

School-based Apprenticeships and Traineeships Policy

1. Purpose & Scope

School-based apprenticeships and traineeships (SATs) allow students to study for their Queensland Certificate of Education whilst at the same time undertaking an apprenticeship or traineeship; gaining a certificate qualification and lifelong skills. Students who complete a SAT are eligible to receive QCE credits, as well as a nationally recognised qualification and experience in the workplace.

This policy applies to all students and staff at Clifton State High School and is intended to provide clear and consistent guidelines about the management of SATs. It aims to ensure the application of policies and procedures that are fair and equitable to all senior students.

2. Eligibility

SATs are an educational opportunity offered to Clifton State High School students in Years 10, 11 and 12. Student must have a minimum of 10 months remaining of their enrolment period with Clifton SHS to commence a SAT.

Entry into electrotechnology apprenticeships is limited to students in Years 11 and 12 only. Particular requirements apply to school-based apprenticeships in the electrotechnology industry, and these are listed against the electrotechnology qualifications on the QTIS website.

SATs are most appropriate for Year 10, 11 or 12 students who have developed a Senior Education and Training (SET) Plan and begun making decisions about their future pathways. In exceptional circumstances, other students may be considered eligible if a business case is first approved by the Department of Employment, Small Business and Training (DESBT). The business case is required to detail:

- the reason for the student commencing the SAT earlier than Year 10
- career aspirations following the completion of the SAT, and
- the support provisions which will be made available to the student.

If the training contract commences at the end of a student's Year 9 school year and the student is enrolled to return to school to start Year 10 the next year, a business case is not required.

To commence a school-based apprenticeship or traineeship (SAT), a student must first have the support of their school. The support of the employer, supervising registered training organisation (referred to as training organisation), and their parent or guardian will also be required. The final decision regarding eligibility for a school-based apprenticeship or traineeship will be made at the discretion of the Principal.

3. Sign Up Process

On the day of the sign up the student is required to have a parent/guardian attend unless they are an independent student or 18+ years of age. The student will be required to bring with them to the sign up:

- Current photo ID (e.g. student card, passport, driver's licence)
- For Electrotechnology SAT applicants: copies of school report cards showing minimum 'C' standard in English, Maths and Science for 2 Semesters in Year 10

Where possible the Clifton SHS Industry Liaison Officer will attend the sign up as the school representative.

4. Schedule of School Studies, Training and Employment

To complete the Education, Training and Employment Schedule (ETES) the student will be required to have a nominated day/s of employment work days. These will be the day/s deemed to have the least amount of impact on the student's school studies, however the school will work with the employer to provide the best possible pathway for the student. The process should be a consultative one involving the HOD Senior Schooling, HOD Alternate Pathways, Industry Liaison Officer, Guidance Officer, employer, student and parent/guardian.

SATs that are traditionally a 4 year fulltime apprenticeship, such as carpentry will not be completed during students' school enrolment however it is important that students are on track with both their required hours of paid employment and training plan to receive partial QCE recognition. These SATs should roll over into a full-time or part-time apprenticeship at the conclusion of the student's schooling.

It is important that a student undertaking a SAT should aim to complete all work modules and paid work requirements by October of Year 12 to ensure they are on track to receive a QCE.

Minimum Paid Work Requirements

All School-based Apprenticeships and Traineeships (Except Electrotechnology)

Students are required to participate in a minimum of 50 days (375 hours) per year of paid employment. These hours can be worked during normal school hours as well as outside those hours.

The employer must commit to providing a minimum of 375 hours (50 days) of paid employment over each 12-month period from the date of commencement of the training contract. These hours are to be negotiated with the school and the school-based apprentice or trainee prior to the commencement of the training contract.

Electrotechnology School-based Apprenticeships and Traineeships

For training contracts in electrotechnology, students are required to participate in a minimum of 80 days (600 hours) per year of paid employment. These hours can be worked during normal school hours as well as outside those hours.

The minimum of 600 hours (80 days) of paid employment must be provided each 12-month period from the date of commencement.

Year 10 – Year 11, Semester 1

At Clifton SHS, students in Year 10 and Year 11, Semester 1 will only be approved for one work day a week.

The exception to this is students who are completing a SAT in Electrotechnology. Due to the requirement for a minimum 80 days of paid employment, it may be necessary for those students to complete more than one day per week. The work days arrangements for Electrotechnology school-based apprentices will be negotiated with the school, the school-based apprentice and the employer.

Year 11, Semester 2 – Year 12

The Queensland Certificate of Education (QCE) continues to be the priority qualification for all Queensland school leavers and the school will work to ensure educational plans support students to attain this qualification.

Students in Year 11, Semester 2 and Year 12 can apply for two days of work. This application can only be approved by the Principal. Students who wish to apply for two days of work from Year 11 Semester 2 should have submitted their application to the Principal by Week 4, Term 2 at the latest.

The Principal will consider whether all of the following conditions have been met:

- The student has met all of the expectations as outlined in the *Study Period Student Agreement Form*
- The student has attained, or is on track to attain, the literacy and numeracy standard required for QCE Attainment.
 - If when current Unit results are finalised the student has not met the literacy and numeracy standard the Principal's approval will be revoked.
- The student has accrued credits towards their QCE
- The student is projected to successfully attain their QCE based on available academic results
- The student's Effort and Behaviour grades on report cards indicate a commitment to their senior school pathway

5. Impact on Student's Schooling

The SAT must impact on the student's school timetable. This impact can take the form of:

- Foremost, the paid employment will usually be undertaken during normal school hours, either as full or partial day/s out of school; and/or
- Training may be undertaken during normal school hours; and/or
- A reduced number of subjects studied, to enable the student to undertake work and/or training.

The Queensland Certificate of Education (QCE) continues to be the priority qualification for all Queensland school leavers and the school aims to ensure educational plans support students to attain this qualification. Students undertaking a SAT can apply for a reduced number of subjects studied as long as it does not place them at risk of not attaining their QCE. This must be approved by the HOD Senior Schooling.

Year 10

Year 10 students undertaking a SAT may only apply to exit one of their elective subjects. This will only be approved for students whose Effort and Behaviour ratings on reports cards indicate the student will be suitable to enter Study Period lessons. This will help to ensure students are still meeting minimum core curriculum requirements, as well as SAT training and work requirements. As students will typically miss one day a week for SAT work commitments, they will be required to work with their teachers to catch up on any work they have missed on that day. Students must meet their responsibilities in Study Period lessons (see section 7. Study Periods of this policy) otherwise their access to a Study Period lesson will be revoked and they will re-enter an elective subject in place of the Study Period lesson.

Year 11, Semester 1

All School-based Apprenticeships and Traineeships (Except Electrotechnology)

The Queensland Certificate of Education (QCE) continues to be the priority qualification for all Queensland school leavers and the school will work to ensure educational plans support students to attain this qualification.

Year 11 students who are undertaking a SAT may apply to include this as one of their six subject/course selections. In such cases, those students will be completing five school subjects/courses + their SAT. This will only be approved by the HOD Senior Schooling if satisfied that it does not place the student at risk of not attaining their QCE.

This arrangement is intended to facilitate those students' senior school study commitments, as well as SAT training and work requirements. As students will typically miss one day a week for SAT work commitments, they will be required to work with their teachers to catch up on any work they have missed on that day. Students who include their SAT as one of their six subject/course selections will have timetabled Study Period lessons in their timetable. Students must meet their responsibilities in Study Period lessons (see section 7. Study Periods of this policy) otherwise their access to a Study Period lesson will be revoked and they will be required to select a sixth subject/course in place of the Study Period lesson. If, at Week 4, Term 2, the student is not on track for QCE attainment, their SAT will be reviewed and a decision will be made by the Principal.

Electrotechnology School-based Apprenticeships and Traineeships

The exception to this is students who are completing a SAT in Electrotechnology. Due to the requirement for a minimum 80 days of paid employment, it may be necessary for those students to complete more than one day per week. Where an Electrotechnology school-based apprentice is approved for two days a week of paid employment they can apply to include this as two of their six subject/course selections. Therefore those students will be completing four school subjects/courses + their SAT. This will only be approved by the HOD Senior Schooling if satisfied that it does not place the student at risk of not attaining their QCE.

Year 11, Semester 2 – Year 12

The Queensland Certificate of Education (QCE) continues to be the priority qualification for all Queensland school leavers and the school will work to ensure educational plans support students to attain this qualification.

Students in Year 11, Semester 2 and Year 12 can apply for two days of paid employment. Where two days of paid employment is approved by the Principal, the student can then apply for an additional reduction in the number of school

subjects/courses studied. This further reduction in the number of subjects studied will only be approved by the HOD Senior Schooling if satisfied that it does not place the student at risk of not attaining their QCE.

Students undertaking a SAT with two days of paid employment can apply to be completing four school subjects/courses + their SAT.

Students who wish to apply for a further reduction in the number of school subjects/courses studied from Year 11 Semester 2 should have submitted their application to the HOD Senior Schooling by Week 5, Term 2 at the latest. Submitting applications by this time will help to ensure exit from Certificate courses with minimal financial penalty, and consideration for best timing of exit from subjects according to Unit dates.

6. Study Periods

The provision of timetabled, approved Study Period lessons (denoted by the code SPDxxx on their timetable) may be made available to students enrolled in school-based apprenticeships or traineeships.

The Study Period lessons are offered to help students cope with the time commitments and workloads which this external program of training and work involves. It also provides students with the time to catch up on work missed in the subjects timetabled on the day they are out of the school.

Students in Study Period lessons are required to engage in self-directed, independent learning and to have their attendance registered for each and every session. A Study Period lesson is considered part of a student's regular timetable. As such, attendance is required at all Study Period lessons unless the parent and student have informed the school otherwise.

Teacher responsibilities and procedures

Timetable

- Teachers may have students assigned to their lessons for Study Periods, reflected on the timetable with a class code of SPDxxx.
- For each timetabled Study Period lesson, the student will report to the room listed on their timetable.

Attendance

- Mark the roll every Study Period lesson, record incidents of suspected truancy as per usual process
- Where possible, facilitate arrangements for the student to work in another classroom by gaining agreement from the other teacher. For example – a student studying Art may gain permission to work in the Art room under supervision of the Art teacher during their designated Study Period lesson.

Expectations

- Understand students' expectations as per the *Study Period Student Agreement Form* signed by students
- Allow students to work quietly in a self-directed and independent manner which does not interfere in any way with the work of other students and staff in the timetabled classroom.
- Allow students to be actively involved in course-work relating to any of their timetabled subjects or the theoretical component of their vocational training.
- Report to HOD SS conduct of students that is not consistent with the *Student Code of Conduct* for consideration for revocation of Study Period entitlement.

Student responsibilities and procedures

All students granted a Study Period lesson will sign and submit a *Study Period Student Agreement Form* (see Appendix C) acknowledging that they understand and agree to the conditions and responsibilities outlined in this policy. These agreements will be held on file.

Timetable

- A Study Period lesson is generally granted on one line of the timetable (i.e. up to 3 x 70 min periods per week). This will be reflected on the timetable with a class code of SPDxxx.

- For each timetabled Study Period lesson, the student will report to the room listed on their timetable.
- The student is required to attend all lessons with the assigned class, as indicated on their timetable.
- The normal expectations as per the *Student Code of Conduct* apply to all students in a Study Period lesson.

Attendance

- A roll will be marked every Study Period lesson. Incidents of suspected truancy will be recorded via the usual process.
- Students may make arrangements with teachers to work in other classrooms during their Study Period lesson. For example – a student studying Art may gain permission to work in the Art room under supervision of the Art teacher during their designated Study Period lesson.
- Prior to the Study Period lesson the student must make arrangements with the teachers and confirm the arrangement in writing.

Expectations

- While in Study Period lessons, students are expected to work quietly in a self-directed and independent manner which does not interfere in any way with the work of other students and staff in the timetabled classroom.
- Throughout each Study Period lesson, students will be actively involved in course-work relating to any of their timetabled subjects or the theoretical component of their vocational training.
- The conduct of the students in all Study Period lessons will be appropriate and will not include any disorderly or unsafe conduct.
- All students in Study Period lessons are expected to follow the *Student Code of Conduct*.
- Any student who repeatedly fails to comply may have their access to a Study Period lesson revoked and will be requested to choose another subject to study in place of the Study Period lesson.

Eligibility

- If at any time a student's traineeship/apprenticeship is cancelled, their access to Study Period lessons will be revoked and they must study six subjects.
- The HOD Senior Schooling or the Principal MUST be informed of any such change as soon as possible by the student or the student's parent or guardian.
- The final decision regarding eligibility for Study Periods will be made at the discretion of the principal.

7. Clifton SHS SAT Application Process

Step 1: Identify a SAT opportunity

The Industry Liaison Officer (ILO) is a vital source of information for students considering a SAT. Students will be able to identify possible SAT opportunities in the following ways:

- Complete a *School-based Traineeship or Apprenticeship Application Form* (see Appendix A) (available from the ILO)
- Arrange work experience through the ILO in consultation with HOD Alternate Pathways
- Current SAT vacancies will be advertised on the student portal notices or emailed to students
- Searching the internet for SAT vacancies independently
- Contacting potential employers independently

Where a student identifies a SAT opportunity independently, the student should advise the ILO. The ILO will inform the HOD Alternate Pathways, HOD Senior Schooling and Guidance Officer of this. The employer can then contact the ILO to discuss the opportunity and the ILO can answer any questions for the employer.

Step 2: Meet with the HOD Alternate Pathways

When a student has identified a SAT opportunity, they must meet with the HOD Alternate Pathways as soon as possible to discuss their intention to apply. The HOD Alternate Pathways oversees the management of local industry and community partnerships, as well as school-based apprenticeships and traineeships. The HOD Alternate Pathways will issue the student with a *School-based Traineeship or Apprenticeship Approval to Proceed Form* (see Appendix B). The

student will use this form for the remaining steps in the application process.

Step 3: Meet with Guidance Officer

Students must then meet with the Guidance Officer with their *School-based Traineeship or Apprenticeship Approval to Proceed Form* to discuss their intention to apply for a SAT. The student and Guidance Officer will complete or update the student's SET (Senior Education and Training) Plan, and discuss the implications a SAT would have on the student's senior timetable and projected QCE attainment

Step 4: Meet with HOD Senior Schooling

Students must then meet with the HOD Senior Schooling with their *School-based Traineeship or Apprenticeship Approval to Proceed Form* to discuss their intention to apply for a SAT. The student and HOD Senior Schooling will review potential subject changes and cross check QCE eligibility and tracking.

Step 4: Meet with the Industry Liaison Officer

If approved by HOD Alternate Pathways and Guidance Officer to apply for a SAT, students will then take their *School-based Traineeship or Apprenticeship Approval to Proceed Form* to the ILO for finalising. Prior to the sign-up procedure the ILO will arrange a meeting with the student and a parent/guardian to discuss the following:

- The commitment the student has to their employer and employment training/studies
- The impact the SAT will have on the student's school timetable, including the catch up and completion of missed class work
- The impact signing the agreement has on the ability to be funded for other courses in the future due to user choice policy
- Permission for the school to provide details to the apprenticeship network provider, training organisation and/or employer

Step 5: Meet with the Guidance Officer

Once signed up, if the student would like to apply to the HOD Senior Schooling for a reduction in the number of school subjects/courses studied, the student should meet with the Guidance Officer as soon as possible to initiate the subject change process.

8. Relevant Documents

- *Clifton SHS Student Code of Conduct*
- *Clifton SHS School-based Apprenticeship or Traineeship Application Form*
- *Clifton SHS School-based Apprenticeship or Traineeship Approval to Proceed Form*
- *Clifton SHS Study Period Student Agreement Form*

Endorsement

Lou Oberholzer
Principal

Steven Wright
President
P&C Association



Clifton State High School

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Appendix A

School-based Apprenticeship or Traineeship Application Form



School-based Apprenticeship or Traineeship (SAT) *Application Form*

SECTION A: STUDENT TO COMPLETE

Student Name:

Year Level:

Date of Birth:

Address:

Phone (Home):

Phone (Mobile):

Have you already found a traineeship/apprenticeship position?

Yes: Provide full details below

Employer trading name:

Employer contact person:

Employer phone number:

Traineeship/Apprenticeship:

No: Complete the sections below

Position sought (e.g. Retail Automotive, Agriculture)

Preference 1:

Preference 2:

Preference 3:

Location/s you can travel to each week (e.g. Clifton township, Clifton district, Toowoomba, Warwick).

List any possible employers, contact names (if known) and phone numbers:

Other Information:

Do you have a driver's licence? No Learner's Permit Provisional Licence

Do you have a resume (complete and up to date)? No Yes *Potential employers may request a resume*

Do you have any specific supporting information? *e.g. part qualifications, previous experience (attach relevant documentation)*

If necessary, are you able to attend TAFE?

No Yes: Toowoomba Yes: Warwick

Do you have:

A bank account A tax file number



SECTION B: PARENT/GUARDIAN TO COMPLETE

Parent/Guardian Name:

Address:

Phone (Home):

Phone (Mobile):

- I give permission for my child to seek a school-based traineeship/apprenticeship and would support this over the next two (2) years or until the completion of Year 12.
- I give permission for the school to pass on the information on this form and on my child's resume to relevant parties (e.g. group training companies, employers).

More Information

If you have any questions or require further information, please contact:

Belinda Naumann
Industry Liaison Officer (ILO)
Clifton State High School
Phone: 4697 4777
Email: bnaum5@eq.edu.au

Parent/Guardian Permission for SAT Application Request

	Name	Signature	Date
Parent/Guardian:	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION C: INDUSTRY LIAISON OFFICER TO COMPLETE

- Application Form completed
- Meeting between ILO and Student
 - Confirm SAT choice and understanding of process
 - QTIS information researched.
- HOD Alternate Pathways advised to initiate SAT Approval to Proceed Form

Following SAT Approval to Proceed Form completion:

- Potential employers contacted
- Work experience organised

Comments:

Industry Liaison Officer Acknowledgement of SAT Application Request

	Name	Signature	Date
Industry Liaison Officer:	Belinda Naumann	<input type="text"/>	<input type="text"/>



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Appendix B

School-based Apprenticeship or Traineeship Approval to Proceed Form



School-based Apprenticeship or Traineeship (SAT) *Approval to Proceed Form*

Student Details

Student Name:

Year Level:

Form issued by: HOD Alternate Pathways

Date:

HOD Alternate Pathways Approval for SAT

Record of Contact recorded in Career: Monitoring and Review tab, referred in HOD Senior Schooling, GO and ILO

Comments

Name

Signature

Date

HOD Alternate Pathways: Tina Kahler

Guidance Officer Approval for SAT

QCE & ATAR eligibility checked and discussed

Subject change process discussed with student (to be completed upon successful sign up)

Comments

Name

Signature

Date

Guidance Officer: Sarah Manttan

HOD Senior Schooling Approval for SAT

QCE & ATAR eligibility checked and discussed

Potential subject changes discussed with student (to be completed upon successful sign up)

Comments

Name

Signature

Date

HOD Senior Schooling: Adam Layton

Industry Liaison Officer Acknowledgement of Approvals for SAT

All approvals obtained

Student + parent/guardian meeting organised for: ___ / ___ / ___

Comments

Name

Signature

Date

Industry Liaison Officer: Belinda Naumann



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Appendix C

Study Period Student Agreement Form



Study Period Student Agreement Form

Student
Initials

Timetable

- For each timetabled Study Period lesson, the student will report to the room listed on their timetable.
- The student is required to attend all lessons with the assigned class, as indicated on their timetable.
- The normal expectations as per the Student Code of Conduct apply to all students in a Study Period lesson.

Attendance

- A roll will be marked every Study Period lesson. Incidents of suspected truancy will be recorded via the usual process.
- Students may make arrangements with teachers to work in other classrooms during their Study Period lesson. For example – a student studying Art may gain permission to work in the Art room under supervision of the Art teacher during their designated Study Period lesson.
- Prior to the Study Period lesson the student must make arrangements with the teachers and confirm the arrangement in writing.

Expectations

- While in Study Period lessons, students are expected to work quietly in a self-directed and independent manner which does not interfere in any way with the work of other students and staff in the timetabled classroom.
- Throughout each Study Period lesson, students will be actively involved in course-work relating to any of their timetabled subjects or the theoretical component of their vocational training.
- The conduct of the students in all Study Period lessons will be appropriate and will not include any disorderly or unsafe conduct.
- All students in Study Period lessons are expected to follow the Student Code of Conduct
- Any student who repeatedly fails to comply may have their access to a Study Period lesson revoked and will be requested to choose another subject to study in place of the Study Period lesson.

Eligibility

- If at any time a student's university enrolment / BSDE enrolment / TAFE enrolment / traineeship / apprenticeship is cancelled, their access to Study Period lessons will be revoked and they must study six subjects/courses.
- The HOD Senior Schooling or the Principal MUST be informed of any such change as soon as possible by the student or the student's parent or guardian.
- The final decision regarding eligibility for Study Periods will be made at the discretion of the principal

Agreement

I have read and acknowledge the above and I agree with and understand all of the information.

Name

Signature

Date

Student:

I have discussed the above with the student and am satisfied that they understand all of the information.

Name

Signature

Date

HOD Senior Schooling: