 9.4 Responsibilities of TAFE NSW as the RTO

TAFE NSW has a responsibility to provide a range of information to the home school including the NESA name and number for the course students are completing and at which campus. TAFE should communicate with the home school by issuing short status reports outlining attendance and student progress at least once each school term, as a minimum.

If TAFE NSW delivers a full HSC VET course as part of the school based apprenticeship or traineeship, TAFE takes responsibility for reporting the following directly to NESA:

- qualification and units of competency being studied, as well as and the unit of competency outcomes.
- advice regarding 'N' determinations, where students have not met HSC VET course completion requirements. TAFE NSW must liaise with the home school immediately regarding any issues that may result in 'N' determinations for a student.

TAFE NSW must ensure that their delivery meets the HSC VET course requirements. If the HSC VET course is from a VET Industry Curriculum Framework, delivery must address the HSC Content detailed in the syllabus. It is the responsibility of the RTO to provide HSC examination support to students intending to sit the HSC VET examination. TAFE NSW also need to manage trial HSC VET examination papers and supply an estimated examination mark to the home school for the student. Home schools and RTOs should work together to manage the administration of the trial examination.

If TAFE NSW delivers only some of an HSC VET course as part of the school based traineeship or apprenticeship, the home school monitors course implementation and assumes responsibility for examination support.

### 9.5 Responsibilities of private RTOs

Private training providers are encouraged to use *RTOs Online* to enter the units of competency being studied by the apprentice/trainee, as well as unit of competency outcomes. They should also work with the home school to ensure that competency outcomes have been validated. It is recommended that unit of competency outcomes are frequently updated throughout the course of training.

It is important that private training providers communicate with the home school by providing short status reports outlining attendance, absences and progress once each school term as a minimum. They must also liaise with the home school immediately regarding any issues that may result in 'N' determinations where students have not met HSC VET course completion requirements.

The apprentice or trainee's home school retains responsibility for providing information to the NESAs for assessing, reporting and credentialling of the course, including reviewing and confirming unit of competency data entered by the private provider.

All training providers must ensure that their delivery meets the HSC VET course requirements. If the HSC VET course is from a VET Industry Curriculum Framework, delivery must address the HSC Content detailed in the syllabus. It is the responsibility of the RTO to provide HSC examination support to students intending to sit the HSC VET examination. The training provider also needs to manage trial HSC VET examination papers and supply an estimated examination mark to the home school for the student. Home schools and RTOs should work together to manage the administration of the trial examination within the home school exam timetable.

### 9.6 Cross-border arrangements

In a very small number of cases, students are employed in school based apprenticeship or traineeship programs in NSW whilst completing a senior secondary certificate at a school or TAFE in a state or territory other than NSW. In these cases, the school based apprenticeship or traineeship must meet both the requirements of the *Apprenticeship and Traineeship Act 2001 NSW* and the senior secondary certificate requirements for the state or territory where the student is enrolled.

Similarly, students may be employed in another state/territory and enrolled for the HSC in NSW. In these cases, the school based apprenticeship or traineeship must meet the requirements of the relevant Apprenticeship and Traineeship legislation in the state/territory they are employed and complete the requirements for the HSC in NSW.

### 9.7 Sequential enrolment TAFE/schools RTOs for school based apprentices

The Training Plan outlines the delivery and assessment approach, setting out the combination of school, work and formal training that the apprentice will undertake. It allows for two RTOs, for example schools and TAFE NSW to sign, certifying that the units of competency to be delivered by each RTO meet the requirements of the VTO.

School based apprentices can enroll at school in the units of competency needed to complete a VET Industry Curriculum Framework course in the initial phase of the Certificate III trade qualification. In this case both RTOs will sign the Training Plan covering the Certificate III units of competency. TAFE NSW will sign as the RTO which will issue the Certificate III qualification on the basis that the second RTO (eg Public Schools NSW RTO) is delivering units of competency that have been mapped to contribute to the Certificate III. Once the student becomes a full-time apprentice they will enroll in the Certificate III in TAFE NSW.

TAFE NSW will recognise units of competency undertaken by school based apprentices at school as part of the Certificate III qualification, and will guarantee school based apprentices a place in TAFE NSW when they continue as a full-time apprentice. Sequential enrolment will work most effectively where TAFE NSW and Public Schools NSW RTOs plan delivery and pathways together.

## 10. Industry-based Learning – an HSC course option for school based apprentices and trainees

Industry-based Learning is a Board Endorsed Course developed by NESA specifically for school based apprentices and trainees. This course allows the student to achieve additional HSC unit credit for the on-the-job training component of their school based apprenticeship or traineeship.

Industry-based Learning recognises the knowledge, skills, understanding, values and attitudes students acquire through their time in the workplace within the construct of their school based apprenticeship or traineeship. For most students this equates to 100 days, for others it can be as many as 180 days of employment.

Industry-based Learning is available to students with an approved school based apprenticeship or traineeship Training Contract and who are also entered for the appropriate HSC VET course for the formal training component of the school based apprenticeship or traineeship.

The course may be credited for a minimum of two (2) units (120 hour course) and a maximum of four (4) units (240 hour course) out of the 22 units required for the HSC. The unit credit from this course may be counted in the Preliminary and/or HSC pattern of study. It is important to note that HSC unit credit for Industry-based Learning does not contribute to the calculation of an Australian Tertiary Admission Rank (ATAR).

It is not a requirement that Industry-based Learning is delivered as a standard face-to-face subject in schools, but is used to facilitate, mentor or support the student in successfully completing their school based apprenticeship or traineeship.

The student must present for assessment, evidence of the learning they have achieved throughout their on-the-job training. The evidence of Industry-based Learning consists of two parts:

- a log of tasks and activities which have been undertaken in the workplace which are related to the course outcomes, and
- a reflective and self-descriptive journal of learning related to the course outcomes which has developed from the on-the-job training component of the school-based apprenticeship or traineeship.

Students must submit their evidence for assessment on a regular basis (e.g. for the 240 hour course, 6-10 times across a two year period).

Further information on this course is available on the NESA website at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/school-based-apprenticeships-and-traineeships>

Additional resources are available on the SBAT in NSW website at [www.sbatinnsw.info](http://www.sbatinnsw.info)

## 11. New entrant traineeship eligibility – school leavers

Restrictions on new entrant traineeship eligibility do not apply to school students.

A school leaver is eligible to be approved as a new entrant trainee if they have worked for their current employer for less than 12 months part-time or casually since completing a school based traineeship. Any employment with this employer while they were a school student or school based trainee is to be disregarded for the purposes of determining new entrant eligibility.

Information regarding New Entrant Traineeship eligibility is found at [www.training.nsw.gov.au](http://www.training.nsw.gov.au)

## 12. Responsibilities and delegations

Implementing school based apprenticeships and traineeships in NSW requires a range of parties to work together. The information below should be read in conjunction with the document *A Guide to Apprenticeships and Traineeships in NSW* [www.training.nsw.gov.au/forms\\_documents/apprenticeships\\_traineeships/fullguide.pdf](http://www.training.nsw.gov.au/forms_documents/apprenticeships_traineeships/fullguide.pdf)



## 12.1 Training Services NSW

Training Services NSW, is responsible for the administration and regulation of apprenticeship and traineeship training in NSW. Support for employers, apprentices and trainees are provided through 9 Training Services Regional Offices across NSW. Training Services NSW can provide information and advice about obligations under Training Contracts and help in resolving workplace disputes or training issues. They also offer specialist advice about school based apprenticeships and traineeships to students and their parents or guardians, employers and schools.

## 12.2 School sectors

The NSW Department of Education, the Catholic Education Commission NSW and the Association of Independent Schools of NSW as school sector authorities are responsible for coordinating school based apprenticeships and traineeships in NSW under the Act and the *Education Act 1990 NSW*.

## 12.3 NSW Education Standards Authority (NESA)

NESA develops and approves curriculum, including HSC VET courses and the Industry-based Learning course, and awards the senior secondary school credential in NSW, the Higher School Certificate.

## 12.4 Training providers: schools, TAFE NSW and private providers

Registered Training Organisations are registered by the Australian Skills Quality Authority (ASQA) and are responsible for delivering training and/or conducting assessments and issuing nationally recognised qualifications in accordance with the VET Quality Training Framework.

RTOs are responsible for providing nationally recognised qualifications as specified in the VTO for the apprenticeship or traineeship.

RTOs must deliver training that meets the requirements of the HSC including, where applicable, preparation for HSC examinations.

All training providers must be approved to provide training to school based apprentices or trainees and be contracted to Training Services NSW.

## 12.5 The home school of the apprentice or trainee

The school in which the school based apprentice or trainee is enrolled, the 'home' school, is responsible for ensuring that the requirements outlined on the NESA ACE website are met. The home school is also responsible for ensuring that NESA entries are correct on behalf of the student.

## 12.6 Australian Apprenticeship Support Network (AASN)

Apprenticeship Network Providers are contracted by the Australian Government to provide free Australian Apprenticeships support services to apprentices, trainees and employers. For further information refer to [www.australianapprenticeships.gov.au/australian-apprenticeship-support-network](http://www.australianapprenticeships.gov.au/australian-apprenticeship-support-network)

The responsibilities of Apprenticeship Network Providers include:

- providing information on school based apprenticeships and traineeships to employers and the community
- marketing and promoting school based apprenticeships and traineeships in the local area
- assisting employers to complete the Training Contract
- working with Training Services NSW to provide an integrated service
- administering Commonwealth incentive payments to employers
- establishing effective relationships with training providers, schools and other organisations.

## 12.7 Employers

The employer of a school based apprentice or trainee must, in accordance with the relevant Training Plan, take all reasonable steps to enable the apprentice or trainee to complete both formal training and on-the-job training requirements.

Specifically, they are required to:

- provide all necessary facilities and opportunities for the apprentice or trainee to acquire the competencies of the vocation
- provide a workplace that meets work health and safety legislation requirements and is free of harassment or discrimination
- release the apprentice or trainee as required for attendance at the relevant RTO
- liaise with the relevant RTO in relation to the apprentice or trainee's attendance and participation in formal training
- provide information about the apprentice/trainee's on-the-job training to support the RTO's assessment of competency.

The employer of a school based apprentice or trainee is also responsible for notifying Training Services within 14 days of any:

- injury to an apprentice or trainee that would affect the apprentice or trainee's ability to complete the school based apprenticeship or traineeship
- change to the Training Contract.

## 12.8 Group Training Organisations (GTO)

Group Training Organisations (also known as Group Training Companies) employ apprentices and trainees, and place them with one or more host employers who are usually small to medium-sized businesses. The host employers provide on-the-job training and experience, whilst the GTO organises off-the-job training and handles recruitment, rotation and payroll.

GTOs should consult with schools and/or Operational Directorate/Diocese representatives when marketing opportunities and determining the suitability of students to undertake school based apprenticeships or traineeships. Attendance, skill level and student's ability to complete the requirements of an SBAT should be taken into consideration.

Where a school based apprentice or trainee is employed by a GTO, it is the responsibility of the GTO to:

- ensure students have a full understanding of the requirements to complete the school based apprenticeship or traineeship such as the qualification, method of training delivery, as well as the support network that is available
- ensure that appropriate employment and training opportunities are available through host employers that align with the relevant VTO
- document the initial host employer on the Training Contract
- work with the RTO and initial host employer in developing the Training Plan and ensure that the host employer is listed on the Training Plan
- manage paperwork connected with wages, allowances, superannuation, workers' compensation, sick and holiday pay and other employee entitlements
- act as a consultant and trouble-shooter throughout the student's period of employment and training
- work together with the student, RTO, home school, parent or guardian and host employer to support the student in achieving successful completion of the Training Contract.

## 12.9 School based apprentices and trainees

A school based apprentice or trainee must, in accordance with the relevant Training Plan, make all reasonable efforts to:

- acquire the competencies of the vocation concerned
- obtain an appropriate qualification or qualifications for that vocation
- complete their HSC
- follow any lawful instruction from their employer or workplace supervisor
- abide by the policies and procedures of the workplace and become a valuable employee.

## 12.10 Parents or guardians

Where an apprentice or a trainee is under 18 years of age a parent or guardian must:

- sign the Training Contract and the Training Plan
- uphold the apprentice or trainee's legal responsibilities as an employee until they turn 18.

## 13. Duty of care

Where school based apprentices or trainees are enrolled in NSW government schools, the NSW Department of Education has a duty of care to those students that cannot be delegated to any other party.

School based apprenticeships and traineeships in NSW government schools are included under the provisions of the *Workplace Learning Policy for Secondary Students in Government Schools and TAFE NSW Institutes*. The policy is available at <https://education.nsw.gov.au/policy-library/policies/workplace-learning-policy-for-secondary-students-in-government-schools-and-tafe-nsw-institutes?type=history&refid=285776>

The school based apprenticeship and traineeship program is supported by relevant legislation mirroring those for non-school based apprenticeships and traineeships and include a contract for paid employment and training on-the-job independently entered into by the student with an employer of their choice. The operation of the school's duty of care is therefore more complex than in regular unpaid workplace learning programs.

For advice regarding school based apprentices and trainees enrolled in non-government schools, please contact the relevant school sector.

### 13.1 Duty of Care requirements for school based traineeships in Primary Industries

The following modes of transport used on farming properties as part of school based traineeships in Primary Industries qualifications require additional duty of care processes:

- tractors
- quad bikes
- two-wheeled motorbikes
- side-by-side utility vehicles
- horses.

Section 3.2 of the Training Plan must declare whether or not any of the above will be used in the trainee's employment. If no, the student is not to ride any of these for the duration of their school based traineeship. If yes, please refer to the document *Duty of Care requirements for school based traineeships* in Primary Industries at [http://www.sbatinnsw.info/duty\\_of\\_care/primary-industries.php](http://www.sbatinnsw.info/duty_of_care/primary-industries.php).

### 13.2 Coverage for journeys

A Training Contract is defined under Section 4 of the *Workplace Injury Management and Workers Compensation Act 1998 NSW* as having the same meaning as it has in the Act i.e. a contract entered into for the purpose of establishing an apprenticeship or traineeship.

Section 10 (3) (b) of the Workers Compensation Act 1987 refers to:

"The daily or other periodic journeys between the worker's place of abode, or place of employment, and any educational institution which the worker is required by the terms of the employment, or is expected by the worker's employer to attend,"

Section 10 (6) states that an "educational institution" means a trade, technical or other training school, or a university or other college or school providing secondary or tertiary education.

However a worker is not covered if the serious or willful misconduct provisions of Section 10 (1A) and (1B) (e.g. driving affected by alcohol or drugs) apply or the injury was received during an interruption or deviation from the journey unconnected with the worker's employment unless in the circumstances, the risk of injury was not materially increased by the interruption or deviation (Section 10 (2)).

## 14. Monitoring, evaluation and reporting requirements

The NSW Department of Education and Training Services NSW periodically monitor and review the School Based Apprenticeship and Traineeships program to:

- meet state and national reporting responsibilities
- maintain consistency with legislative and regulatory requirements
- support the current and emerging demands of the labour market
- improve opportunities and outcomes for NSW secondary students.

## 14.1 Work Record Book

The *Work Record Book* provides evidence of attendance at the workplace. The apprentice/trainee and employer are required to sign the *Work Record Book* at the completion of each shift or week.

A new record book is required for each school year. Copies can be requested through the home school, school sector, RTO and Training Services NSW staff. Further information is available at [www.sbatinnsw.info](http://www.sbatinnsw.info)

It is recommended that the record book is kept in a secure place e.g. at the apprentices/trainee's workplace. Students must make the record book available on request to authorised home school staff, RTO and Training Services NSW for verification.

Students enrolled in the Industry-based Learning course may use the *Work Record Book* as part of their Industry-based Learning log book to provide evidence of their work activities.

## 15. Contacts

### 15.1 NSW school sectors

Secondary Education – NSW Department of Education

[www.sbatinnsw.info](http://www.sbatinnsw.info)

Catholic Schools NSW

<http://www.csnsw.catholic.edu.au/>

Association of Independent Schools of NSW

[www.aisnsw.edu.au](http://www.aisnsw.edu.au)

NSW Education Standards Authority (NESA)

<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet>

### 15.2 Training Services NSW

To contact Training Services NSW, call 13 28 11 to be directed to your nearest centre.

[www.training.nsw.gov.au/about\\_us/sts\\_contacts.html](http://www.training.nsw.gov.au/about_us/sts_contacts.html)

### 15.3 Australian Apprenticeship Support Network

For all Australian Apprenticeships Support Network enquiries call 13 38 73 or go to the website [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

### 15.4 Financial assistance

The Training Services NSW website outlines a range of concessions and financial assistance available for apprentices and trainees e.g. travel concessions. See [www.training.nsw.gov.au/individuals/apprenticeships\\_traineeships/index.html](http://www.training.nsw.gov.au/individuals/apprenticeships_traineeships/index.html) and scroll down to *Financial support with my apprenticeship or traineeship*.

## 16. Definitions

**Accreditation:** The formal recognition of a course by the State or Territory course accrediting body in accordance with the Standards for State and Territory Registering/Accrediting Bodies.

**Apprenticeship:** A structured system of training regulated by legislation that combines paid employment with formal training by a Registered Training Organisation (RTO).

**Apprenticeship and Traineeship Act 2001 NSW:** The legislation enacted to govern the apprenticeship and traineeship system in NSW. In this document referred to as The Act.

**Assessment Certification Examination (ACE):** Provides information about the rules and procedures set by NESA under the *Education Act 1990 NSW* for secondary education in NSW, including the rules, requirements and procedures for the Higher School Certificate (HSC).

See the ACE website at <https://ace.nesa.nsw.edu.au/>

**Australian Apprenticeship Support Network (AASN):** Organisations contracted by the Commonwealth government to promote and support apprenticeships and traineeships in NSW. All applications to establish an apprenticeship or traineeship must be submitted to Training Services NSW through an Apprenticeship Network Provider.

**Australian Qualifications Framework (AQF):** A comprehensive nationally consistent framework incorporating all qualifications recognised in post-compulsory education throughout Australia. The framework identifies six levels in the vocational education and training sector: Certificate I, Certificate II, Certificate III, Certificate IV, Diploma and Advanced Diploma. In the school based apprenticeships and traineeship program the AQF refers to the qualification level of the apprenticeship or traineeship.

**Australian Tertiary Admission Rank (ATAR):** A rank that allows the comparison of students who have completed different combinations of HSC courses. The ATAR is calculated solely for use by institutions to rank and select school leavers for admission to tertiary courses. Other selection criteria may be used together with the ATAR.

**Board Developed or Board Endorsed VET Courses (VET BECs):** Courses based on national industry Training Packages that are developed or approved by NESAs for inclusion in the HSC. Course descriptions are available at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/stage-6-vet-board-endorsed-courses>

**Certificate, under the Australian Qualifications Framework (AQF):** A qualification awarded by an RTO to students who successfully complete the formal training component of their apprenticeship or traineeship.

**Certificate of Proficiency:** This is awarded by the Commissioner for Vocational Training to apprentices and trainees who have successfully completed the term of their Training Contract and have been awarded the appropriate qualification by an RTO.

**Credential:** The formal certification issued for successful achievement of a defined set of outcomes, for example, successful completion of a course in recognition of having achieved particular knowledge, skills or competencies; successful completion of an apprenticeship or traineeship.

**Formal Training:** Refers to the off-the-job training which forms part of a traineeship or apprenticeship. This may be provided by the school as an RTO, the employer as an RTO or another RTO.

**Higher School Certificate (HSC):** The senior secondary school certificate in NSW that is managed by NESAs.

**HSC indicative hours:** Hours recognised by NESAs for HSC credit – 60 HSC indicative hours = one (1) HSC unit of credit.

**Host employer:** A person or body with whom an apprentice or trainee is placed by a Group Training Organisation for on-the-job training under a host employment arrangement.

**Industrial arrangement:** An industrial instrument within the context of the *NSW Industrial Relations Act 1996*, or an award or agreement made or entered into in accordance with the provisions of the *Workplace Relations Act 1996* of the Commonwealth.

**Industry-based Learning course:** A Board Endorsed course available to give HSC unit credit for the on-the-job training component of school based apprenticeships and traineeships.

**'N' determination:** NESAs has delegated to principals the authority to determine if students seeking the award of the HSC at their school have satisfactorily completed each Board Developed and/or Board Endorsed course in which they are enrolled in accordance with the requirements issued by NESAs. If a principal determines there is not sufficient evidence that a student has applied himself or herself with diligence and sustained effort to the set tasks and experience provided in the course by the school, an 'N' determination may be made to indicate non-completion of course requirements. Refer to the ACE website at <https://ace.nesa.nsw.edu.au/>

Any course for which the principal makes an 'N' determination will not appear on the NESAs credential.

**Nominal term:** The term specified for an apprenticeship and traineeship under the relevant VTO.

**NSW Education Standards Authority (NESAs):** The NSW Education Standards Authority replaced the Board of Studies, Teaching and Educational Standards NSW (BOSTES) on 1 January 2017. NESAs will work closely with school sectors and key stakeholders, to set and monitor quality teaching, learning, assessment and school standards. This includes responsibility, across NSW public, Catholic and independent schools, for K–12 curriculum, accreditation of teachers and teaching degrees, the Higher School Certificate, school registration and home schooling.

**NSW Skills List:** The qualifications eligible for government funding under *Smart and Skilled*. See [www.training.nsw.gov.au/smartandskilled/nsw\\_skills\\_list.html](http://www.training.nsw.gov.au/smartandskilled/nsw_skills_list.html)

**Off-the-job:** Training which generally takes place away from a person's workplace, for example at TAFE. Off-the-job training also refers to training undertaken in a dedicated training facility within the work premises. Also referred to in this document as formal training.

**On-the-job:** Training that is undertaken in the workplace as part of the productive work of the learner.

**Qualification:** Certification awarded to a person on successful completion of a course, in recognition of having achieved particular knowledge, skills or competencies.

**Registered Training Organisation (RTO):**

Registered training organisations (RTOs) are those training providers registered by ASQA (or, in some cases, a state regulator) to deliver vocational education and training (VET) services. RTOs are recognised as providers of quality-assured and nationally recognised training and qualifications.

**School Based Apprenticeship:** Provides a student with the opportunity to combine their HSC with paid employment and on-the-job training in a recognised industry or trade area and trade training provided by a registered training organisation. The duration of a school based apprenticeship is generally five years – two years part-time followed by three years full-time post HSC.

**School Based Traineeship:** Provides a student with the opportunity to combine their HSC with paid employment and on-the-job training in a recognised vocation and VET training provided by a registered training organisation. The duration of a school based traineeship is usually 2 years.

**Schools Online (Administration) and RTOs**

**Online:** Online services provided by NESAs that allows school sectors and schools as delivery sites of RTOs to maintain and view entry and completion information about VET qualification data held by NESAs.

**Smart and Skilled:** Reform of the NSW vocational education and training system. Eligible individuals are able to choose government subsidised training for select qualifications from TAFE NSW or an approved private or community training organisation.

**Statement of Attainment:** Certification issued to a student for partial completion of a qualification, including, where relevant, the units of competency achieved under nationally endorsed standards. Achievements recognised by statements of attainment can accumulate towards a qualification within the AQF.

**Training Contract:** A Training Contract is a contract which sets out the terms and conditions of a traineeship and apprenticeship under the Act.

**Training Plan:** A formal document for a school based traineeship or apprenticeship that outlines how the on-the-job training and the off the job training of the SBAT will be completed.

**Training Packages:** Are developed by industry and establish the vocational education and training qualifications and units of competency for occupations within each industry sector. The packages define the guidelines and standards surrounding delivery of training and assessment against these qualifications. They provide flexibility to enable training organisations to meet an individual's training need and guidelines on how to customise training to meet this need.

**Unique Student Identifier (USI):** The Unique Student Identifier or USI is a reference number that creates a secure online record of an individual's training and qualifications gained in Australia.

**Unit of competency:** Describes the skills, knowledge and attitudes required to perform particular kinds of work as set out in a training package. Units of competency include performance criteria foundation skills, performance evidence and knowledge evidence that indicate the evidence required to assess competency.

**Vocational Education and Training (VET):**

Post-compulsory education and training, (excluding degree and higher level programs delivered by higher education institutions), that provides people with occupational or work-related knowledge and skills. VET also includes programs that provide the basis for subsequent vocational programs.

**Vocational Training Order (VTO):** A statement of the formal training requirements for each vocation that has been developed in consultation with employer groups, unions and industry. A VTO also specifies the terms of training and the probationary periods.