

Stage 1 – Establishing a school-based apprenticeship or traineeship	Responsibility
<p>Notify the AIS VET Consultant (Huriye Karafistan-Akinci <a href="mailto:hkarafistan-akinici@aisnsw.edu.au">hkarafistan-akinici@aisnsw.edu.au</a>) responsible for School Based Apprenticeship and Traineeship and/or school that an offer of a school-based apprenticeship or traineeship has been made.</p>	<p>Employer, RTO, parent/carer</p>
<p>Ensure the following forms are completed to meet the school's <b>Duty of Care</b> requirements:</p> <ul style="list-style-type: none"> <li>• <a href="#">Application to Establish a School Based Apprenticeship or Traineeship</a>. This form must be sent to the relevant RTO. NB: Some RTOs have their own form. Most TAFE region's EOI form can be found on the AIS Website.</li> <li>• Ask the employer to complete the <a href="#">Employer Questionnaire and Checklist</a>.</li> </ul> <p>The school is required to keep copies on file along with the Training Plan.</p>	<p>School RTO</p> <p>Student/parent/ carer</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 <a href="http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet">http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet</a></p>	<p>RTO in consultation with school and/or AIS VET Consultant</p>
<p>Student to meet with their Careers Adviser 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 the <i>Application to Establish a SBAT</i>, 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"> <li>• the NSW Skills List</li> <li>• the Vocational Training Order</li> <li>• the qualification</li> <li>• the NESA course.</li> </ul> <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 <a href="#">Australian Apprenticeship Support Network (ASN)</a> provider. Identify if disability support funding is required on the Training Contract.</p>	<p>Employer and ASN</p>
<p>If required, submit <a href="#">application for new Board Endorsed VET Course</a> through the school sector representative for endorsement by the NSW Education Standards Authority (NESA).</p>	<p>School in consultation with AIS VET Consultant</p>

<b>STAGE 2 – Sign-up and approval of school-based apprenticeship or traineeship</b>	<b>Responsibility</b>
<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"> <li>• the NSW Skills List</li> <li>• the Vocational Training Order</li> <li>• the qualification</li> <li>• the NESA course.</li> </ul> <p># This should be done prior to, or at the sign-up meeting.</p>	AIS VET Consultant
<p>Sign-up meeting is organised by the ASN provider.</p> <p>Employer, student, parent/carer, school or AIS VET Consultant, RTO and the ASN 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 <a href="#">Work Record Book</a> and the first page outlining important contacts to be completed at the sign-up meeting.</p>	All parties
<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 to sign the Training Plan and Training Contract before lodgment.</p> <p>Advice provided to the employer regarding eligibility for Australian government incentive payments.</p>	ASN
<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>	ASN
<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

<b>Stage 3 – Implementing a school-based apprenticeship or traineeship</b>	<b>Responsibility</b>

<ul style="list-style-type: none"> <li>Enrol apprentice/trainee in the appropriate HSC VET course on <i>Schools Online</i>.</li> <li>Identify the student as a school-based apprenticeship or trainee and nominate the correct RTO.</li> <li>School to enter the TCID number on <i>Schools Online</i> (listed on the Approval Letter). TCID number can be obtained from the student.</li> </ul> <p>If required, enrol the apprentice/trainee in the optional <a href="#">Industry-based Learning course</a>.</p>	School
<p>Conduct <a href="#">Catch-up Questionnaire for School-Based Apprentices and Trainees</a> with the student <b>within four weeks</b> of commencement of the school based apprenticeship or traineeship, and <b>at least once per term</b> thereafter.</p> <p>The school is to retain on file.</p>	School
<p>RTOs to deliver training in accordance with the NSW Education Standards Authority (NESA) syllabus or course description aligned to the SBAT qualification. <a href="https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet">https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet</a></p>	RTO
<p>Advise schools either in writing or via RTOs Online of the:</p> <ul style="list-style-type: none"> <li>units of competency undertaken by the apprentice or trainee for the relevant HSC VET course.</li> <li>achieved units of competency by the apprentice or trainee.</li> </ul> <p>This information is to be updated progressively throughout training.</p>	Private/ Community RTO
<p>Competency achievement for the apprentice/trainee for the HSC VET course is transferred directly to NESA.</p> <p>TAFE will issue a report directly to the student and/or to the school.</p> <p>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.</p>	TAFE RTO  Private RTOs/School
<p>Competency achievement for the apprentice/trainee for the HSC VET course is transferred directly to NESA through <i>Schools Online</i>.</p>	School RTO (via the AISRTO)
<p>Employer and RTO 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.</p>	Employer and RTO

<b>Stage 4 – Completion of a school-based apprenticeship or traineeship</b>	<b>Responsibility</b>
A completion letter is sent to the employer six weeks prior to the nominal completion date of the apprenticeship or traineeship.	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 ASN to see if the employer is entitled to any incentive payments that are available at the completion of the apprenticeship or traineeship.	Employer

<b>For Changes to the Training Contract</b>	<b>Responsibility</b>
<p>Notify the relevant Training Services NSW office and the ASN immediately if the employer or the apprentice or trainee wishes to make changes to the Training Contract.</p> <p>Changes may be necessary because of mutual cancellation, transfer of employer, 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.</p>	School