

School-Based Apprenticeships and Traineeships Policy – Queensland and Norfolk Island

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| Approving Authority | Director, Queensland Apprenticeship and Traineeship Office (QATO) |
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Purpose

This policy sets out the requirements specific to school-based apprenticeships and traineeships (SATs) in Queensland and on Norfolk Island.

The policy should be read in conjunction with the [Guide to school-based apprenticeships and traineeships](#) and other relevant information on [eligibility for apprenticeships and traineeships](#) in Queensland.

For Norfolk Island school-based apprentices and trainees, the policy should also be read in conjunction with the [Norfolk Island Apprenticeships and Traineeships – Policy](#).

What is a SAT?

A SAT is employment-based training declared to be an apprenticeship or traineeship under the [Further Education and Training Act 2014](#), where:

- the apprentice or trainee is a school student
- the parties (i.e. employer, apprentice/trainee and parent/guardian, if appropriate) have signed an apprenticeship/traineeship training contract
- the apprentice/trainee's (student's) school timetable or curriculum reflects a combination of school studies, paid work with an employer and training in an apprenticeship or traineeship occupation
- the apprenticeship or traineeship progresses towards a nationally recognised Vocational Education and Training (VET) qualification aligned with a skilled trade or vocation, and can contribute towards the attainment of a [Queensland Certificate of Education \(QCE\)](#) or its equivalent.

Intent of SATs

The Queensland Government is committed to engaging more young people in education, training and work.

SATs provide an opportunity for young people to engage in real work combined with training while still at school to create a strong foundation for both continued employment and further education and training opportunities post school.

School-based apprentices benefit from getting a head start on an apprenticeship that is intended to continue as a full-time or part-time apprenticeship after completing school.

School-based trainees, whether they complete their traineeship whilst at school or continue afterwards, will benefit from having undertaken a traineeship that is valued by industry and provides an advantage in continuing their employment and/or in further education and training after leaving school.

Not all school-based traineeships are intended to be completed while at school. School-based trainees who have not met the requirements for completion of the traineeship prior to completing school will continue as full-time or part-time trainees post school.

While there are a number of reasons why school-based trainees may not complete their traineeship prior to completing school, common reasons include:

- the minimum paid employment days required for a school-based traineeship to be completed being greater than 100 days;
- the school-based trainee starting the traineeship later in Year 11 or in Year 12; and/or
- the school-based trainee having not met all the requirements for completion of the traineeship by the end of Year 12.

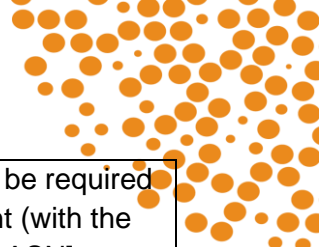


School-based apprentices and trainees are trained and assessed to the same standard as apprentices and trainees undertaking the equivalent full-time or part-time apprenticeship or traineeship. School-based trainees who complete while at school will be able to demonstrate workplace skills to the same standard as a trainee who has undertaken their traineeship full-time or part-time.

Requirements for Entering into a SAT

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| <p>Eligible school students</p> | <p>Students must be enrolled in Years 10, 11 or 12 and progressing towards the attainment of a Queensland Certificate of Education or equivalent.</p> <p><i>In exceptional circumstances, other students may be considered eligible if a business case is first approved by the Department of Employment, Small Business and Training (DESBT).</i></p> |
| <p>Electrotechnology school-based apprenticeships</p> | <p>School-based apprentices in electrotechnology qualifications must meet electrotechnology industry eligibility requirements additional to those set out in this policy. Information on the criteria for school-based apprenticeships in electrotechnology qualifications are specified on the Queensland Training Information Service (QTIS).</p> <p>Note for Norfolk Island school-based apprenticeships: Please refer to the Norfolk Island Apprenticeships and Traineeships – Policy for eligibility requirements for electrotechnology.</p> |
| <p>School support</p> | <p>The school Principal, or authorised representative, must support the student to enter into a SAT <u>prior</u> to the training contract being registered. Negotiations need to be carried out between the student, parent/guardian (if appropriate), employer and school to ensure the SAT forms an appropriate component of an overall school program.</p> |
| <p>Impact on the school timetable</p> | <p>The SAT must impact on the school timetable for the student, meaning some of the training and/or work must take place during school hours. The student, parent/guardian (if appropriate), employer, school and training organisation will negotiate a schedule showing the work and training aspects of the SAT.</p> |
| <p>Minimum paid working hours commitment</p> | <p>A school-based apprentice or trainee must be provided with a minimum of 7.5 hours per week of paid employment, which may be averaged over a three-month period.</p> <p>A school-based apprentice or trainee must be provided with a minimum of 375 hours (50 days) of paid employment over each 12-month period from the date of commencement of the training contract.</p> <p>For training contracts in electrotechnology, a minimum of 600 hours (80 days) of paid employment must be provided over each 12-month period of the training contract.</p> <p>Please note – school-based trainees must also undertake at least the minimum required number of hours/days of employment, however in some circumstances DESBT may approve a business case to alleviate this requirement. (See the section on <i>Completion of school-based traineeships</i> below.)</p> |





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| Training Contract | <p>The employer, student and parent/guardian (if appropriate) will be required to sign a training contract which links to an industrial instrument (with the assistance of an Australian Apprenticeship Support Network [AASN] Provider), agreeing to work together for the length of the apprenticeship or traineeship.</p> |
| Commitment to continuing post school | <p><u>School-based apprentices</u></p> <p>School-based apprentices cannot complete their apprenticeship while they are still enrolled at school. Therefore, the employer, school-based apprentice, and parent/guardian (if appropriate) must commit to continuing the apprenticeship after the student completes school.</p> <p>School-based apprenticeships in electrotechnology must convert to a full-time apprenticeship post-school. All other apprenticeships can be continued either full-time or part-time post-school.</p> <p><u>School-based trainees</u></p> <p>School-based trainees can complete their traineeships while at school. However, where a school-based trainee does not complete while at school the employer, school-based trainee and parent/guardian (if appropriate) must commit to continuing the traineeship either full-time or part-time, after the trainee completes school.</p> |
| Employers with 25 or more school-based apprentices or trainees | <p>If the cumulative total of current and proposed school-based apprentices or trainees to be engaged by the employer at the workplace exceeds 24, approval will need to be sought from DESBT prior to commencing the sign-up of the training contracts.</p> <p>This approval process does not apply to Group Training Organisations or Principal Employer Organisations recognised under the <i>Further Education and Training Act 2014</i>.</p> |

Institutional training delivery limits for school-based apprenticeships

While an individual is undertaking a school-based apprenticeship, the supervising registered training organisation (SRTO) is permitted to deliver institutional training within the limits set out in the table below, unless prior approval has been sought from a Regional Director within DESBT.

| School-based apprenticeship nominal term | Full time apprenticeship nominal term | Maximum percentage of competencies/points that can be completed by a school-based apprentice* |
|---|--|--|
| 8 years | 4 years | 33.3% |
| 6 years | 3 years | 40% |
| 4 years | 2 years | 50% |

*The percentage is based on the number of claimable/funded units of competency or points specified for the apprenticeship or traineeship in [QTIS](#)



Regional Directors within DESBT can approve additional institutional delivery up to the following limits.

| School-based apprenticeship nominal term | Full time apprenticeship nominal term | Maximum percentage of competencies/points that can be completed by a school-based apprentice* |
|--|---------------------------------------|---|
| 8 years | 4 years | 45% |
| 6 years | 3 years | 55% |
| 4 years | 2 years | 65% |

*The percentage is based on the number of claimable/funded units of competency or points specified for the apprenticeship or traineeship in [QTIS](#)

The process for seeking approval for an increased institutional delivery limit is set out in the [Guide to school-based apprenticeships and traineeships](#).

Completion of school-based traineeships

A school-based traineeship training contract cannot be completed until all the following requirements are met:

- all required training and assessment under the training plan is complete.
- a minimum of 375 hours (50 days) of paid work has been undertaken for each full-time nominal term year**, this information can be found in:
 - the duration details on [QTIS](#);
 - the training contract approval correspondence sent by DESBT to the school-based trainee, their parent/guardian (if appropriate) and the employer; and
 - in the table below.
- the parties agree that the school-based trainee is competent.

| School-based traineeship nominal term | Full time traineeship nominal term | Minimum days/hours of paid work required for a school-based trainee to complete |
|---------------------------------------|------------------------------------|---|
| 2 years (24 months) | 1 year (12 months) | 50 days (375 hours) |
| 3 years (36 months) | 18 months | 75 days (562.5 hours) |
| 4 years (48 months) | 2 years (24 months) | 100 days (750 hours) |

Queensland school-based trainees who are nearing the end of Year 12 and are unlikely to meet the minimum paid work requirement due to circumstances beyond their control can put a business case to the [Queensland Training Ombudsman](#) for independent consideration of their case for completion.

**Where DESBT has converted a training contract for a school-based traineeship to full-time or part-time arrangements and completion is within reach but the amount of workplace employment the trainee has undertaken has fallen short, the employer and trainee (and parent/guardian, if appropriate) have the option of submitting a business case to the local regional office of the department to consider issuing a completion certificate notwithstanding insufficient employment having been undertaken.



Definitions

In this policy the following definitions apply:

'AASN Provider' means Australian Apprenticeship Support Network Provider. AASN Providers, also known as Apprenticeship Network Providers, are contracted by the Department of Employment, Small Business and Training to provide targeted services which deliver tailored advice and support to employers, apprentices and trainees. The AASN Provider is the first point of contact for the administration of all training contracts.

'Apprenticeship' means employment-based training declared by the chief executive under section 8 of the *Further Education and Training Act 2014* to be an apprenticeship.

'DESBT' means the Department of Employment, Small Business and Training.

'QCE' means [Queensland Certificate of Education](#) and is Queensland's senior school qualification, which is awarded to eligible students by the Queensland Curriculum and Assessment Authority.

'QTIS' means [Queensland Training Information Service](#) and is DESBT's database of apprenticeships and traineeships approved for delivery in Queensland.

'School-based Apprentice or Trainee' means an apprentice or trainee who is a school student – typically years 11 and 12 – in an approved arrangement that allows them to study for their senior certificate or equivalent, whilst at the same time undertaking government approved and nationally recognised training qualifications as paid employees.

'School-based Apprenticeship or Traineeship' or **'SAT'** means a contract reflecting a combination of paid work, training and school study leading to the award of a QCE or its equivalent and progress towards a vocational qualification.

'SRTO' means Supervising Registered Training Organisation as defined in the *Further Education and Training Act 2014*.

'Traineeship' means employment-based training declared by the chief executive under section 8 of the *Further Education and Training Act 2014* to be a traineeship.

Associated Documents

[Guide to school-based apprenticeships and traineeships](#)

[Norfolk Island Apprenticeships and Traineeships – Policy](#)

Relevant Legislation

[Further Education and Training Act 2014](#)

[Education \(Queensland Curriculum and Assessment Authority\) Act 2014](#)

[Education \(General Provisions\) Act 2006](#)

[Norfolk Island Applied Laws and Service Delivery \(Queensland\) Ordinance 2021](#) (Cth)