

#### Startmytrade (SMT)

A step by step guide to establishing a School Based Apprenticeship or Traineeship (SBAT)

www.northernnsw.startmytrade.com.au

#### Step 1

Student has been offered an SBAT by an employer

Go to Step 2

Student is interested in an SBAT, but does not have an employer

Meet with the student and discuss the various options and procedures for an SBAT.

Encourage work experience.

### Step 2

# Verify job and request employer to complete forms

School SBAT Coordinator calls the employer to:

- 1. Verify the SBAT job offer
- Explain the requirements of the SBAT Program (min work days, HSC requirements, qualification).
  - 3. Checks the workplace matches the training / qualification
- 4. Asks employer to complete and return the Employer Duty of Care form and the Details of my Job form.

Note: the employer chooses their ANP and RTO.

The completed 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.

#### Step 3

#### Register student on Startmytrade

Double check the 'Details of my Job' form is complete and information is correct before proceeding.

Go to StartMyTrade website: www.northernnsw.startmytrade. com.au

Click on the orange
'New Members' tab and create a
new student account.

NOTE: If student has previously registered on SMT, access the account via the blue 'Existing Members' tab and enter username and password.

Then click on orange 'Details of my Job' tab and continue entering information.

Student enters their personal details and clicks on Sign Me Up!

A resume is optional.

Click on "Provide details of my job" and enter the information from the Details of my Job form. Follow prompts to complete registration.

#### Step 4

## Formal school approval of SBAT

Once registration is complete the School SBAT Coordinator receives a notification email from info@northernnsw.startmytrade. com.au

(this should be received within a few minutes)

If your school supports the SBAT,

- 1. Click on the link in the email
- 2. Enter the student's eight digit NESA number
- 3.tick the box to confirm you support the student's application

4. Click save.

This generates an email with a partially completed training plan and notification that is sent to the RTO, ANP and SBAT Officer.

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

#### Step 5

## Training plan prepared by

Registered Training Organisation (RTO)

FYI only

The nominated RTO prepares the training plan ready for sign-up

If Public Schools NSW, Tamworth is the nominated RTO the DoE SBAT Officer will liaise with school VET teacher to complete the training plan

RTO forwards the prepared training plan to the nominated ANP to organise the sign up

#### Step 6

Sign-up Meeting organised by

Apprenticeship Network Provider (ANP)

FYI only

ANP receives the training plan from the RTO and organises the sign-up meeting for all signatories on the training plan.

After the sign-up meeting, the ANP chases all outstanding signatures and forwards the training plan to the DOE SBAT Officer for compliance checking and final sign-off by the Regional Representative.

DoE SBAT Officer returns the Full Training Plan (FTP) to all stakeholders, including:

- 1. ANP to lodge at Training Services NSW
- 2. School SBAT Coordinator for their files and who distributes to student and parents.

For more detailed directions for Steps 3 and 4, refer to the Startmytrade Registration Guide (found under Resources on the Startmytrade website).