



## FACT SHEET

# School-based apprenticeships and traineeships, and changes to training plan requirements

School-based apprenticeships\* and traineeships (SBATs) provide the opportunity for secondary school students to work and train in a qualification while they are still at school. The [Western Australian List of prescribed vocational education and training qualifications](#) (the public register) identifies all the relevant apprenticeship and traineeship qualifications that can be delivered to secondary school students.

Following extensive consultation with stakeholders, and with their support, important changes have been made to the *Vocational Education and Training (General) Regulations 2009* which require registered training organisations (RTOs) to obtain school endorsement of SBAT training plans. These changes recognise the central role that schools play in a SBAT arrangement, ensure that schools are aware of and involved in all SBAT arrangements, and that they support the training.

### When did the new requirements come into effect?

The new requirements came into effect on 9 February 2018. Any SBAT training contracts that were registered by the Department of Training and Workforce Development's Apprenticeship Office on or after this date are subject to the new requirements.

### Who can undertake a SBAT?

A SBAT can be undertaken by a full time secondary school student who:

- is enrolled in a government or non-government school as defined in the *School Education Act 1999*;
- is aged 15 years or more\* (some exceptions apply);
- is undertaking an approved school-based apprenticeship or traineeship;
- has a registered training contract\* with an employer;
- will have the school-based apprenticeship or traineeship recognised on their Western Australian Certificate of Education (WACE); and
- is an Australian citizen or holds a visa that is consistent with the employment and study requirements of the training contract.

\*Note: SBATs under 18 years of age require the signature of a parent/guardian on the training contract.

### Can home-educated students undertake a SBAT?

No. Home-educated students are not eligible for SBATs. These students can enter into a part time apprenticeship or traineeship arrangement, which provides an expanded range of qualifications than those approved for SBATs.

There is no change to the vocational education and training course fees for home-educated students. As long as they are of school age, these students will continue to be eligible for the annual course fee cap.

Employers of home-educated students are no longer eligible for Australian Government school-based employer incentives, but they may be eligible for other employer incentives.

## What are the changes to the requirements for SBAT training plans?

A training plan must be developed for every SBAT, to set out the training and assessment details. It must be agreed to by the RTO, the employer and the SBAT student, and be endorsed by the student's school. SBATs under 18 years of age also require the signature of a parent/guardian on the training plan. Further information on what should be included in a complying training plan is provided in the fact sheet on training plans, [available on the Apprenticeship Office website](#).

All SBAT training plans must now be endorsed by the apprentice or trainee's school. Schools continue to be responsible for students' duty of care in an SBAT arrangement, so it is important that schools are involved in and support the training and assessment arrangement. Schools should ensure that they have appropriate supervision and contact arrangements in place for SBATs, and refer to their system/sector policies on workplace learning and out of school learning and teaching.

RTOs must now seek the school's endorsement of the proposed training plan for each SBAT. Schools will then have the opportunity to review the training plan, to determine whether or not they are able to support the training and assessment arrangements. Training plans must be signed by the employer, SBAT student (including parent/guardian if applicable) and RTO, and endorsed by the school within six weeks from the date that the training contract is registered by the Department.

## Does the ETES still need to be completed?

No. The new requirements for school endorsement of training plans mean that the *Education, Training and Employment Schedule* (ETES) form is no longer required. Australian Government forms will still need to be signed for eligible employers to receive school-based incentive payments.

## When should schools be contacted?

Australian Apprenticeship Support Network (AASN) providers will be in contact with a SBAT student's school to advise them of the training contract. AASN providers play a key role in managing the training contract sign-up process between employers and SBATs.

RTOs should contact an SBAT student's school as soon as they become aware of the training contract being entered into. When a training contract has been registered by the Department, the nominated RTO will be advised. Where possible, the nominated RTO should also be present at the sign up of the training contract. The training plan will need to be integrated into the student's school timetable, so it would benefit all parties to the training contract that the development of the training plan happens with the school's involvement. Any possible issues can then be identified early and potentially resolved.

Arrangements to seek school endorsement of the training plan may vary from school to school, but it is expected that the school's principal (or their representative) will be responsible for providing the formal endorsement.

## What if the school does not endorse the training plan?

All SBAT training plans must have school endorsement. Where a school does not endorse the training plan, the Department may cancel the training contract. The school is an important partner in the SBAT arrangement and it is essential that schools are provided with the opportunity to consider whether or not they are able to support the training arrangement.

*\* The terms 'apprenticeship' and 'apprentice' include apprentices, trainees, cadets and interns.*

Apprenticeship Office

T: 13 19 54

E: [apprenticeshipoffice@dtwd.wa.gov.au](mailto:apprenticeshipoffice@dtwd.wa.gov.au)

W: [dtwd.wa.gov.au/apprenticeship-office](http://dtwd.wa.gov.au/apprenticeship-office)

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