

School-based apprentices – Notification of days worked

School-based apprentices are required to work a **minimum 50 days (375 hours) per 12 months** in their school-based apprenticeship from date of commencement (that is, a minimum of 7.5 hours per week averaged over each 3 month period). Electrotechnology school-based apprentices are required to work a **minimum of 80 days (600 hours) per 12 months**.

The Queensland Curriculum and Assessment Authority (QCAA) will allocate appropriate points on the school-based apprentice's Queensland Certificate of Education (QCE), including points for days worked in the school-based apprenticeship. It is therefore important that the Department of Employment, Small Business and Training (DESBT) has an accurate record of the number of days a school-based apprentice has worked to enable the transfer of accurate data to the QCAA.

If the number of days a school-based apprentice has worked is different from the minimum stated above, they need to notify DESBT of the actual days worked. This form can be used for this purpose.

Important note: If an apprentice claims to have worked more than the minimum days required in the school-based apprenticeship, they will need to provide proof of the actual number of days worked – for example, a copy of pay records or a statutory declaration signed by the employer.

Training organisations delivering to school-based apprentices in the Senior Phase of Learning are required to bank the apprentice's vocational education and training achievements direct with QCAA or with DESBT.

Return the **completed and signed** form via email to apprenticeshipsinfo@qld.gov.au (using a subject heading of 'SAT - Notification of days worked') or post to Apprenticeships Info, PO Box 15121, CITY EAST QLD 4002

IMPORTANT: Failure to complete all details on this form may delay processing of this transaction.

TRAINING CONTRACT DETAILS			
Training contract registration number:		(This 9 digit number starting with 20 appears on all documentation from the department or your Australian Apprenticeship Support Network provider.)	
Apprentice's full name:		Date of birth:	
Apprentice's email:			
Apprentice's postal address:			
Apprentice's Learner Unique Identifier (LUI):		Year level:	
Name of school:			
Employer's trading name:			
How many days have you worked as a school-based apprentice with this employer?			
Will you be leaving school at the end of this school year? (please tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No			
APPRENTICE SIGNATURE (and parent or guardian if appropriate)			
Apprentice signature:		Date:	
If the apprentice is under 18 years of age, a parent or guardian must also sign this form if appropriate.			
Parent or guardian's name:			
Parent or guardian's signature		Date:	