



Government of **Western Australia**  
Department of **Training**  
and **Workforce Development**

**SCHOOL BASED APPRENTICESHIP AND TRAINEESHIP POLICY**

EFFECTIVE: 17 DECEMBER 2014

VERSION: 4.0

**Please note** the following changes are effective from 1 July 2015:

ApprentiCentre will be called Department of Training and Workforce Development Apprenticeship Office (DTWD Apprenticeship Office).

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Australian Apprenticeships Centres (AACs) will be known as Australian Apprenticeship Support Networks (AASN).

For contact details refer to [australianapprenticeships.gov.au](http://australianapprenticeships.gov.au)

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*All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Training and Workforce Development employees.*

## POLICY STATEMENT

The purpose of this policy is to provide advice to organisations/persons associated with school based apprenticeships and traineeships for full time enrolled school students as a component of the apprenticeship system in Western Australia.

Through the *School Based Apprenticeship and Traineeship (SBA/T) Policy*, the Department of Training and Workforce Development provides support in the interpretation of the *Vocational Education and Training Act 1996* (VET Act 1996), *Vocational Education and Training (General) Regulations 2009* (VET (General) Regulations 2009) and the *Vocational Education and Training (General) Regulations 2009 - Amendments 2014*, as applied to employment based training ([EBT](#)) for school students in school based apprenticeship (SBA) and school based traineeship (SBT) arrangements.

## SCOPE

This policy applies where a full time school student is a signatory to an apprenticeship or traineeship training contract as a SBA or SBT (SBA/T), including an Aboriginal student in an Aboriginal School Based Apprenticeship (ASBA) or Traineeship (ASBT)<sup>1</sup>. This policy applies to all parties to the [training contract](#) processes, including:

- the student;
- their parent/guardian;
- the employer, including where applicable, a group training organisation (GTO) and host employer; and
- through the Education, Training and Employment Schedule ([ETES](#)), the school's principal or authorised school person, such as the Vocational Education and Training (VET) Coordinator.

This policy informs these [parties](#) and other [stakeholders](#) of their roles and responsibilities (see Appendix 2) when implementing the requirements for [registration](#), [commencement](#), [variation](#) and [completion](#) of a SBA/T training contract.

**It must be read in conjunction with the Department's [Apprenticeship Policy V4.0](#).**

Other stakeholders include: the Department's [ApprentiCentre](#) and other Department employees; training councils; [Australian Apprenticeships Centres \(AAC\)](#); registered training organisations (RTO); employees of the Department of Education (DoE), Association of Independent Schools of Western Australia (AISWA) and Catholic Education Office of Western Australia (CEOWA); and the [School Curriculum and Standards Authority of Western Australia \(SCSA\)](#).

## PRINCIPLES

The *SBA/T Policy* is based on the following principles:

- The purpose of SBA/Ts, as entry level EBT strategies, is to attract and engage selected school students, including those in under-represented groups<sup>2</sup>, for successful transition into career pathways of choice.

<sup>1</sup> Refer to *Glossary: ASBT; Aboriginal School Based Traineeship; Aboriginal School Based Trainee/Apprentice* for details.

<sup>2</sup> Skilling WA – A Workforce plan for Western Australia: Strategic goals 1 and 4.

- SBA/Ts are delivered under competency based training. This means there is a nominal term and not a fixed period of training. The nominal term indicates the expected length of time a qualification can be completed. Under competency based training, the actual time taken to complete a SBA/T may vary and takes into account factors such as the SBA/T's prior experience and training, the intensity of training during the SBA/T and variety of workplace experience.

A SBA/T with prior work experience and/or training that could affect the duration of his/her nominal term should discuss this claim with the employer and training provider when developing the [training plan](#).

In accordance with the obligations of the training contract, the SBA/T is successfully completed when there is agreement from the employer, training provider and SBA/T that the SBA/T has attained all the required competencies, as outlined in the training plan, to the industry standard aligned to the Australian Qualifications Framework (AQF) level of the qualification.

In addition to competency based training several Modern Awards provide for [competency based wage progression \(CBWP\)](#).

- CBWP acknowledges that a SBA (not SBT) should be entitled to progress through the wage structure based on achievement of competencies.

Awards with provision for CBWP identify progression stages/points that align with the requirements of the relevant training package and are reflected in the SBA's [training plan](#).

Under the provisions of CBWP, the starting wage of a SBA is determined by the percentage of competencies (or competency points) that have been completed prior to commencement of the apprenticeship.

In Western Australia, regulations require graduates of an institutional course, such as a pre-apprenticeship or VET in School program, to complete up to nine months workplace experience, under the training contract from the date of commencement indicated on the training contract, before the apprentice can progress into the next wage progression stage/point.

The period of workplace experience may be reduced to a period of time shorter than nine months if all parties agree. This agreement will result in the SBA progressing to the next wage progression stage/point.

- School students under a SBA/T arrangement must be paid for the hours they are employed and for their on and off the job training, in accordance with the industrial instrument/award under which they are employed.
- School students must be enrolled full time at a school to participate in a SBA/T where a [prescribed qualification](#) is approved for a SBA/T.

- A school student's SBA/T training contract must be integrated with their school learning program, where the results of their SBA/T achievements not only contribute towards their Western Australian Certificate of Education (WACE), but are also included on the associated Statement of Results. Evidence of integration must be provided in the ETES.
- While a student is participating in agreed on and off the job training under a training contract as a SBA/T, the school retains the prime responsibility for the student's duty of care, but negotiates and shares this with the employer and the RTO. (See [Duty of Care](#))
- For a school student participating in a SBA/T, [learning support](#) appropriate to the student's needs is required to optimise their achievement of a SBT, effective transition from a SBT to SBA while at school, from a SBA to full time apprenticeship or SBT to further training, employment or education post school.
- Stakeholders undertake equitable, ethical and sustainable practices to facilitate student progress towards successful completion of an SBA/T training contract or transition to further training, employment or education post school.

## BACKGROUND

The *Vocational Education and Training Act 1996* provides a single apprenticeship system with the aim of increasing completion rates through increased levels of protection and support for all types of apprenticeships and traineeships and the issuance of a single certificate by the nominated RTO.

The *Vocational Education and Training (General) Regulations 2009* allow for a young person attending school to enter into an employment based training contract as a SBA/T. Training contracts are registered, managed and monitored by ApprentiCentre. Qualifications available for school based apprenticeships and traineeships are listed on the [Public Register of Prescribed VET Qualifications](#).

Under SBA/Ts, the student is both enrolled as a full time school student and employed as a part time employee as per the relevant industry award, with the same responsibilities as a typical apprentice or trainee.

Two different industrial relations systems operate in Western Australia, the state system and the national system.

The state system applies to non-constitutional corporations. These include sole traders, partnerships, trusts, some state government public sector employers and corporations whose main activity is not trading or financial. The national system (Modern Awards) covers the majority of Australian workplaces and applies to employees of businesses that are constitutional corporations (Pty Ltd).

Confirmation of award provisions can be obtained by contacting the Fair Work Ombudsman by visiting [www.fairwork.gov.au](http://www.fairwork.gov.au) or phoning 13 13 94.

## DEFINITIONS AND ACRONYMS

Explanations of terms used in this policy are provided in the glossary at Appendix 1.

## KEY ELEMENTS OF A SCHOOL BASED APPRENTICESHIP AND TRAINEESHIP

This policy covers the following:

- EBT arrangements for SBA/Ts;
- Roles and responsibilities of:
  - parties to the SBA/T training contract processes;
  - key stakeholders to the SBA/T training contract processes; and
- Factors impacting on the SBA/T training contract.

This policy must be read in conjunction with:

- The Department's [Apprenticeship Policy](#); and
- *Workplace Learning and Out of School Learning and Training Policies and Guidelines* of DoE, CEOWA and AISWA respectively.

## EMPLOYMENT BASED TRAINING ARRANGEMENTS FOR SBA/Ts

### Student eligibility requirements

A school student registered in a training contract as a SBA/T must:

- be an Australian citizen or hold an Australian visa that will support employment and study arrangements specified in the training contract;
- be enrolled full time in a school<sup>3</sup> or a registered home education<sup>4</sup> arrangement;
- be generally at least fifteen (15) years of age<sup>5</sup>;
- have a parent/guardian's approval and signature on the training contract;
- have the school principal's (or authorised school representative's) agreement to participate in a SBA/T and endorsement on the ETES;
- be [enrolled in the WACE](#); and
- have successful SBA/T achievements contribute to their WACE.

Government subsidised training costs and incentives paid to employers may be affected if a person is a non-resident of Australia.

### Duty of Care

The duty owed by each party to the SBA/T is to take reasonable care to avoid harm being suffered by the student whilst engaged off the school campus as a SBA/T.

This policy states roles, responsibilities and practices required to best manage the discharge of duty of care.

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<sup>3</sup> In accordance with Part 2, Division 1 and Division 2 s.16(e) (NB to be enrolled, student has to disclose his/her citizenship and Australian residency status) of the *School Education Act 1999*

<sup>4</sup> In accordance with Part 2, Division 6 of the *School Education Act 1999*

<sup>5</sup> In accordance with Part 7 of the *Children and Community Services Act 2004*

**The school**

The student's school owes a non-delegable duty of care to each student indentured under a SBA/T training contract because the student is enrolled as a full time school student ([Student eligibility requirements](#)), is a minor (under 18 years of age) and due to the student-teacher relationship.

The school principal and the authorised teacher must be satisfied that the employment arrangement and the on and off the job training program is acceptable and suited to the student's needs and abilities. The training should not involve activities with the potential to create injury, but if potential risk is unavoidable then they must be satisfied that the employer and RTO have taken reasonable steps to ensure the student is protected from injury.

While the school is not a party to the SBA/T training contract, the school principal or authorised school person must:

- accept the proposed SBA/T as an integral component of the student's school program contributing to the student's WACE;
- discharge the duty of care owed to the student while employed and training under the training contract, including when some or all of the employment and training is to be undertaken out of normal school hours; and
- sign the [ETES](#) Section 3 Declarations, thereby enabling the AAC to lodge the SBA/T training contract with ApprentiCentre for registration.

The school principal or authorised school person must not sign the ETES if these conditions are not met and should not support the student's participation in the SBA/T.

Once the SBA/T training contract is registered, the school principal or authorised school person must endorse the RTO's training plan as specified under Question 19 of the National training contract.

**The State Education Authority**

The Department of Education as the State Education Authority owes a non-delegable duty of care to students in response to enrolment and attendance legislation and must be satisfied, regardless of the person performing that duty, that risks to school students engaged in SBA/Ts are identified, minimised and monitored, including that associated training and employment activities are acceptable and suited to the student's needs and abilities.

School principals and authorised teachers must demonstrate how they discharge their duty through the implementation of this policy, developed under the *VET Act 1996* s.60(c) and *VET (General) Regulations 2009* r.40(3)and(8) and the respective duty of care, workplace learning, out of school learning and training policies and guidelines of DoE, CEOWA and AISWA.

**The employer, group training organisation, host employer**

The employer owes a duty of care to the employee and in signing the training contract, agrees to "meet all legal requirements regarding the apprentice/trainee, including but not limited to, occupational health and safety requirements".

The employer will discharge duty of care related to training and occupational health and safety in accordance with appropriate levels of [supervision](#).



**The student**

The student has [general duty of care](#) and duties as a SBA/T that the *Occupational Safety and Health Act 1984* places on her/him.

The duties require that the student will ensure her/his own and others' safety and health at work, preventing death, injury or illness to others through her/his actions at the workplace.

**The registered training organisation**

The RTO, in a similar way to the school, owes a non-delegable duty to the student as a minor due to the student-trainer relationship and the student's age and inexperience. The Department's [Duty of Care for Minors attending TAFE Colleges Policy](#) provides information on engaging with minors in training and workplace activities.

**SBA or SBT – Selecting the Prescribed VET Qualification**

The qualification to be undertaken as a SBT or SBA must be listed on the [Public Register](#).

Prior to signing the training contract and ETES, all parties to the process must clarify the implications of the following on a SBA/T training contract:

- commencement date;
- nominal term;
- training contract variation;
- termination; and
- change of completion date.

They should be considered in the context of the student's remaining compulsory schooling period and contribution to WACE achievement, whether completing year 12 or not, or ceasing to be enrolled full time in school.

**School Based Traineeship**

Parties to the training contract must agree to a contract [variation](#) if the SBT training contract is not completed within the nominal term or before the student leaves school. An application to vary the registered training contract must be given in writing to ApprentiCentre for approval.

**School Based Apprenticeship**

When signing a SBA training contract, parties must acknowledge they are agreeing to the prescribed [nominal term](#) for the associated apprenticeship, noting that this binds the parties for the term of the apprenticeship remaining after the compulsory schooling period is completed.

Prior to the student leaving school, the employer must submit an application to ApprentiCentre for a training contract [variation](#). This triggers a variation to [nominal term](#) on the Department's training record system (TRS) for the continuation of the apprenticeship.

### **Nominal Term**

The nominal term for a qualification is prescribed in the [Public Register](#).

As SBA/Ts are deemed part-time the nominal term will be calculated at 1.5 times the stated full time nominal term for the prescribed qualification unless otherwise indicated on the Public Register.

### **Mandatory and Negotiated Reduction**

In light of the application of competency based training and/or competency based wage progression requirements, mandatory reduction and negotiated reduction of the nominal term no longer applies to the administration of a SBA/T.

Claims for prior learning and/or experience are to be recognised and recorded in the development of the [training plan](#).

### **Minimum Employment Requirement**

Under a SBA/T, SBA/Ts will be employed:

- a minimum of one equivalent full-time working day per week;
- where employment is integrated with their school program, during the term of the training contract;
- with averaging of this time over three month periods, making allowance for study, leave and holidays;
- in accordance with industrial instrument/award requirements; and
- where the instrument/award is silent on the length of a full-time work day, seven and a half hours will be applied.

### **Out of school hours' employment based training**

The employment arrangements of some industries include hours typically outside the more common daytime hours of work and school, such as in retail, hospitality and health care.

If a SBA/T training contract requires the student to do some or all of their employment and/or training outside school hours, prior to signing the ETES, the school principal or authorised school person must:

- 1 determine in conjunction with the parent/guardian, that the proposed out of school hours' employment and training specified in the SBA/T training contract can occur without detriment to the student's overall education; and
- 2 negotiate with the parent/guardian and student, opportunities for compensation for the time spent in 'out of school hours' employment and training as a SBA/T to minimise risk to the student's total school achievement; and
- 3 establish strategies to meet its duty of care obligations at all times for out of school hours' employment and training proposed under the SBA/T training contract, including how work shift variations will be communicated and managed by the school, and document them, for example, in their workplace/out of school learning management plan; and
- 4 if willing and able to manage the risks associated with an out of school hours SBA/T arrangement, complete and sign the ETES with the student in time to present to the AAC at training contract sign up; and
- 5 if changes occur in the registered training contract or training plan, update the ETES and school records in order to manage the risks associated with those changes.

### **Additional employment**

Where it is agreed between the employer, SBA/T and the RTO that additional employment, such as during school holidays which is beyond the current arrangements recorded on the ETES, would benefit the SBA/T, the employer must negotiate the school's endorsement for the additional arrangements prior to making any changes. This allows the school to manage its duty of care for the student during those changes and amend the ETES.

Where the school does not endorse the additional hours and/or where the employer offers the student extra employment in school holidays or as additional shifts during busy periods that are over and above the hours agreed in the ETES, the employer must pay the student in accordance with the relevant industrial instrument/award outside of the training contract.

Under the latter arrangement, the student is entitled to negotiate with the employer and RTO for recognition of any additional learning and skills developed as a contribution towards competency under the SBA/T.

The RTO should attach to the training plan relevant evidence used to support its determination of the student's competency.

### **Training Contract**

The [training contract](#) forms the basis of the SBA/T arrangement for school students. SBA/Ts may be commenced at any time if the student meets eligibility requirements and all parties are clear about the implications for the [SBA/T](#) when commenced later in the student's compulsory schooling period.

Details provided on the training contract must comply with information stated in the [Public Register](#), including:

- the preferred title for a person undertaking the qualification, such as school based apprentice, school based trainee;
- the nominal term;
- availability under school based training arrangements; and
- any conditions applicable to the classification of the qualification. Conditions applied to some qualifications include, for example:
  - Aboriginality is essential (Class B Certificate II in Aboriginal and/or Torres Strait Islander Primary Health Care (HLT21312) SBT)
  - Year 12 students only (Class B Certificate III in Parks and Gardens (AHC31010) SBA); and
  - SBT nominal term is twice the full time traineeship nominal term (Class B Certificate II in Hospitality (SIT20213) SBT).

The [parties](#) to a SBA/T training contract are the:

- employer;
- school based apprentice or trainee (student); and
- student's parent/guardian (where student is under 18 years of age).

Parties must complete and sign the training contract with the assistance of the employer's nominated AAC.

Parties signing the training contract are legally bound in accordance with the specified obligations and Western Australian legislation once the contract is registered with ApprentiCentre.

While the RTO and the school are not parties to the training contract, they are integral to the processes for its full implementation, whereby:

- the employer and SBA/T must nominate a RTO in the training contract; and
- the school principal or authorised school representative must complete and sign the ETES, where she/he agrees the SBA/T is an appropriate program for the student and the school is capable and willing to fulfill duty of care and risk management obligations throughout the SBA/T training contract period.

### **Education, Training and Employment Schedule**

(ETES) (see example at [Appendix 3](#))

The completed ETES verifies for all parties and ApprentiCentre:

- 1 how the student's SBA/T arrangements and school program are integrated;
- 2 the contribution made by the SBA/T to the student's WACE;
- 3 the school's endorsement of the student's participation in a SBA/T training contract; and
- 4 the school's willingness to fulfil its duty of care and risk management obligations throughout the training contract period.

The student and the school principal or authorised school representative must sign the ETES declarations prior to the ETES being lodged with the training contract for [registration](#) with [ApprentiCentre](#).

### **Lodging the training contract**

The employer, usually through the nominated AAC, must [lodge](#) a training contract and a completed ETES with ApprentiCentre within 21 days of the student commencing employment as a SBA/T.

### **Registration**

ApprentiCentre will [register](#) the training contract if:

- it is lodged with a completed ETES within the required timeframe of 21 days;
- all information provided in the training contract is appropriate;
- the SBA/T meets eligibility criteria; and
- the employer is a fit and proper person to enter into a training contract.

ApprentiCentre will not register the training contract without a completed and signed ETES and may [refuse to register](#) the training contract for reasons prescribed in the *VET (General) Regulations 2009, including, under VET (General) Amendment Regulations 2014*:

- the vocational outcome of the qualification is not relevant to the work the SBA/T is currently undertaking or the work that will be undertaken; or
- the visa status of the SBA/T does not support the employment and study arrangements specified in the training contract; or
- the registration of the training contract would result in an effect or outcome that is contrary to the objects of the *Vocational Education and Training Act 1996*.

ApprentiCentre will confirm registration of the training contract in writing to the parties.

### **Commencement of the SBA/T training contract**

The effective commencement date of the SBA/T training contract will be same as the [commencement date](#) on the training contract (Question 3), once the training contract is registered by ApprentiCentre.

From the commencement date, a SBA/T will be employed in accordance with the [minimum employment requirement](#).

### **Probation period**

The [probation](#) period will begin from the date of commencement of the SBA/T's employment as specified in the training contract (Question 3), and is included in the SBA/T's nominal term.

SBA/T probation is the same as for non SBA/Ts. The period of probation is dependent on the duration of the training contract and is calculated at one month per year of nominal duration, with a minimum of one month and a maximum of three months, unless ApprentiCentre approves a formal application for extension.

Extension to the probation period by the employer or SBA/T must be in writing to ApprentiCentre prior to completion of the original probation period.

During probation:

- The nominated RTO must:
  - negotiate a suitable [complying training plan](#) with the parties to the training contract;
  - establish any applications for RPL;
  - determine the employer's capacity to train in relation to the SBA/T's achievement of the qualification when developing a [complying training plan](#); and
  - seek the school principal or authorised school representative's endorsement on the training plan.
- ApprentiCentre will determine that the employer is a fit and proper person to enter into a training contract.
- The employer or student may withdraw from the contract without ApprentiCentre approval.
- If withdrawal occurs, the employer must notify ApprentiCentre within five working days of the SBA/T leaving their employment.

### **Cancellation of registration**

ApprentiCentre may cancel the registration of the training contract where satisfied that:

- a [complying training plan](#) has not been signed within the required time;
- the employer is not able to train the apprentice adequately or is not a fit or proper person to train an apprentice;
- the registration was obtained through the provision of false or misleading information; or
- the contract has been [terminated](#).

### **Variations to a training contract**

[Variations](#) to a training contract are possible and may include changes to, for example: business or personal details; employment and/or working arrangements; training contract because a SBA/T leaves school; the nominated RTO, or the training contract completion date.

The parties to a training contract must agree to a variation, which must be given in writing and approved by ApprentiCentre prior to any change taking place.

The employer or RTO must inform the school of approved changes to a SBA/T training contract.

### **Training Plan**

The ApprentiCentre will [notify the nominated RTO](#) once the training contract is registered. The RTO has 14 days to reject its nomination.

The RTO will develop a [complying training plan](#) in collaboration with the employer and SBA/T. Where the SBA/T claims previous learning (not nationally recognised or formal) or work/life experience relevant to the SBA/T, the employer and SBA/T should discuss this with the nominated RTO.

A [complying training plan](#) must specify:

- the approved VET courses that the SBA/T will be required to attend in order to achieve the competencies for the prescribed Class A or B VET qualification to which the training contract relates;
- the achievement of units of competency through RPL arrangements;
- what, when, where, how, by whom and in what order the on and off the job training and assessment will be provided to the SBA/T;
- how the RTO will ensure the SBA/T receives quality training both on and off the job; and
- for SBAs employed under a Modern Award with competency based wage progression, the RTO should also indicate the progression points for each stage as indicated in the training package.

NOTE: The progression points identify to the employer and the SBA the possible assessment and wage schedules.

The employer, SBA/T and RTO must sign the completed training plan and the RTO must obtain the school principal or authorised school representative's endorsement within:

- six weeks of training contract sign up; or
  - the probation period of the contract,
- whichever is the longer.

The RTO will then confirm with ApprentiCentre that the plan is developed, signed by all parties and endorsed by the school within the required timeframe.

The training plan is an active document. It may be [amended](#) during the training contract with the agreement of all parties to reflect changes, including:

- training delivery type;
- dates of delivery; and
- selection and/or sequence of competencies.

The RTO will apply for a training contract [variation](#) for any proposed change of qualification. Where there is a variation to the qualification, requiring a training provider to transition from a superseded training package or accredited course, the variation is to be made in accordance with the *Western Australian Training Package Transition Policy and Guidelines* or the *General Direction – Transition Teach Out Policy*.



The RTO must inform the school of all changes to the training plan and/or qualification. The school is responsible for enrolling the student in the agreed units of competency with the School Curriculum and Standards Authority, which are then matched to the results from the RTO as the basis for the qualification's contribution to the student's WACE.

The school will amend the ETES accordingly and distribute to all parties.

### **Completion of the training contract**

As stated in the training contract's *Obligations for the employer, apprentice or trainee and parent/guardian item (g)*: "the contract is successfully completed when there is agreement from the employer, RTO and apprentice/trainee; and/or an acknowledgement by the State Training Authority, that the apprentice/trainee has attained all the required competencies."

### **Completion beyond nominal term or student ceases to be full time at school**

If the nominal term of the SBA/T training contract is about to conclude within the student's compulsory schooling period but the student has not attained the required competencies as indicated in the negotiated training plan, the parties to the training contract and the RTO must agree that it is in the best interests of the SBA/T to complete. They must ensure a written variation application to extend the completion date is submitted to ApprentiCentre prior to the end of the nominal term.

If the SBA/T is about to leave school and has not yet attained the required competencies, the parties must agree to seek a variation to extend the training contract into a part time/full time arrangement post school. A written variation application must then be submitted to ApprentiCentre. If approved, completion requirements will then be in accordance with the Department's *Apprenticeship Policy statement regarding [Change to completion date of a training contract](#)*.

If an application to vary the completion date is not implemented prior to the training contract expiry date, the training contract will expire without certification and a new training contract will need to be established.

### **Early completion**

Although it is very unlikely that a SBA will complete their apprenticeship during the compulsory schooling period, early completion by SBTs is possible. In collaboration with the employer and SBT, the RTO will confirm that attainment of the required competencies as indicated in the negotiated training plan has been demonstrated in the workplace to the industry standard.

The nominated RTO must inform ApprentiCentre in writing within 21 days of the date the SBA/T training contract was successfully completed.

### **Certification**

Once ApprentiCentre is advised of the completion, the RTO must:

- issue the student's AQF [certificate](#) and statement of attainment; and
- inform the school of the results for each unit of competency.

The school uploads these results to the School Curriculum and Standards Authority of Western Australia which includes them on the student's statement of results issued at the end of compulsory schooling.

**Note:** A student cannot remain in a SBA/T training contract after they become a part time school student, have left school prior to the end of or completed their compulsory schooling.

If there has been no application for a training contract variation under any of the above circumstances, the parties and/or the school must inform ApprentiCentre of the student's change of status within five working days.

## **FACTORS IMPACTING ON THE SBA/T TRAINING CONTRACT**

There are a range of legislative requirements that may impact on the SBA/T training contract. These are explained in the Department's [Apprenticeship Policy](#) and are located under the following terms:

- ;
- Supervision requirements;
- Training delivery and assessment requirements;
- Variation to the training contract;
- Assignment;
- Termination of training contract;
- Suspension/Serious misconduct;
- Dispute Resolution; and
- Training contract ceases to have effect.

## **RELATED POLICIES AND OTHER RELEVANT DOCUMENTS**

### **Department of Training and Workforce Development**

*Apprenticeship Policy*

*Duty of Care for Minors attending TAFE Colleges Policy*

*Public Register of Vocational Education and Training Qualifications*

*Travel and Accommodation Allowance (TAA) Policy for Apprentices*

*VET Fees and Charges Policy*

*Western Australian Training Package Transition Policy and Guidelines OR General Direction – Transition Teach Out Policy*

### **School Education**

*Department of Education - Workplace Learning Policy*

*Department of Education - Duty of Care for Students*

*Department of Education – Enrolment Policy and Procedures*

*Association of Independent Schools of WA – Workplace Learning Guidelines*

*Catholic Education Office of WA – Out of School Learning and Training*

### **Other**

*National Code of Good Practice for Australian Apprenticeships*



## **RELEVANT LEGISLATION**

*Vocational Education and Training Act 1996*

*Vocational Education and Training (General) Regulations 2009*

*Vocational Education and Training (General) Amendment Regulations 2014*

*Vocational Education and Training (Colleges) Regulations 1996*

*School Education Act 1999*

*School Education Regulations 2000*

*Working with Children (Criminal Record Checking) Act 2004 (WA)*

Australian Qualifications Framework

Australian Quality Training Framework 2010

*Standards for Vocational Education and Training Accredited Courses*

*Children and Community Services Act 2004*

*Occupational Safety and Health Act 1984*

*Occupational Safety and Health Regulations 1996*

Industry specific legislation; State and Modern Awards; Standards and/or Codes of Practice

## **REVIEW DATE**

This policy is due for review on 17 December 2015.

## **CONTACT INFORMATION**

Office of the Director General

Department of Training and Workforce Development

Address: Optima Centre, Building B, 16 Parkland Road, Osborne Park WA 6017

Postal Address: Locked Bag 16, Osborne Park Delivery Centre WA 6916

T: (08) 6551 5000

Specific queries relating to this policy should be referred to the following branches within the Department. For issues relating to:

- the development of policy and/or continuous improvement, contact Policy, Planning and Research on 08 6551 5501; and
- the implementation of the policy and/or operational matters, contact ApprentiCentre on 13 19 54.

## APPENDIX 1 – GLOSSARY

### **‘Aboriginal school based traineeship’**

An Aboriginal school based traineeship (ASBT) is the employment based training pathway of the Department’s *Aboriginal School Based Training Program*. Under this program, a group training organisation operating as the Aboriginal student’s employer is contracted by the Department and receives Joint Group Training Program (JGTP) incentive funding to provide a range of support services to that student.

### **‘Aboriginal school based trainee/apprentice’**

A student signing up to a school based traineeship or a school based apprenticeship training contract under the *Aboriginal School Based Training Program*, must identify as an Australian Aboriginal and meet the SBA/T Policy’s *Student eligibility requirements*.

NOTE: an Aboriginal student may sign up to a school based traineeship or apprenticeship that is under direct indenture to an employer and therefore does not attract JGTP incentives.

### **‘ApprentiCentre’**

A section within the Department of Training and Workforce Development responsible for regulating and administering the apprenticeship system through Part 7 of the *Vocational Education and Training Act 1996*. ApprentiCentre supports employers and apprentices through the apprenticeship with the aim of maximising successful outcomes. Refer to [www.trainingwa.wa.gov.au/apprenticentre](http://www.trainingwa.wa.gov.au/apprenticentre)

### **‘ASBT’**

ASBT refers to the:  
Aboriginal school based traineeship pathway; and  
Aboriginal school based trainee.

### **‘Australian Apprenticeships Centre’ (AAC)**

An organisation contracted by the Commonwealth Government to provide information, administration services and support to employers and Australian apprentices and trainees.

They assist with signing of training contracts and also assess, approve and process payments of Commonwealth Government incentives to eligible employers and Australian apprentices and trainees. Refer to: [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

AACs are responsible for ensuring the completed ETES (see below) is attached to the training contract when submitted to ApprentiCentre for registration.

### **‘Class A, B and C Qualifications’**

Refer to ‘Public Register’ below.

**‘Competency Based Wage Progression’**

The pay structure under some Modern Awards that recognises the SBA’s attainment of competency during the apprenticeship. Refer to the Fair Work Ombudsman at <http://www.fairwork.gov.au>

**‘employer’**

A person who engages workers under a contract of employment or apprenticeship/traineeship scheme. This term also includes group training organisations.

**‘ETES’**

The [Education, Training and Employment Schedule](#) is completed by the school prior to/at signing the training contract with the original being attached to the training contract when forwarded by the AAC to the Department’s ApprentiCentre for registration. It verifies the school principal’s endorsement of the student’s participation in a SBA/T, the SBA/T’s integration with the student’s school program and its contribution to the student’s WACE. It includes details of the respective stakeholders involved in the SBA/T.

**‘fit and proper person’**

For the purposes of this policy and the registration of training contract, ‘fit and proper’ relates to an employer’s training record and treatment of previous and/or current apprentices.

**‘group training organisation’ (GTO)**

An organisation that employs apprentices, trainees and cadets under a training contract and places them with host employers. The organisation undertakes the employer responsibilities for the quality and continuity of the apprentices’ employment and training. Refer to: [www.grouptrainingwa.com.au](http://www.grouptrainingwa.com.au)

**‘guardian’**

A person who has the same rights, powers, duties, obligations and liabilities as a natural/legal guardian (the parent – see below) of the child would have, until the child reaches the age of 18 years. Parent(s) may designate who shall become the child’s legal guardian in the event of death.

A guardian is required for apprentices and trainees until they attain the age of 18 years or the completion of the training contract, whichever occurs first.

**‘home educated students’**

Those students whose parent/guardian has been registered as a home educator by the Department of Education. Home educated children are eligible for school based apprenticeships and traineeships providing they meet [student eligibility requirements](#). The registered parent assumes the roles and responsibilities of the school under the National Training Contract and ETES. ApprentiCentre requires a letter confirming the home educator’s registration from the Department of Education’s regional home education moderator.

**‘host employer’**

An employer who employs apprentices/trainees through group training arrangements.

**‘learning support’**

Any type of support needed to assist a young person achieve success in their school based apprenticeship or traineeship arrangement. Learning support may comprise of a range of strategies including language, literacy or numeracy assistance, amended delivery and/or assessment strategies to accommodate specific learning needs and/or disability, workplace modifications to assist those with disability, mentoring and learning reinforcement strategies. These may be identified and provided at point of need by one or more of the parties associated with the student under a negotiated strategy where possible.

**‘parent’**

A parent of a child (as defined in the *School Education Act 1999* section 6), is:

- a person who at law has responsibility for the long term care, welfare and development of the child; or
- a person who at law has responsibility for the day-to-day care, welfare and development of the child; or
- if, in the opinion of the chief executive, there is no person to whom paragraph (a) or (b) applies who is reasonably available at the relevant time, an adult person who is responsible for the child.

**‘pre-apprenticeship’**

A Certificate II qualification, delivered with real or simulated workplace tasks and work placement to provide learners with industry specific training to gain skills, knowledge and behaviours to enable transition into an apprenticeship. NOTE: A pre-apprenticeship can only be delivered as part of The WA Pre-apprenticeship Program 2015, a Department of Training and Workforce Development funded program.

**‘Public Register’**

This refers to the Public Register of Prescribed Vocational Education and Training Qualifications. Under the amended *Vocational Education and Training (VET) Act 1996*, all prescribed VET qualifications are classified according to the mode of delivery.

Class A – qualifications that a person cannot obtain except by fulfilling the obligations of an apprentice/trainee under a training contract;

Class B – qualifications that a person may, but need not, obtain by fulfilling the obligations of an apprentice/trainee under a training contract; and

Class C – qualifications that a person cannot obtain by fulfilling the obligations of an apprentice/trainee under a training contract.

**Note:** Class A and B qualifications that are approved for school based apprenticeships/traineeships are designated SBA (suitable as school based apprenticeships) or SBT (suitable as school based traineeships) and specific conditions on this designation may also be stated.

**‘registered training organisation (RTO)’**

A State or private registered training provider, nominated by the employer in the training contract. It is responsible for the on and off the job training and assessment for the school based apprenticeship or traineeship qualification. It issues the qualification and/or Statement of Attainment upon successful achievement of planned units of competency. While it is a partner in the SBA/T, it is not a party to the training contract. It is responsible for developing and implementing the Training Plan in collaboration with the SBA/T and employer.

**‘SBA/T’**

SBA/T represents the terms school based apprenticeship or traineeship and school based apprentice or trainee.

**‘school based apprenticeship or traineeship’**

A structured paid employment based training program that leads to school based apprentices or school based trainees gaining a nationally recognised qualification. School based apprenticeship and traineeships are part time and subject to conditions stipulated on the Public Register.

**‘school based apprentice’**

A full time enrolled school student, generally aged 15 years or more, enrolled in the WACE and undertaking a prescribed Class A or B qualification approved for commencement by a school based apprentice under a training contract. Approval for a person of compulsory school age to participate in a school based apprenticeship must be obtained from the school.

**‘school-based trainee’**

A full time enrolled school student, generally aged 15 years or more, enrolled in the WACE and undertaking a prescribed Class A or B qualification approved for commencement by a school based trainee under a training contract. Approval for a person of compulsory school age to participate in a school based traineeship must be obtained from the school.

**‘School Curriculum and Standards Authority’**

As an independent statutory authority that is responsible to the Minister for Education, its purpose is to provide for the:

- development and implementation of a Curriculum Framework for schooling;
- development and accreditation of courses for senior secondary schooling; and
- assessment and certification of student achievement under the WACE.

**‘the Department’**

The Department of Training and Workforce Development.

**‘training contract’**

A legally binding agreement between an employer and a school student (including their legal guardian if a child under 18 years of age), to undertake a SBA/T that is registered with ApprentiCentre. The specific requirements of a training contract are set out in Schedule 1 of the *VET (General) Regulations 2009*.

### **‘training councils’**

There are 10 Training Councils in WA which provide:

- a leadership role in promoting training in industry, including partnerships between industry and the training sector;
- high level, strategic information and advice that informs the State Training Board on the training needs and priorities of industry in Western Australia; and
- market intelligence on skills supply and demand, in particular, current or emerging skills shortages and recommend training strategies to support industries’ skills development needs.

### **‘Training Package’**

This is a nationally endorsed, integrated set of competency standards, assessment requirements, Australian Qualification Framework qualifications, and credit arrangements for a specific industry, industry sector or enterprise (source: *Standards for VET Regulators 2011*).

### **‘training plan’**

The nominated RTO is responsible for developing a training plan in collaboration with the employer and SBA/T within six weeks of the training contract being signed or the conclusion of the probation period, whichever is longer. It identifies the training outcomes (competency standards) from nationally endorsed training package(s) and details when, where, how, in what order and by whom the on and off the job training and assessment will be provided to the SBA/T. It also sets out how the RTO will ensure the school based apprentice receives quality training both on and off the job. The training plan should reflect:

- any need to continue training beyond the student’s compulsory schooling where applicable; and
- take into account if a student has completed any other qualifications and/or employment such as a pre-apprenticeship in the same industry qualification stream, when planning the training and employment arrangements for the SBA/T.

The employer, the SBA/T and the school should be clear about its details. The school principal or authorised school person must endorse the training plan.

### **‘unit of competency’**

This is the specification of industry knowledge and skills and the application of that knowledge and skill to the standard of performance expected in the workplace (source: *Standards for NVR Registered Training Organisations 2012*).

### **‘WACE enrolment’**

When a student undertakes a School Curriculum and Standards Authority (SCSA) approved course and/or endorsed program contributing to the senior secondary school certificate – the WACE, the student is said to be enrolled in the WACE. The school enrolls a student in a course/endorsed program with SCSA and once completed forwards the related results. SBA/Ts contribute to the WACE through:

- WACE unit equivalence assigned to the Australian Qualifications Framework (AQF) level for nationally endorsed VET qualifications completed, based on the nominal hours of units of competency completed from each SBA/T qualification; and

- WACE Workplace Learning endorsed program units based on the hours of employment undertaken during the SBA/T training contract.

See [www.scsa.wa.edu.au](http://www.scsa.wa.edu.au) for details or refer to SBA/T Policy Appendix 3: ETES V3.0

### **‘workplace’**

This refers to a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

### **‘workplace learning’**

The work-based learning activity that school students undertake in a workplace, whether it is unpaid or paid (as in the case of a SBA/T).

### **‘workplace simulation’**

For a person to be defined as competent, they must be able to demonstrate that they can apply the required knowledge and skills successfully in their working environment (measured against the performance criteria set down for each unit of competency). Where a simulated workplace is used as a substitute workplace for on the job training resulting in competency, it must be possible for all *dimensions of competency* to be addressed. The four dimensions of competency are:

- task skills – performing the task/job to the required standard;
- task management skills (variables) – able to do more than one thing at a time and managing the tasks correctly;
- contingency management skills – responding appropriately to irregularities and breakdowns in routine within a job or workplace; and
- job/role environment skills (outcomes) – able to deal with the responsibilities and expectations of the work environment.

These dimensions of competency are to be demonstrated to the expectations of the SBA/T’s Australian Qualifications Framework (AQF) level.

### **‘workplace learning management plan’**

A plan completed by a school (as required by Department of Education or non government school policy), describing how duty of care and occupational safety and health for the student will be organised and managed whilst undertaking the proposed workplace learning activity.

### **‘work ready’**

Being ‘work ready’ for a SBA/T can mean that a student has:

- a focus on learning and working in the business/industry environment; or
- undertaken some career opportunity exploration; or
- had opportunities to build some knowledge of workplace culture and business operations (eg through workplace learning, part-time job, volunteer); or
- has some skills and attributes that support being an entry level employee (eg timeliness, appropriate dress standards).



**ACRONYMS**

AAC Australian Apprenticeships Centre

ASBT Aboriginal school based traineeship; Aboriginal school based trainee

AQF Australian Qualifications Framework

EBT Employment based training

ETI Education and Training International

ETES Education, Training and Employment Schedule

GTO Group Training Organisation

RTO Registered Training Organisation

SBA School based apprentice/ship

SBT School based trainee/ship

SBA/T School based apprentice/trainee or School based apprenticeship/traineeship

SCSA School Curriculum and Standards Authority

VET Vocational Education and Training

WACE Western Australian Certificate of Education

WPL Workplace Learning



## APPENDIX 2 - ROLES AND RESPONSIBILITIES: PARTIES TO THE SBA/T TRAINING CONTRACT PROCESSES

### Employer

A person wishing to employ a school based apprentice/trainee must comply with:

- the training contract terms, conditions and obligations, and where appropriate, a [variation to training contract](#) in order to continue an employment based training arrangement when the student ceases to be a full time school enrollee;
- the *Vocational Education and Training Act (1996)*;
- the *Vocational Education and Training (General) Regulations 2009*;
- all other legislative requirements surrounding industrial relations, such as wages, insurance, employment conditions and occupational health and safety requirements;
- any specific industrial and/or licensing obligations; and
- the National Code of Good Practice<sup>6</sup>.

A Group Training Organisation (GTO) employs SBA/Ts and places them with host employers. The host employer and the company providing the group training services must be separate legal entities (*Ref: Training Contract – Information to help complete the training contract Q.34 and 35*).

The employer/GTO entering into a SBA/T arrangement will:

- negotiate with the student's school about the availability of a SBA/T position in the business;
- only enter into a training contract with a full time school student when the qualification is identified on the *Public Register* as:
  - being eligible for school based arrangements as a SBA or SBT; and
  - a Class A or Class B qualification.
- select an Australian Apprenticeship Centre (AAC) and clarify:
  - how the needs of the SBA/T can best be met in their workplace, identifying any limitations and proposing solutions;
  - what Commonwealth Government incentives are available to employers; and
  - what Commonwealth Government allowances are available to SBA/Ts.
- nominate a RTO in the training contract in collaboration with the SBA/T and their parent/guardian;
- provide details of the business and planned employment day(s) to the school to enable completion of the ETES prior to training contract sign up; and
- in addition, where the employer is a GTO, provide details of the initial host employer to the school to enable completion of the ETES;
- cooperate with the AAC, school, student and parent/guardian to complete and sign the training contract for lodgement by the AAC with ApprentiCentre, within 21 days of commencing the SBA/T's employment;
- employ the SBA/T for the prescribed probation period and beyond from the commencement date of employment specified at Question 3 in the registered training contract, in accordance with the [minimum employment requirement](#) specified in this policy;

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<sup>6</sup> A copy of this can be obtained from AACs or through [www.australianapprenticeships.gov.au/documents/publications/2010/NCoGPFS.pdf](http://www.australianapprenticeships.gov.au/documents/publications/2010/NCoGPFS.pdf)

- inform ApprentiCentre within five days if the SBA/T leaves employment while under probation;
- collaborate with the RTO and SBA/T to develop and complete the training plan within six weeks of signing the training contract OR by the conclusion of the contract probation period, whichever is longer;
- owe a duty of care to the SBA/T (as a minor) through the employer – employee relationship;
- undertake all training contract obligations specified for the employer, including:
  - obligation (g): meet all legal requirements regarding occupational health and safety, payment of wages and conditions under the relevant employment arrangements; and
  - obligation (i): work with the RTO and SBA/T making sure to follow the training plan, keep training records up to date, and monitor and support the SBA/T's progress;
- where, applicable, provide support appropriate to the SBA/Ts needs to optimise their achievements while undertaking on the job training in the workplace;
- where the employer is a GTO planning to change the SBA/T's host employer and/or qualification, provide the new host/qualification details to the school in time to facilitate appropriate duty of care arrangements and amendment to the ETES;
- notify the school of any SBA/T absence not requested/informed and approved prior to the event;
- notify the school of any changes to employment arrangements so that it can amend the ETES and forward a copy to each party and ApprentiCentre; and
- contact ApprentiCentre on 13 19 54 if there is any reason to believe that the training contract is at risk through the actions of any party.

### **School Based Apprentice or Trainee**

To be a SBA/T, the student will:

- meet [SBA/T eligibility requirements](#);
- have the school's agreement to undertake a SBA/T prior to signing a training contract;
- provide and check personal details required on the ETES;
- declare by signing the [ETES](#) declaration at Section 3 that:
  - she/he accepts the SBA/T arrangement is an integral part of her/his school program; and
  - she/he will uphold her/his responsibilities for her/his school program while on and off the school site;
- retain a copy of the ETES;
- enter into a [training contract](#) with an eligible [employer/GTO](#);
- commence employment as a SBA/T from the commencement date of employment specified at Question 3 in the registered training contract, in accordance with the [minimum employment requirement](#) specified in this policy, the agreed release pattern recorded on the ETES and in line with the on the job training arrangements recorded on the training plan;
- understand their options to seek a [variation](#) to their SBA/T training contract if uncompleted when they leave school or cease to be a full time school student;
- sign the training contract;
- have a [parent/guardian](#) signature on the training contract as a child under 18;
- retain a copy of the training contract;

- collaborate in the completion of a [complying training plan](#) with the selected RTO and employer/GTO;
- retain a copy of the training plan;
- be enrolled with the selected RTO;
- comply with the training contract obligations specified for the apprentice/trainee;
- accept a responsibility for own safety, health and welfare in the SBA/T arrangement;
- notify respective parties as soon as possible of any change to their school, work or training schedule, such as absence, leave, attending another function, whether through sickness, personal or other circumstance(s); and
- contact ApprentiCentre on 13 19 54 if there is any reason to believe that the training contract is at risk through the actions of any party.

### **Parent/Guardian**

The parent/guardian will:

- sign the training contract where the SBA/T is under 18 years of age;
- where the student is home educated, assume the role and responsibilities of the school principal;
- uphold the responsibilities listed for the SBA/T in the training contract obligations until this person is 18 years of age; and
- contact ApprentiCentre on 13 19 54 if there is any reason to believe that the training contract is at risk through the actions of any party.

Where a school student under 18 years of age seeks to become a SBA/T and does not have a working relationship with their parent/guardian, either:

- the Department's chief executive may approve the training contract subject to it being signed by an adult person who accepts responsibility for the child. (Approval from the chief executive must not be sought until the school has formally approved the participation of the student through the ETES); or
- the student, having been designated an independent minor (under the *School Education Act 1999* section 11L), has full capacity to enter into a SBA/T training contract (thereby accepting responsibility for all relevant obligations and signing the training contract in their own right).

### **School Principal or Authorised School Person**

The school principal or authorised school person will:

- maintain legislative and policy obligations for the student's duty of care, learning, health, safety and welfare (as a full time school student engaging in off-site learning), throughout the student's SBA/T arrangement;
- ensure the student selected for the SBA/T arrangement is [work ready](#);
- manage the release of the student into a SBA/T training contract as an integrated component of the student's school program through timely negotiations with the employer/GTO, nominated RTO and the parent/guardian prior to completing the ETES;
- coordinate the completion of the [ETES V3.0](#) in time for the original signed schedule to be presented to the AAC representative when the training contract is signed by the parties. The AAC will confirm that the ETES form is complete and if not, return it to the school for completion;
- verify by completing and signing the ETES at Section 3, that:

- the school agrees to the student participating in a SBA/T training contract as an accepted school pathway program integrating school, work and training;
- the student is enrolled in the WACE and has been informed of the contribution to it, made by completing the SBA/T; and
- the school accepts its responsibilities under policies related to workplace learning and school based apprenticeships/traineeships;
- distribute a copy of the completed ETES to each stakeholder – employer, RTO, student and parent;
- when not agreeing to the student's participation in the SBA/T arrangement, not sign the ETES and discuss reasons with ApprentiCentre;
- where the employer is a GTO, maintain regular contact regarding any changes to host employer, in order to update Workplace Learning Management Plan details;
- amend the ETES regarding a change of host employer and forward a copy to each party and ApprentiCentre;
- where a SBA/T training contract requires the student to do some or all of their planned EBT outside school hours and/or during school holidays, demonstrate how this is integrated into the school program on the ETES and ensure appropriate duty of care obligations are in place;
- once the nominated RTO is selected, acknowledge and endorse the RTO's training plan required for the SBA/T training contract;
- collaborate with the nominated RTO, if considered necessary, to establish a written agreement, such as a memorandum of understanding, recording the school's and the RTO's respective agreed responsibilities regarding the SBA/T;
- provide ongoing support to enable the student to complete the qualification under a SBA/T training contract and/or make a successful transition to further training, education and/or employment;
- negotiate to maintain regular contact with the RTO and the employer/GTO regarding student attendance, progress, any changes to the training plan, host employer and/or qualification and results;
- in the event of changes to the host employer, qualification, employment days or training arrangements, revise and forward an amended ETES to the parties and ApprentiCentre;
- contact ApprentiCentre on 13 19 54 if there is any reason to believe that the training contract is at risk through the actions of any party, including if the student plans to leave school or ceases to attend under a full time enrolment.

## ROLES AND RESPONSIBILITIES: KEY STAKEHOLDERS TO THE SBA/T ARRANGEMENTS

### Nominated Registered Training Organisation

The nominated Registered Training Organisation (RTO) will:

- once notified by ApprentiCentre that it is the nominated RTO, accept or reject the role of training provider for the SBA/T training contract within 14 days;
- coordinate with the employer, SBA/T and school to develop and sign off a [complying training plan](#) within six weeks of the training contract being signed OR by the conclusion of the contract probation period, whichever is longer;
- collaborate with the school, if considered necessary, to develop a written agreement, such as a memorandum of understanding,<sup>7</sup> that clarifies respective roles, responsibilities and protocols for the partnership, especially with respect to discharging appropriate duty of care, monitoring progress and managing changes to agreed SBA/T training arrangements;
- owe a duty of care to the SBA/T (as a minor) through the student-trainer relationship;
- provide the employer, SBA/T and school with details of any changes to the agreed training plan or units of competency;
- ensure the employer and SBA/T have a copy of the training plan and understand its contents;
- negotiate the on and off the job training and related evidence to be provided by the employer, deliver off the job training and assess all required units of competency;
- where, applicable, provide support appropriate to the SBA/Ts training needs to optimise their achievements;
- advise ApprentiCentre if a SBA/T misses scheduled training days without formal approval and agreement with the school;
- where training contract completion occurs within the student's compulsory schooling period, collaboratively with the employer and SBA/T, agree when the SBT demonstrates competency in the employer's workplace to the industry standard;
- inform ApprentiCentre in writing within 21 days of the decision date, that the SBT training contract was deemed successfully completed, providing evidence of the employer's confirmation of competence;
- once the training contract is approved as completed by ApprentiCentre, issue the qualification specified in the training contract. If the SBT only completes some of the competency standards in the training plan, the RTO will only issue a Statement of Attainment;
- inform the school of the qualification completed, including all completed units of competency (Ref: *WACE Manual 2015-16*, section 4.3.1);

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<sup>7</sup> Support and sample MoUs may be found in:

- *A guide to establishing partnership arrangements between schools and registered training providers*, Department of Education 2010: [www.det.wa.edu.au/curriculum/support/vetis/detcms/navigation/policies---planning/](http://www.det.wa.edu.au/curriculum/support/vetis/detcms/navigation/policies---planning/); and
- *Partnerships for VET in Schools*, National Quality Council 2010: [www.nssc.natase.gov.au/data/assets/pdf\\_file/0004/57226/Good\\_Practice\\_Guide\\_Partnerships\\_for\\_VETiS.pdf](http://www.nssc.natase.gov.au/data/assets/pdf_file/0004/57226/Good_Practice_Guide_Partnerships_for_VETiS.pdf)

- where the training contract requires extending, as in the case of the student leaving school, not completing within the nominal term or continuing a SBA as a part time/full time apprenticeship, collaboratively with the employer and SBA/T, apply to ApprentiCentre for a [variation to contract](#); and
- contact ApprentiCentre on 13 19 54 if there is any reason to believe that the training contract is at risk through the actions of any party.

### **Australian Apprenticeships Centre**

The AAC will:

- assist with signing of training contracts;
- assess, approve and process payments of Commonwealth Government incentives to eligible employers;
- assess, approve and process incentives for eligible SBA/Ts;
- receive the completed and signed original ETES from the school, ensuring it is fully completed;
- if the original ETES form is not complete, return it to the school for completion;
- lodge the completed SBA/T training contract and ETES with ApprentiCentre within 21 days of the commencement of employment date on the training contract; and
- retain a current copy of the ETES.

### **The Department's ApprentiCentre**

ApprentiCentre, through delegated authority by the chief executive, is responsible for:

- registering the SBA/T training contract if deemed appropriate and once assured the accompanying ETES is appropriately completed;
- confirming, in writing with the parties, the registered training contract;
- maintaining a record of the training contract and variations, in accordance with the *Vocational Education and Training Act 1996*;
- supporting the employer, SBA/T, RTO and school during the term of the training contract;
- receiving and acting on amendments to the ETES submitted by schools if impacting on employer, RTO or SBA/T;
- managing [dispute resolution](#) in relationship to SBA/T training contracts, ensuring any request for action from one or more of the parties is investigated in a timely manner and informing all parties of the outcome(s) of action taken;
- reviewing training contracts prior to the completion of the SBA/T's nominal term or whenever notified by one or more of the parties about an impending change, such as early training contract completion or the SBA/T leaving school, to ensure that, if continuation of training is necessary, a variation to contract is organised; and
- ensuring that the parties and the RTO are notified of the new training status arrangements and the amended completion date.



**Department of Training and Workforce Development**  
**EDUCATION, TRAINING AND EMPLOYMENT SCHEDULE (ETES) V3.0** Effective: 13 August 2014

**The purpose of the ETES<sup>8</sup>**

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 Apprenticeships Centre (AAC) 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 ApprentiCentre for details) in consultation with the parties to the contract and providing each stakeholder and ApprentiCentre 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.

<b>School Based Apprenticeship/Traineeship Qualification:</b> _____						
<b>SBT/SBA Training Contract/Employment Commencement Date:</b> _____						
Circle the proposed school years for the training contract: <span style="float: right;">Year 10 - 11 - 12 - 13</span>						
Circle school approved release day(s) for student's employment, training and/or in lieu of after-hours employment; Add negotiated times; <b>AND</b> for block release, <b>state</b> school approved dates for each planned block.						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time:	Time:	Time:	Time:	Time:	Time:	Time:
<b>Block-Example:</b> <i>dd/mm/yy – dd/mm/yy</i> Time(s): 0830-1630	<b>Block 1:</b> Time(s):	<b>Block 2:</b> Time(s):	<b>Block 3:</b> Time(s):	<b>Block 4:</b> Time(s):	<b>Block 5:</b> Time(s):	<b>Block 5:</b> Time(s):

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 prescribed<sup>9</sup> school based apprenticeship or traineeship to the student's Western Australian Certificate of Education (WACE). (See <http://www.scsa.wa.edu.au/> for WACE16)

**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. (NB A Certificate II SBT comprising of less than 220 nominal hours will only contribute as 2 Yr 11 units); or

<sup>8</sup> The ETES is used by the Department of Training and Workforce Development, Western Australia in place of the Australian Government's Form 1285: School Endorsement of an Australian School Based Apprenticeship: Annex to National Training Contract.

<sup>9</sup> See <http://vetinfontet.dtwd.wa.gov.au/VETpolicyandguidelines/Pages/ClassABRegisters.aspx> for Public Register of Prescribed Qualifications

- 6 unit equivalents (2 Yr 11 and 4 Yr 12 units) for the completion of a Certificate III SBT; or
- 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)

<b>School Based Apprentice/Trainee declaration:</b> 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: _____	
<b>School Principal's Endorsement:</b> 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: _____ School Principal or Authorised Person's signature: _____ Date: _____	
<b>Please note:</b> 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 Apprenticeships Centre (AAC) details	Contact Person: _____
AAC Name: _____	Telephone: _____ Fax: _____
Contact Person: _____	Email: _____
Telephone: _____ Fax: _____	Commencement date with host: _____
Email: _____	

### Other Responsibilities

In addition:

- The Australian Apprenticeships Centre (AAC) will ensure that the Training Contract is signed and lodged with ApprentiCentre 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 ApprentiCentre on 13 19 54