

Stages of a School-Based Apprenticeship or Traineeship in NSW

Stage 1 – Establishing a school-based apprenticeship or traineeship	Responsibility
<p>Notify the SBAT Coordinator at the student's school that an offer of a school-based apprenticeship or traineeship has been made to the student.</p>	<p>Employer, RTO, Student/parent/ carer</p>
<p>Ensure the following form is completed to meet the school's Duty of Care requirements:</p> <ul style="list-style-type: none"> Complete the Training Plan Proposal (TPP) The Training Plan Proposal is found at: AISNSW SBAT Website Ensure you have an Apprentice Connect Australia Provider (ACAP) to provide their details on the form. (SBAT ACAPs include: Apprenticeship Support Australia, Busy At Work, MAS & MEGT). Email the <i>TPP</i> to the RTO and the Apprentice Connect Australia Provider (ACAP) Ask the employer to complete the Employer Questionnaire and Checklist. <p>The school is required to keep copies on file along with the Training Plan.</p> <p><i>Note .</i></p> <ul style="list-style-type: none"> <i>Some RTO's have their own processes such as McDonald's where they complete the above and you get a training plan to sign and return.</i> 	<p>School RTO</p>
<p>Determine the appropriate HSC VET course for the school-based training component.</p> <p>A range of HSC VET courses are available on the NSW Education Standards Authority (NESA) website at http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet</p>	<p>RTO in consultation with school and/or AIS VET Consultant</p>
<p>Student to meet with their SBAT Coordinator or appropriate school representative to discuss how the school-based apprenticeship or traineeship VET course will contribute towards the student's pattern of study and whether the student is eligible or not for an ATAR.</p>	<p>Student and school in communication with the RTO (when needed)</p>
<p>Upon receipt of TPP, the RTO will prepare a Training Plan for the school-based training arrangements in consultation with the employer and apprentice/trainee and obtain endorsement of the apprentice/ trainee, parent or guardian (if under 18 years of age).</p> <p>AIS VET Consultant, school and employer are to check that the Training Plan complies with the requirements of:</p> <ul style="list-style-type: none"> the NSW Skills List the Vocational Training Order the qualification the NESA course. <p>Ensure that student requirements are met for specific needs or medical conditions.</p>	<p>RTO</p> <p>RTO, school and employer</p>
<p>Work with the apprentice/trainee to complete the Training Contract with assistance from the Apprentice Connect Australia Provider (ACAP) Identify if disability support funding is required on the Training Contract.</p>	<p>Employer and ACAP</p>
<p>If required, submit application for new Board Endorsed VET Course through the school sector representative for endorsement by the NSW Education Standards Authority (NESA).</p>	<p>School in consultation with AIS VET Consultant</p>
STAGE 2 – Sign-up and approval of school-based	Responsibility

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apprenticeship or traineeship	
<p>Sign-up meeting is organised by the ACAP provider.</p> <p>Employer, student, parent/carer, school, RTO and the ACAP should attend the sign-up meeting. Training Services NSW to attend SBA sign-up meetings and SBT meetings on request.</p> <p>Student must be provided with a Work Record Book and the first page outlining important contacts to be completed at the sign-up meeting.</p>	All parties
<p>Sign and approve the Training Plan developed by the RTO for the sign-up meeting. Confirm that the Training Plan# complies with the requirements of:</p> <ul style="list-style-type: none"> the NSW Skills List the Vocational Training Order the qualification the NESA course. <p># This should be done prior to, or at the sign-up meeting.</p>	AIS VET Consultant
<p>Ensure the employer, RTO and apprentice/trainee are aware of their rights and responsibilities when signing the Training Contract and Training Plan.</p> <p>All parties sign the Training Plan and Training Contract before lodgment.</p> <p>Advice provided to the employer regarding eligibility for Australian government incentive payments.</p>	ACAP
<p>Advice provided to the apprentice/trainee of their eligibility for travel and accommodation allowances to attend formal off-the-job training and any other appropriate payments.</p>	Training Services NSW
<p>Check the Training Contract, Training Plan and any attachments and submit documentation to Training Services NSW for assessment and approval.</p>	ACAP
<p>An approval letter is sent to the employer and apprentice or trainee to notify the date that the contract becomes binding. The approval is given normally 1 to 3 months after commencement.</p>	Training Services NSW
Stage 3 – Implementing a school-based apprenticeship or traineeship	
Responsibility	
<ul style="list-style-type: none"> Enrol apprentice/trainee in the appropriate HSC VET course on <i>Schools Online</i>. Identify the student as a school-based apprenticeship or trainee and nominate the correct RTO. School to enter the TCID number on <i>Schools Online</i> (listed on the Approval Letter). TCID number can be obtained from the student. <p>If required, enrol the apprentice/trainee in the optional Industry-based Learning course.</p>	School
<p>Conduct Catch-up Questionnaire for School-Based Apprentices and Trainees with the student within four weeks of commencement of the school based apprenticeship or traineeship, and at least once per term thereafter.</p>	School

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The school is to retain on file.	
RTOs to deliver training in accordance with the NSW Education Standards Authority (NESA) syllabus or course description aligned to the SBAT qualification. https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet	RTO
Advise schools either in writing or via RTOs Online of the: <ul style="list-style-type: none"> units of competency undertaken by the apprentice or trainee for the relevant HSC VET course. achieved units of competency by the apprentice or trainee. This information is to be updated progressively throughout training.	RTO
Competency achievement for the apprentice/trainee for the HSC VET course is transferred directly to NESA. TAFE RTO will issue a report directly to the student and/or to the school. Private RTOs may require the school to add competency outcomes on NESA as they do not have access. If this is the case, the RTO must issue the school a transcript or report within required timeframes or school to contact private RTO for this.	TAFE RTO Private RTOs/School
Competency achievement for the apprentice/trainee for the HSC VET course is transferred directly to NESA through <i>Schools Online</i> .	School/ RTO
Employer and RTO (or school delivery site) should be in regular contact to ensure that the apprentice/trainee is attending formal off-the-job training and is making satisfactory progress with their formal training.	Employer and RTO
Stage 4 – Completion of a school-based apprenticeship or traineeship	
A completion letter is sent to the employer six weeks prior to the nominal completion date of the apprenticeship or traineeship.	Responsibility Training Services NSW
The completion letter must be signed stating that the apprentice or trainee has completed the term of their Training Contract and return it through the Australian Apprenticeship Centre with the requested documents, including a certified copy of the qualification the RTO has issued the trainee (or other documentation from the RTO).	Employer
The apprentice or trainee is provided with his/her apprenticeship or traineeship certificate of proficiency.	Training Services NSW
The apprentice or trainee should be advised to apply for a license, if required by the industry.	Employer
Check with the ACAP to see if the employer is entitled to any incentive payments that are available at the completion of the apprenticeship or traineeship.	Employer
For Changes to the Training Contract	
Notify the relevant Training Services NSW office and the ACAP immediately if the employer or the apprentice or trainee wishes to make changes to the Training Contract. Changes may be necessary because of mutual cancellation, transfer of employer,	School

suspension of the Training Contract due to illness/injury, extension of the term of the Training Contract, suspension of the Training Plan due to a change of RTO or a change of qualification.	
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For a self-paced learning module designed to support schools in setting up an SBAT please visit: [AISNSW SBAT Website](#)

Other useful website links are located on the AISNSW Website including Curriculum area factsheets found at:

<https://education.nsw.gov.au/public-schools/career-and-study-pathways/school-based-apprenticeships-and-traineeships>