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School Based Apprenticeship/Traineeship

Who Can be a School Based Apprentice or Trainee?

Any student who is enrolled in year 10, 11, or 12 and undertaking South Australian Secondary Certification of Education (SACE) or equivalent qualification subjects.

Before commencing a school based apprenticeship or traineeship the student must:

- Complete a Workplace Health and Safety awareness program
- Seek approval from the school Principal, they must endorse the Training Plan.

Which Employers Can Host Apprentices or Trainees?

Any employer can become a host employer, but they must apply to Traineeship and Apprenticeship Services for registration. Registration may be for a period of up to 5 years and may be renewed periodically.

Employers need to complete the Employer Registration Application Form, which may be accessed at <http://www.skills.sa.gov.au/ERAS>, and then forwarded to Traineeship and Apprenticeship Services for assessment of their application.

Once the employer's registration is approved, the employer can enter a training contract with an apprentice/trainee.

What is the Australian Apprenticeship Support Network?

The Australian Apprenticeship Support Network (AASN) is made up of Apprenticeship Network Providers contracted by the Australian Government to offer a free service to industry, employers, apprentices and trainees to assist them with the sign-up,

administration, and management of apprenticeships and traineeships. They are the first point of contact for all queries about apprenticeships. You cannot start an Australian Apprenticeship without an Apprenticeship Network Provider.

Solutions To Spec has contacts with local providers in Adelaide so get in touch to have a discussion regarding starting an apprenticeship or traineeship.

How is Training Delivered for the Apprentice/Trainee?

Apprentices and trainees can receive training in a number of ways and training usually involves a number of people, such as the employer, the Apprenticeship Network Provider, and possibly a Registered Training Organisation (RTO).

The **employer** provides the apprentice/trainee with day-to-day training in the workplace that is relevant to the trade or vocation. The Apprenticeship Network Provider and RTO support the employer with training.

The **RTO** can also deliver training associated with the qualification; such training can be delivered off-the-job or on-the-job:

- On-the-job Training: The training provider mentors the employer to provide training to the apprentice/trainee and assess the apprentice/trainee to confirm competencies have been achieved.
- Off-the-job Training: Occurs when training is delivered by the training provider at the workplace or off-site. This training can be delivered in the following ways:
 - Day release from the workplace
 - Block release from the workplace (e.g. a block release of 2 weeks)
 - A combination of the above.

For school-based apprenticeships/traineeships, the structure of training will need to be coordinated with the school, i.e. how many days per week the student will be away from school. The employer and employee must agree on how any off-the-job training will be organised (e.g. 1 day per week or week blocks of training).

To ensure the employer's business is ready to give apprentices relevant on-the-job training. Traineeship and Apprenticeship Services needs to check it has appropriate facilities, equipment, and experienced supervisors to support training and supervision of apprentices/trainees in line with the training plan as well as relevant work appropriate to the vocation and to the successful completion of the qualification in the training contract. Your AASN can help you with all of this.

What if an Employer is Not Able to Provide Work in All Areas of the Apprenticeship/ Traineeship (e.g. A Specialist Restaurant)?

That is not a problem and that is why apprentices/trainees can attend off-the-job training so that they learn skills and gain knowledge about the industry that they may not be exposed to at the host workplace. The apprentice/trainee will still gain their certificate and just like other workers they will gain more industry experience the longer they work in the industry. As is often the case, employees will change jobs in order to gain more experience, apprentices/trainees are no different.

What is a Training Contract/Plan?

The Training Contract/Plan is a record of agreements between the parties covering:

- the Australian Qualification Framework (AQF) qualification to be undertaken
- the units of competence that will make up the AQF qualification
- the mode of delivery of form training (on or off-job)

- the responsibilities of the apprentice/trainee, employer, and Registered Training Organisation (RTO), with respect to training under the Contract
- any additional expectations of the apprentice/trainee, employer or RTO that are agreed to by the parties to the Contract.

The employment arrangement is for the term stated on the Training Contract and may be full-time or part-time.

The obligations that an employer has under a Training Contract:

- provide employment and training for the term of the contract,
- provide a trainee or apprentice with appropriate supervision at all times,
- release the trainee or apprentice to undertake relevant training and assessment,
- comply with the wages and conditions stipulated in the industrial award or agreement,
- submit the Training Contract through the ANP to Traineeship and Apprenticeship Services within 28 days of signing the Training Contract.

How are School-Based Apprentices/ Trainees Paid?

Apprentices/Trainees are paid for their attendance at trade school (off-the-job training), but their payment for off-the-job training is not worked out based on the actual hours they go to training. Payment for off-the-job training is calculated as 25% of the hours they work for the employer each week.

Example:

If they work 8 hours per week then they must be paid 10 hours per week:

- 8 hours for their actual work for their employer
- 2 hours for their off-the-job training.

This method of payment for training:

- only applies when they are a full-time school student,
- is paid at the full-time apprentice hourly rate,
- can be averaged over a semester or the year.



Training costs or fees charged by the RTO that are related to the training and cost of the prescribed textbooks for the apprenticeship must be reimbursed by the employer to the apprentice/trainee. These costs must be reimbursed within 6 months of starting the apprenticeship/traineeship, at a stage of the apprenticeship (e.g. start of second year), or 3 months after starting training with the RTO (whichever is later).

An employer does not have to reimburse fees and textbooks if:

- the apprentice's progress in the course is unsatisfactory,
- the employer pays the costs and fees directly to the training organisation,
- the apprentice is not working for the employer at the set time that the costs have to be reimbursed.

These payment arrangements should be outlined in the training contract and/or the employment contract.

How Many Hours Per Week Can a School-Based Apprentice/Trainee Work?

School-based apprentices and trainees must have minimum 7.5 hours per week for part-time training contracts. These hours may be averaged over three months so that the apprentice/trainee may work more during public holidays and less during school weeks if agreed between the employer and apprentice/trainee.

How Much Do I Pay an Apprentice/Trainee?

Just like other workers, the pay rate for apprentices/trainees is determined by their age and their level of experience as indicated in their relevant industry Modern Award.

Are there Incentives Available for Employing Apprentices/Trainees?

There are several Australian Apprenticeships Incentives Program payments available for employers of Australian Apprentices.

Contacting a local AASN provider can help an employer to determine their eligibility for incentive payments.

For the apprentice, the Australian Apprentice may be eligible to receive financial support through Trade Support Loans, further information and assessment of eligibility is undertaken by an Apprenticeship Network Provider. Eligible Australian Apprentices will have access to loans totaling up to \$21,078 over the course of their apprenticeship to assist with the costs of undertaking an apprenticeship.

What Happens when the Apprenticeship/Traineeship Ends?

At the conclusion of a school-based apprenticeship/traineeship schooling the Training Contract will be converted to full-time unless other arrangements are agreed by the parties and approved by Traineeship and Apprenticeship Services. That means that the apprentice/trainee stops attending school and commences fulltime employment with the employer as a fulltime apprentice/trainee, if that is what is agreed. If the employer is unable to provide ongoing employment and training the Apprentice Network Provider will work with the apprentice/trainee and the employer to find a suitable solution (perhaps with another employer).



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