School Based Traineeships/Apprenticeships

School Based Traineeships / Apprenticeships (SATs) allow high school students to work for an employer and gain a Nationally Accredited and Recognised Qualification, while completing their senior secondary studies.

Participation in a SAT is dependent on school fees being paid (or a payment plan in place) and other Eligibility Criteria (see below).

The format for most SATs is based on a flexible program of 1 day per week in the workplace plus scheduled theory training from a Registered Training Organisation (RTO).

For a Traineeship, the student must complete a minimum of 50 work days (375 hours) in a calendar year.

The theory training sessions are negotiated within 6 weeks of the award of a SAT and may be at the workplace, scheduled as part of the student’s timetable, once every 4 – 6 weeks or another arrangement suitable to the RTO and the student.

The 1 day per week work placement of a SAT is paid employment. Employers may also offer extra hours after school or on weekends. This is entirely up to the discretion of the employer.

Often, Work Experience or a Work Trial is required before an employer will take on a student under the School Based Traineeship / Apprenticeship program. You can find out more about Work Experience / Work Trial here.

The School Industry Liaison Officer (ILO) Ms Annette Lee is responsible for implementation, management and monitoring of SATs. Ph: 3451 2782 Email: alee296@eq.edu.au.

FAQs about SATs

Traineeship vs Apprenticeship – what’s the difference?

The main differences between a Traineeship and an Apprenticeship is duration and qualification.

Traineeship
- a Traineeship is generally undertaken over a 12 – 18 month period.
- at the end of the traineeship, the student will gain a Certificate Qualification at either a Certificate II or III level (this is dependent on the type of Traineeship undertaken and the qualification on offer).
- the employer is under no obligation to continue employment after the traineeship period has finished.

Apprenticeship
- an Apprenticeship can begin in Year 11 and continue through to Year 12 on the 1 day per week program.
- Apprenticeships normally run for 4 years full-time. The time completed during school can reduce the full-time requirement by up to 1 year.
- there is an expectation that the employer will roll the school based apprentice into either part-time or full-time apprenticeship at the end of Year 12, in order to complete the qualification.
- upon successful completion of an Apprenticeship (i.e. school plus full-time) the student will become a fully qualified Tradesperson.
How do I apply for a SAT / find an Employer?

1. Make an appointment with the Industry Liaison Officer (ILO), Ms Annette Lee to discuss your interest. Eligibility Criteria applies (see below).
2. Complete a SAT Expression of Interest Document and a Responsibilities of Students Document and return to the ILO.
3. You will then be given a letter and information for a prospective employer to explain how the Work Experience and SATs Programs work.
4. Available SAT positions are advertised by the ILO through Student Notices, at Senior Student Assemblies and the Bulletin Board outside the Guidance Officer's office (next to the Finance window) and on the ILO’s door.
5. Ask Family and Friends – this is one of your best resources. If you know someone who is in business who may be interested in taking on a trainee or apprentice, approach them. There are financial incentives for employers to run SATs.
6. Approach local businesses you’d be happy to work in.
7. If you are already in a part-time job, we may be able to convert this into a SAT (talk to the ILO).

When can I start applying for a SAT?

**Traineeships:**
- Year 10 towards the end of the year when you may have a better idea of the pathway you’d like to follow.
- Year 11 – start a Traineeship anytime during Year 11 to finish by October in Year 12.
- Year 12 – start at the beginning of Year 12 – must be finished by October of the same year.

**Apprenticeships:**
It is recommended that an Apprenticeship be commenced in either Year 11 or Year 12. An apprenticeship can commence as late as August in Year 12.

### Eligibility Criteria

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Green - Go Ahead</th>
<th>Amber – May consider</th>
<th>Red – Not permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>95% +</td>
<td>90%+</td>
<td>Below 90%</td>
</tr>
<tr>
<td>Behaviour</td>
<td>No incidents</td>
<td>1 or 2 incidents</td>
<td>3 or more Incidents</td>
</tr>
<tr>
<td>School Fees</td>
<td>Paid or working</td>
<td>Paid or working</td>
<td>Not Paid, no payment plan in place</td>
</tr>
<tr>
<td></td>
<td>Payment plan in place</td>
<td>Payment plan in place</td>
<td></td>
</tr>
<tr>
<td>Passing Subjects</td>
<td>Passing</td>
<td>Passing some, working towards others</td>
<td>Not passing Core Subjects</td>
</tr>
</tbody>
</table>

PLEASE NOTE:
- The school reserves the right to refuse participation in a SAT if the above any of the above criteria falls within the Red Zone.
- 2nd Chance - The Student will be given a period anywhere from 4 weeks to 1 term (depending on the circumstances) to adjust the criteria from the Red Zone into the Amber or Green Zone.
- You must be willing to participate in Work Experience to improve your readiness for a SAT.
- If you commence a SAT, you are required to maintain a commitment to your school studies, catching up on any missed work and behave in a Safe, Responsible and Respectful manner.