

PROCESS

- Discuss your options with the HOD of Senior Secondary and Guidance Counsellor to determine if traineeships are for you.
- Make an application for a SAT and include an up-to date resume.
- Be proactive in approaching employers about employment opportunities, regularly check vacancies displayed and be involved in the work experience program.
- Casual work may be able to be converted into a traineeship. Speak to your employer. (Give the employers details to the HOD of Senior Secondary and they will follow up and explain the process.
- When positions are found the resume is sent to the employer and interviews arranged (it may take more than one interview).
- If successful with the interview then a sign-up will occur. This is where the employer, student, parents and school representative meet with a government representative (AAC) to complete and sign the contract and relevant form.
- Student then negotiates with the school any changes within the school timetable to support the apprenticeship/traineeship and teachers are notified of the change.

ACCREDITED VALUE

All school based traineeships & apprenticeships gain points towards the QCE (Queensland Certificate of Education). All competencies completed are recorded on the senior statement. Points can be gained as follows:

- **Cert II Traineeship**
Completed: 4 points
Partial : Prorata points according to completion amount 25% 50% 75%
- **Cert III Traineeship**
Completed: 5-8 points (dependent on cert)
Partial: Prorata according to completion amount 25% 50% 75%
- **Cert III Apprenticeship**
25% Competencies Complete 2 credit points. On the job hours 1 point per 20 days (max 4 points)

Completed School Based Traineeships can also be used in gaining a rank at the end of Year 12.

For further information contact:
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ALBANY CREEK STATE HIGH SCHOOL

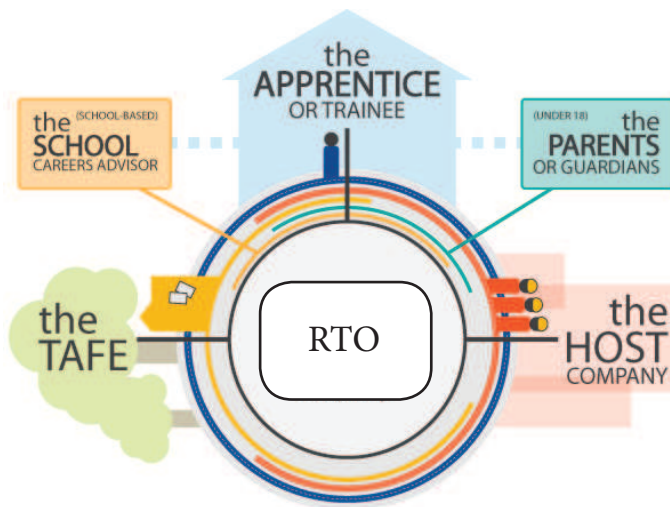


Knowledge Pride Tolerance

SCHOOL BASED APPRENTICESHIP/ TRAINEESHIP



Albany Creek has developed a flexible program allowing students the opportunity to obtain a School Based Apprenticeship/Traineeship (SAT) while attending school. SATs allow students to train and do work in a chosen industry area while they are still at school studying for their senior certificate.



AIMS

SATs are aimed at providing students with:

- The opportunity to develop skills and knowledge relating to actual employment situations
- A completed Vocational Qualification while still at school
- Improved post-schooling employment and training opportunities
- Improved links between education and industry, the school and local community

CONDITIONS

According to the Australian Quality Training Framework guidelines, school based apprenticeships and traineeships are primarily designed for Senior students.

Students from other year levels can participate, but must be 15yrs and it is at the discretion of the Principal.

TIME REQUIREMENTS

Like all apprenticeships and traineeships, there is a minimum of hours to be worked and school based is 8 hours per week. It should be noted that students must undertake sufficient time in paid employment and in training to gain the required competency standards of the qualification.

Through negotiations between the school, employer registered training organisation and the student, the student is timetabled to ensure that the student can achieve both general education and a vocational qualification or significant progress towards the qualification.

A Supervised Registered Training Organisation provides the structured training in conjunction with the employer.

CONTRACT

A contract is the legal document completed by the employer, student and parent, which is lodged with the government to register the apprenticeship or traineeship. Parents sign the contract when the student is under 18 years of age.

Generally a school based traineeship at Certificate II level has a two-year nominal completion time which can be completed while at school. A Cert III traineeship can be completed while at school depending on sign up dates, but the Certificate III apprenticeships are completed post year 12. As this is competency based and students maintain a good work schedule most traineeships are generally completed by the end of Year 12.

School Based Apprenticeships and Traineeships are as stated and if a student leaves school the contract would have to be altered to become a part-time or full-time apprenticeship or be cancelled.

