

Student Name:

Department of Training and Workforce Development
EDUCATION, TRAINING AND EMPLOYMENT SCHEDULE (ETES) V3.1

Effective: 1/7/2015

The purpose of the ETES1

The completed ETES verifies:

- 1 how the student's school based traineeship/apprenticeship (SBA/T) and school program are integrated;
2 the contribution made by the school based apprenticeship/traineeship to the student's Western Australian Certificate of Education (WACE); and
3 the school's endorsement of the student's participation in the SBA/T training contract named in Section 1.

Completing the Schedule

Completion of this schedule must be coordinated by the student's school with a completed copy distributed to each stakeholder (employer, student, parent/guardian, registered training provider (RTO). The completed original schedule must be:

- signed by the student;
endorsed by the school's principal or authorised school person; and
presented to the Australian Apprenticeship Support Network (AASN) representative at the Training Contract sign up.

Changes during the Training Contract

In the event of a change to the training contract or associated training plan, the school is responsible for amending the ETES (contact DTWD Apprenticeship Office for details) in consultation with the parties to the contract and providing each stakeholder and the DTWD Apprenticeship Office with an amended copy for their records.

ORIGINAL / AMENDED Version: (Circle as appropriate) (Insert version date)

Section 1: School Program (Please complete)

This section demonstrates how the student's school based apprenticeship/traineeship is integrated into the student's school program, ie the student's release pattern from school.

Form with fields for School Based Apprenticeship/Traineeship Qualification, SBT/SBA Training Contract/Employment Commencement Date, and a table for Block-Example and Blocks 1-5 with days of the week.

This release pattern applies to: (Tick ONE) School terms only OR School terms and holidays (use Blocks for holiday details)

Section 2: WACE Contributions (Information only)

This section demonstrates the possible contribution of the above-named prescribed2 school based apprenticeship or traineeship to the student's Western Australian Certificate of Education (WACE).

2014-15 (for year 11 and 12 students only)

Of the 20 units required for a WACE, partial or full completion of a SBT or SBA may contribute up to a maximum of 10 unit equivalents through:

- VET Credit transfer - where 1 unit equivalent is 55 nominal hours of units of competency completed; and/or
the Endorsed Program: Workplace Learning On the Job (WL1) - where 1 unit equivalent is 55 hours completed in the workplace.

2016 onwards (for year 10 students from 2014)

Of the 20 units required for a WACE, up to a maximum of 8 unit equivalents may be substituted by:

- 4 unit equivalents (2 Yr 11 and 2 Yr 12 units) for the completion of a Certificate II SBT comprising of equal to or greater than 220 nominal hours of units of competency.
6 unit equivalents (2 Yr 11 and 4 Yr 12 units) for the completion of a Certificate III SBT; or

1 The ETES is used by the Department of Training and Workforce Development (DTWD), Western Australia in place of the Australian Government's Form 1285: School Endorsement of an Australian School Based Apprenticeship: Annex to National Training Contract.

2 See http://vetinfonet.dtwd.wa.gov.au/VETpolicyandguidelines/Pages/ClassABRegisters.aspx for Public Register of Prescribed Qualifications

- unit equivalents for partial completion of Certificate III SBT or SBA under specific conditions (for conditions refer to the SCSA's *WACE Manual 2015-16*); and/or
- a maximum of 2 Yr 11 and 2 Yr 12 units for the new workplace learning endorsed program.

Section 3: Declarations (Please complete)

School Based Apprentice/Trainee declaration: By signing this ETES, I declare that: 1 I accept that my school based apprenticeship/traineeship is an integral part of my school program; and 2 I will uphold the responsibilities for my school program while on and off the school site.	
School based Apprentice/Trainee signature: _____	Date: _____
School Principal's Endorsement: By signing this ETES, I acknowledge and endorse: 1 the student's participation in a school based apprenticeship/traineeship as an integral component of their school program; 2 the school's responsibilities under relevant policy for workplace learning and school based apprenticeships and traineeships; and 3 the school has discussed with the student the school based apprenticeship/traineeship's contribution to his/her WACE.	
School Principal or Authorised School Person's Name and Title: _____	Date: _____
Please note: Explicit details of the initial employment and the on and off the job training components of this school based apprenticeship/traineeship are found respectively on the Training Contract (<i>copy available through the student/parent with the employer's permission</i>) and the Training Plan (<i>copy available through the RTO or when it is endorsed by the school</i>).	

Section 4: Details of Stakeholders (Please complete details)

Student Details	School Details
Name: _____ Date of Birth: _____	School Name: _____
Year level: _____ Gender: _____	Contact Person: _____
Student SCSA Number: _____	Telephone: _____ Fax: _____
Email: _____ Mobile: _____	Email: _____
Parent/Guardian Details	Employer/GTO details
Name: _____	Business Trading Name: _____
Email: _____ Mobile: _____	Contact Person: _____
Registered Training Organisation (RTO) details	Telephone: _____ Fax: _____
RTO Name: _____	Email: _____
Contact Person: _____	Group Training Organisation (GTO): YES NO (<i>Circle ONE</i>)
Telephone: _____ Fax: _____	Host Employer details (where employer is a GTO)
Email: _____	Business Trading Name: _____
Australian Apprenticeship Support Network (AASN) details	Contact Person: _____
AASN Name: _____	Telephone: _____ Fax: _____
Contact Person: _____	Email: _____
Telephone: _____ Fax: _____	Commencement date with host: _____
Email: _____	

Other Responsibilities

In addition:

- The AASN will ensure that the Training Contract is signed and lodged with the DTWD Apprenticeship Office within 21 days of the commencement of employment date;
- The RTO will negotiate a Training Plan with the employer and apprentice/trainee within 6 weeks of the Training Contract being signed and maintain regular contact with the school; and
- Schools will fulfil their legislative and policy obligations for the full time school student and maintain regular contact with the RTO.

If you have any further queries, please contact the DTWD Apprenticeship Office on 13 19 54