

A step by step guide to establishing a School Based Apprenticeship and Traineeship (SBAT) using Start my Trade

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 yet"

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

Print off

'TIPS for how to look for a SBAT'.

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

Step 2

Verify job and print off required forms

Verify the SBAT job via a phone call with the employer and explain the requirements of the SBAT Program (min work days, HSC requirments, VET course). Answer any questions they have and ask them to complete the Duty of Care form and the Details of my Job form.

Email or deliver (via the student) these forms to 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 SBAT file

Refer to detailed instructions: SMI Registration Process

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 Start My Trade 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

Ge to www.northernnsw.startmytrade.com.au

Click on the orange tab 'New Members'

Student enters their personal details, then continue to enter the employer and RTO information from the 'Details of my Job' form

See Step 4

Step 4

Enter 'details of my job' 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)

School SBAT Coordinator to click on the link and enter the student's NESA number and tick the box supporting the student

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

Please contact your DoE SBAT Officer if you do not receive the notification email

Note: step 5 and 6 is FYI only

Step 5

Training plan

Start my Trade generates an email with a training notification form and a partially completed training plan and sends to the RTO, SBAT Officer and ANP

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

If Public Schools RTO, Tamworth 90162 is the nominated RTO the Department of Education (DoE) SBAT Officer will work with the Senior Pathways Officer and school VET teacher to complete a training plan ready for sign-up

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

Step 6

Sign up

Apprenticeship Network Provider (ANP)

ANP receives a system generated email notifiying 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

After the sign-up meeting has occured, the ANP forwards training plan to the DoE SBAT Officer to organise final sign off by the Regional Representative.

DoE SBAT Officer returns the Full Training Plan (FTP) to the ANP and the School SBAT Coordinator for their files and to distribute to student and parents

An electronic copy is also retained at the DoE and TRIM

ANP lodges the training plan and contract with Training Services NSW