

A step by step guide to establishing a School Based Apprenticeship and Traineeship (SBAT) using the web tool

Step 1

"I have an employer that is interested in employing me as a SBAT"

Go to Step 2

"I am interested in a SBAT. but do not have an employer as vet"

Arrange a meeting with your student and discuss the various options and procedures for a SBAT.

Print off

'How to look for a School based Apprenticeship or Traineeship' form.

This is found on the Start My Trade webtool under Resources.

Step 2

Verify job and print off required forms

Print off the Duty of Care form as well as the Details of my Job form. (Attached to the Details of my lob form is a list of the four Apprenticeship Network Providers (ANP) to assist the employer in their choice)

Verify the job via a phone call to the employer and explain the requirements of the forms to them.

Email or deliver (via the student) these forms for the employer to read through or complete/sign and return.

Note: the employer chooses their ANP and RTO.

The duty of care form must be sighted and signed by the principal or nominee before proceeding to Step 3

File the signed Duty of Care form in the student's file

Step 3

Registering the student on SMT

Once all documentation has been checked as correct by you -

Arrange a time to suit you & your student to register them on the Start My Trade webtool and input Details of my job info.

Note: If all documentation has been checked for accuracy and all information is complete, the whole process should not take more than approx 15 minutes

Go to www.northernnsw.startmytrade.com.au

Click on the orange tab 'New Members'

Alongside you, your student completes the required registration details and follows the prompts

Student receives a notification email to activate their account by clicking on the link.

Note: if the student does not receive the activation email in their 'inbox' within a few minutes, check their spam/junk. The activation email will be from

'info@northernnsw.startmvtrade.com.au'

Once activated continue to Step 4

Step 4

Enter 'details of my iob' information

Double check 'details of my job' information before assisting the student to enter this information into SMT

NOTE: If the student has previously registered on SMT as a new member but NOT continued on to enter the Details of My job information they will need to access SMT via the blue 'Existing Members' tab. Username will be the email address and password they used to register as a New Member. Then click on the orange tab 'details of my job' and continue entering information.

Once information is submitted the School SBAT coordinator receives an auto generated notification email (this should be recieved within a few minutes)

Click on the link and enter the student's BOSTES number and tick the box supporting the student

NOTE: this triggers a partially completed training plan and auto generates an email to the ANP and RTO

Step 5

Training plan **RTO**

Web tool system generates a partially completed training plan and forwards to the RTO via email

It is the responsibility of the nominated RTO to fill out all other parts of the training plan

If Tamworth RTO 90162 is the nominated RTO the Department of Education (DofE) SBAT coordinator will work with the Senior Pathways Officer and school VET teacher to complete

The RTO then forwards the complete training plan to the nominated Apprenticeship Network Provider to organise the sign up

Step 6

Note: step 5 and 6 is FYI only

Sign up

Apprenticeship Network Provider (ANP)

ANP receives a system generated email notifiving them that they are the nominated Apprenticeship Network provider for the SBATs employer at the same time as the RTO receives the partially completed training plan

ANP organises the sign up for all signatories on the training plan when a complete training plan is received from the RTO

ANP forwards training plan to the DofE SBAT coordinator to organise final sign off of the training plan by the Regional Representative or Senior Pathways Officer (SPO)

DofE SBAT coordinator returns the fully complete training plan to the ANP and cc a copy to the school SBAT coordinator for their files and to distribute to student and parents

An electronic copy is also retained at the DofE

ANP lodges the training plan and contract with Training Services NSW

Please contact your DofE SBAT coordinator if you do not receive the notification email