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School Based Apprenticeships and Traineeships (SATs) frequently asked questions

1) What is a SAT?

School-based apprenticeships and traineeships (SATs) are perfect for high school students who want to get a head start on their career. SATs allow high school students to combine school and training with working in a real job, with a real boss, for a real wage. A School Based Apprenticeship or Traineeship combines paid work, training and school. As well as an industry recognised national qualification that the students will gain credit towards the Queensland Certificate of Education (QCE). A SAT represents one of the student's six subjects. Usually SAT students work one day per week and also complete the Cert II, III or IV associated with the SAT.

2) What are the benefits of doing a SAT?

The benefits to the student is that they can earn money while they learn in the workplace and gain valuable experience in real work and industry environments, giving them a head start in the chosen career and enabling them to finish with a nationally recognised qualification that could lead to fulltime employment.

3) Who is eligible to start a SAT?

To be considered 'school-based', traineeships or apprenticeships must have some impact on the school timetable with regular time taken for the apprenticeship or traineeship (usually 1 day per week), either for work or 'off-the-job' training. The student must also be:

- 15 years of age or over at commencement of their apprenticeship or traineeship; and
- undertaking a Certificate I, II, III or IV, Diploma or Advanced Diploma level Australian Apprenticeship which has been endorsed by the School Principal, and –
- be an Australian citizen, foreign national with permanent residency status or a New Zealand passport holder resident in Australia for at least six months; and attending on-the-job training at least 50 days per year (80 days for Electrotechnology and 100 days for Hospitality).

4) When can I start a SAT?

Students, typically in years 10, 11 and 12, are able to participate in school-based apprenticeships and traineeships which allows the student to study for their Queensland Certificate of Education (QCE) while working and training towards a recognised qualification. School students may also take on a part-time apprenticeship or traineeship outside of school hours. All Year 11 and 12 students are eligible to participate in the SAT Program although restrictions may apply to some Year 10 and Year 12 students. Typically, the program is for non-ATAR students (although see Q19 below). You need to have a Senior Education and Training (SET) Plan in place. This Set Planning happens during the Cert II Skills for Work and Vocational Pathways in Semester 2 in Year 10. To qualify you must still be at school. You will also need to work at least 50 days a year (up to 100 days depending on the associated certificate) and you will have to do some of the training or work during school hours and potentially on school holidays.

5) How do I decide what industry I want to work in?

Firstly, think about what you're good at and what you enjoy. Try to get work experience in this area first before committing to a traineeship or apprenticeship. Update your resume to reflect your desire to work in that particular industry. The Senior Schooling team are happy to look over your Resume once it's completed and make some recommendations.

6) How do I go about getting a SAT?

Firstly, choose the right SAT for you. See www.training.qld.gov.au for more details.

It is up to you to find an employer in your chosen area. You can do this through talking to potential employers that are known to you and your parents/guardians. Alternatively, available SAT positions are regularly posted to Compass and emailed to the VETLO. Talk to the VETLO or HOD of Senior Schooling. Local opportunities are researched and collated and advertised on Compass, in the school newsletter and on the VETLO opportunities boards located outside the Administration building and the inside the Canteen.

7) What happens once I find an employer?

If you have applied online for an advertised SAT position, the associated apprenticeship centre will be in touch with the school in order to confirm details and to organise an interview. If you have found an employer yourself please provide our VETLO with the details so that the employer can be contacted and the nominated apprenticeship centre and discuss the logistics. They will organise an interview with you, your parent/guardian and the employer to discuss details and sign contract. SAT is a very competitive market and is not automatic for all who want them. You must commit to completion of study of the Certificate and Certificate competencies in addition to the hours of work required. The SAT can be terminated by the employer in the event of non-compliance.

8) How does it fit in with school timetable?

This is determined on a case-by-case basis. Usually the student will attend the workplace one day per week. The timetable will be modified to reflect this. The student will be expected to communicate with the subject teachers in order to catch up on any work missed out. There will also be an opportunity provided to the student to stay back in school Friday afternoons in order to get additional subject assistance. The SAT hours can also be after school hours. It is dependent on the student and the employer. Typically, the student will spend one day per month with the SRTTO (Supervising Registered Training Organisation) in order to work on the Certificate II, III or IV associated with the SAT. Some SRTTOs either come to the workplace, have a nominated training day at their campus or provide an online learning platform.

9) How long does the SAT take?

The duration of the SAT depends on the SAT undertaken and also the Certificate courses which are associated with the SAT. A school based apprenticeship, typically associated with a trade, can continue on after the student has left high school. Apprenticeships generally continue beyond Year 12 and aim for a Certificate III. Please note though that a School Based Traineeship must be completed while the student is still attending high school. These could be typically a Certificate associated with Hospitality, Business, Retail.

10) How much does it cost?

The student does not have to pay. In fact, the student gets paid a wage while working. The SRTTO involved will receive a Government rebate for costs involved. The employer will also receive Government funding towards the salary of the trainee and associated costs. The employer may have to pay a Gap fee to the SRTTO depending on the associated certificate.

11) What's the difference between at School Based Apprenticeship and School Based Traineeship?

The difference between a school based traineeship and an apprenticeship is that a traineeship can usually be completed in around 12 months and is generally in a non-trade related area. School Based Traineeships must be completed while the student is still at school. For this reason Year 12 students may not be eligible for some as they have limited time left in which to complete the Traineeship. School Based Apprenticeships can continue on after the student has left school and Year 12 students can be considered for School Based Apprenticeship opportunities. Apprenticeships usually last for three to four years.

12) Can I do any Certificate Course with my SAT?

Each SAT is linked to a particular Certificate Course. The particular course can be discussed with the SRTTO (Supervising Registered Training Organisation) linked to the traineeship or apprenticeship.

13) How do I find out more about the SAT opportunities available?

Information on available SAT opportunities is regularly dispersed at Senior Assembly. Emails regarding opportunities are also regularly sent to Senior Students email accounts by the VETLO or Senior School department. This is advertised to our school community through our school newsletter and through Compass to senior students and parents/guardians.

14) What's in it for the employer?

Your employer may be eligible for Government incentives when they take you on as an Australian School-based Apprentice or Trainee. If the employer meet certain criteria they may be eligible for commencement or retention incentives. This is discussed by the Australian Apprenticeship Centre at the sign up.

15) How does doing a SAT help me to get a QCE (Queensland Certificate of Education)?

Completion of a Certificate course, whilst doing your SAT allows you to gain credits towards the QCE. The number of credits are listed under course details. In general, Cert I = 2-3 Credits, Cert II = 4 Credits, Cert III = 6-8 Credits Cert IV = 8 Credits.

16) Can I get into University if I do a SAT and I'm not an ATAR Student?

TAFE and other similar organisations offer post-school Pathway opportunities for those students who have completed a Certificate. This may lead towards entry into a Cert IV or a Diploma course, completion of which may in turn guarantee acceptance into partnering Universities. Detailed pathway options are outlined in the course guide and on <http://tafebrisbane.edu.au/study-with-us/school-students/university-pathways/#break>

17) What if I decide to drop out of the SAT before completion?

If you decide to drop out of the SAT, you will return to school fulltime and your timetable will be changed back to reflect this. Depending on how much of the Certificate II, III or IV that you've completed, some credits may be attributed to your Queensland Certificate of Education (QCE). It is important that you communicate any changes to your SAT to the school asap.

18) Why do I need a USI (Unique Student Identifier) for SAT?

The USI was introduced nationally on 1st January 2015 for all students studying VET or TAFE qualifications. You cannot get Statements of Attainment or Certificates unless you have a USI. In order to get a USI please go to www.usi.gov.au and follow the prompts. Please provide this USI number to Senior Schooling office or email it to cdaly0@eq.edu.au

19) Can I do a SAT course if I'm going for an ATAR?

It is possible for an ATAR student to do a school based traineeship. However, we would encourage that the associated Certificate be at minimum a Certificate III so that it could be counted as an ATAR subject. (Similar ranking to some Applied Subjects). Please note that only Certificate III level courses or higher can count towards an ATAR. Additionally, students must be completing 4 other General Subjects to be eligible for an ATAR. If an ATAR student wanted to begin a SAT in Year 10 or Year 11, it would be recommended that the SAT and associated Certificate course be completed by the latest at the end of Year 11 in order that the student concentrate on the other General Subjects in Year 12. Please talk to the Senior Schooling team if you are considering this. Is it considered by BISHS on a case-by-case basis.

20) So who is involved in a SAT?

You, your employer, your parent/guardian (if you are under 18 years of age), your school who needs to endorse the application and manage your timetable, the Apprenticeship Centre who manage the contract and the Supervising Registered Training Organisation (SRTO) who teach the competencies. The latter is the organisation that will deliver your structured off the job training, including conducting assessments and issuing your nationally recognised qualification upon completion of your apprenticeship or traineeship. Some RTO's deliver online training or training at their campuses while others are able to visit your workplace to provide training. You will be assigned a Field Officer who will be your mentor and keep track of your progress. Finally, Australian Apprenticeship Support Network (AASN) Providers, such as MRAEL's ACE Apprenticeships Centre, are contracted by the Australian Government to provide information, support and assistance to employers, apprentices and trainees to assist them with the sign-up and administration of their National Training Contract, as well as provide targeted services to identified individuals and employers to help them successfully complete their apprenticeship or traineeship arrangements.

21) When I sign the contract what am I committing to?

When you sign the contract, you're committing to comply with Apprentice/Trainee Obligations & Standards and with the policies and lawful directions of the RTO and those of your Partner Organisation. You're committing to be honest, lawful, and to behave in an appropriate manner at all times. To make adequate progress with theoretical and practical aspects of training. To adequately maintain a Training Record and produce it on demand. To attend work on time and for the period specified, unless on authorised leave and to attend off-the-job training as required.

22) Where can I research further information?

www.training.qld.gov.au

www.megt.com.au

www.busyatwork.com.au

www.mrael.com.au

www.workskills.com.au

www.fir.edu.au

<https://desbt.qld.gov.au/training/apprentices/aasn>



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