



MANSFIELD STATE HIGH SCHOOL

SCHOOL-BASED APPRENTICESHIPS AND TRAINEESHIPS (SATs)

INFORMATION FOR STUDENTS AND PARENTS

What are SATs?

- School-based apprenticeships provide a head start into a full-time or part-time apprenticeship and career. Young people may complete up to third of an apprenticeship while they are still at school.
- There are more than 700 different apprenticeships and traineeships that can be delivered as school-based arrangements ranging from rural to retail; business to building; hospitality to hairdressing; and automotive to arts. Depending on the type of traineeship and when the young person commences, many students can complete a school-based traineeship while still at school.
- School-based apprenticeships and school-based traineeships strengthen a young person's transition to further education, training and employment. The choice of a school-based apprenticeship or school-based traineeship will be informed by the industry in which the young person is seeking to work, their aptitudes and other learning and employment goals.
- Apprenticeships and traineeships are a system of training that consists of on-the-job training whilst in paid employment in combination with formal off-the-job training.
- School-based apprenticeships and traineeships (SATs) are part-time apprenticeships or traineeships where students use some school time to go to work and/or do the theoretical off-the-job training of the SAT. This theory is done with a Registered Training Organisation e.g. TAFE. Students who successfully complete a SAT achieve a nationally recognised industry certificate or qualification.
- A school-based apprenticeship is usually based on a Certificate III course which takes a lot longer to finish and usually isn't completed by the end of Year 12. Apprenticeships in Australia have been mainly confined to skilled trade occupations, such as building and construction, engineering and metals, automotive, electrical and food trades.
- A school-based traineeship is usually based on a Certificate I or Certificate II course which can be completed in 1 or 2 years part-time, and is often completed by the end of Year 12. Traineeships were introduced in 1985 to complement traditional apprenticeships by extending the coverage of 'apprenticeship-type' training and employment to a much wider range of jobs across the whole labour market.
- Students must continue with their traineeship or apprenticeship after finishing Year 12 until the SAT is completed.

Who are SATs for?

- SATs are primarily for Year 11 and 12 students. Year 10 students may be considered when they complete Year 10. Students must be mature, responsible, motivated and able to do school work independently.
- Please note that no student can be guaranteed a SAT as all SATs depend on finding a willing employer.

Other advantages of SATs for young people include:

- *More flexibility and variety* – SATs provide young people with more flexibility and variety in their senior schooling. SATs can have enormous benefits for young people who want hands-on learning to supplement traditional schooling pathways. SATs can be combined with an academic program and contribute to a Queensland Certificate of Education (QCE).
- *A head start into a career* – Young people employed as SATs develop workplace skills, knowledge, confidence and a competitive edge when applying for jobs or undertaking further study. SATs provide young people with valuable exposure to potential careers and workplaces. For some young people, SATs have led directly to full-time or part-time employment after they have completed school. SATs can reduce the time taken to complete an apprenticeship or high-level vocational qualification.
- *Nationally recognised vocational qualifications* – All school-based apprentices and trainees participate in vocational training that contributes to a VET Certificate II, III or higher-level vocational qualification. These qualifications are nationally recognised by industry and employers.
- *An opportunity to learn and earn* – School-based apprentices and trainees are paid while they learn workplace skills, gain confidence, and adapt to a work environment.

Why should or shouldn't students undertake a SAT?

- SATs are not for students who dislike school. There are other options for such students e.g. full-time apprenticeships and full-time TAFE. SATs are a long-term commitment. They're not meant to be a career taster. The school offers students work experience in Year 11 for the purpose of exploring possible careers.
- Some businesses are telling students they will only employ them in part-time work if they sign on as a school-based trainee. The school will not agree to this unless it is in the best interests of the individual student. Students **MUST** seek school approval through Ms Hixon **BEFORE** signing on as a school-based trainee or apprentice.
- New legislation introduced on 01/07/2006 restricts the number of hours school children under 16 years of age can work. A few businesses are also telling students they must sign on as a school-based trainee or apprentice if they wish to work longer hours. Again, the school will not agree to this unless it is in the best interests of the individual student. The reason the new legislation was introduced is to ensure children devote adequate time and energy to their schooling rather than employment.

How are SATs arranged?

Each SAT is individually negotiated. The main requirement is that students must use some of their school time to do their SAT. The most common arrangement is that students drop one subject, attend work one day each week, attend school 4 days each week and do their off-the-job training during school spares or school holidays. The employer must engage students in a minimum of 50 days of paid employment (375 hours) per year. Electrotechnology based SAT's require a minimum of 80 days paid employment (600 hours) per year.

When can SATs commence?

Students can begin a SAT at any time during Year 11 until August of the year they are in year 12. Electrotechnology based SAT's must have completed Year 10 with a minimum pass in Year 10 English, Science and Maths.

Who is involved in a SAT?

- Student
- Parent / Guardian – signs training agreement if student under 18
- Employer – may be a Group Training Company - negotiates the Registered Training Organisation student will attend
- Registered Training Organisation (RTO) – may be TAFE, Group Training Company or private provider
- Apprenticeship Network Provider (ANP) – organises paperwork and assists employers
- School (Senior Schooling HOD, GO, Deputy Principal, Principal) – endorses SAT if in best interests of student.

How do I start organising a SAT?

If you are interested in a school-based apprenticeship/traineeship at Mansfield State High School, you need to do the following:

Step 1

Determine the type of apprenticeship/traineeship you are interested in doing.

Step 2

Attend a meeting with the Head of Department - Senior Schooling (Ms Hixon in F13) and obtain a SAT Application Form and Guidance Officer Interview Form or the form can be found on the Mansfield SHS website (under the Senior Schooling tab).

Step 3

Make an appointment with a Guidance Officer in A20 to discuss implications and obtain endorsement (take Guidance Officer Interview Form with you for signing).

Step 4

Return completed application form and Guidance Officer Interview Form to Ms Hixon in F-Block. Ms Hixon will determine if all requirements have been met and if the student can proceed with the SAT.

Step 5

If approval to proceed with the SAT has been given by Ms Hixon, find an employer willing to take you for your apprenticeship/traineeship. N.B. if you have an employer who offers you a SAT, you **MUST** complete the above steps before the school will consider whether it agrees to the SAT and before you sign any SAT contracts with the employer.

Step 6

Give Ms Hixon the details of your SAT employer and their business card.

N.B. Don't sign any SAT training agreement without the Senior Schooling HOD's prior approval.

How do I find out more about SATs?

- To choose an occupation refer to the Year 10 Careers Program booklets completed in SDP and English, or refer to the Job Guide book (issued in Year 10), or go to: <http://www.jobguide.dest.gov.au>.
- For information on SATs phone the Department of Education, Training and the Arts (DETA) on 1300 369 935 or go to: <http://www.trainandemploy.qld.gov.au> .
- Apprenticeships Info:
<http://www.apprenticeshipsinfo.qld.gov.au/school-based/index.html>
- Make an appointment to see Ms Hixon in F13 (phone 3452-5333)
- Attend the information session held at 6pm in the Hall on the Year 10 into 11 Subject Selection Evening, held in August each year.

Finding an Employer

Please note – employers should not be organised until students have met all requirements and have been given school approval to proceed with a SAT.

Prospective employers may be found through the following:

- The Head of Department - Senior Schooling and Guidance Officers
- Business letterbox drops with résumé
- Yellow Pages
<http://www.yellowpages.com.au>
- Newspapers
- Apprenticeship Network Providers
- Community noticeboards
- RTOs e.g. TAFE
- Business associations
- Family, friends, neighbours
- Internet
- Work colleagues
- Visiting employers
- Private employment agencies
- Centrelink

If employers request more information regarding SATs, they may like to contact the following Apprenticeship Network Provider (ANP):

- Busy at Work Apprenticeship Services – phone 13 28 79