

SCHOOL BASED TRAINEESHIPS

FACT SHEET

PARTIES

- 1 The Employer:** The business or organisation employing an Australian Apprentice.
- 2 School-Based Trainee:** High school student to be employed, earning a wage, training towards a nationally recognised qualification and credits towards their Queensland Certificate of Education.
- 3 Parents/Guardians:** Students under the age of 18 require parental or guardian consent when signing the National Training Contract.
- 4 Registered Training Organisation:** Training Provider who provides the training and assessment, negotiate the training plan and monitor progress.
- 5 Australian Government (Department of Employment & Workplace Relations):** Responsible for Australian Apprenticeship policies and funding through Australia.
- 6 Australian Apprenticeship Support Network Provider (AASN):** Contracted by the Australian Government to provide free support services. A list of providers can be found <https://www.apprenticeships.gov.au/who-to-contact/search-for-an-australian-apprenticeship-support-network-provider>.
- 7 State Training Authority (STA):** Any changes to the National Training Contract must be approved by the State Government.
- 8 Group Training Organisation (GTO):** Serves as the intermediary between facilities and School-based trainees (SBT). The GTO facilitates the placement of students across different facilities, coordinating training programs and providing ongoing support and supervision. They become the conduit between Trainees, Supervisors, Training Provider and School. They also take care of all the HR requirements and Training Contractual requirements.

TRAINING PLAN

The Training Plan outlines how the training will be delivered and must be signed by all parties. A Training Record Logbook is issued by the RTO with each unit of competency to be signed off by the SBT, workplace supervisor and trainer.

TRAINING

Students must complete 7.5 hours a week over 12 months and complete a total of 375 hours. Work may also include additional days over school holidays. Students must also attend compulsory training days with the RTO.

SBT RIGHTS & ENTITLEMENTS

Different wages and entitlements are set out in industrial awards or agreements that applies to the employer's business. SBT may be entitled to incentives and subsidies. You should speak with your AASN to confirm.

EMPLOYER INCENTIVES

By employing a SBT, Employers may be eligible for financial support through incentives and subsidies. Contact should be made with your AASN to discuss eligibility.

Want more information? Email schools@connectngrow.edu.au Phone 1300 283 662

