



TRAINING IN SCHOOLS

Guidelines for school based apprenticeships and traineeships

School based apprenticeships/traineeships allow students in Years 11 or 12 to start an apprenticeship/traineeship while also completing the Western Australian Certificate of Education. Under these arrangements the student is both a full-time student and a part-time employee with the same employment and training privileges and responsibilities as other apprentices/trainees.

An important feature of apprenticeships/traineeships is the integration of employment and the structured training program so the apprentice/trainee can develop the required competencies. Employers are required to provide training in the workplace for the practice of these competencies to complement the training provided by the registered training provider.

In order to be a school based apprentice/trainee a student must:

- be a full-time student in Year 11 or 12;
- enter into a training contract with an employer to complete an apprenticeship/ traineeship;
- have their school's agreement to undertake the school based apprenticeship/ traineeship; and
- have the completed units of competency of their apprenticeship/traineeship included on their WACE.

Minimum age

Students must be a minimum of 15 years of age at the date of commencement of the training contract.

Entrance requirements

There is no minimum entrance requirement for students entering into a school based apprenticeship/traineeship. The school should ensure that students are work ready and academically capable of completing the apprenticeship/traineeship. This should be supported by a school representative signing the Education, Employment and Training Schedule (ETES) form.

Full-time students

Full-time secondary students can only undertake a school based apprenticeship/traineeship and cannot be party to a part-time or full-time apprenticeship/traineeship arrangement.

Part-time students

Students who have the approval of their school principal and the district education office to attend school on a part-time basis are not able to enter into a school based apprenticeship/traineeship. They may, however, enter into a part-time apprenticeship/traineeship (where available).

Home schooled students

Home schooled students are able to access school based apprenticeships/traineeships providing all other requirements of the program are met. The parent assumes the role and responsibilities of the school. These students come within the funding arrangements identified in this document. Refer to your district education office for more information.

Training contract

All students entering into a school based apprenticeship/traineeship enter into a training contract signed by the student, their parent/guardian and employer. An Australian Apprenticeships Centre will arrange for the contract to be signed and lodged with ApprentiCentre. A completed Employment, Training and Education Schedule form must be lodged with the training contract.





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The school, employer and registered training provider must agree to the school based apprenticeship/traineeship and sign the completed Employment, Training and Education Schedule form before the training contract is signed.

Nominal duration

Students entering into a school based apprenticeship/traineeship will sign up for the nominal duration as if they were completing it on a part-time basis. The nominal duration of a school based apprenticeship/traineeship will be the nominal full-time term multiplied by 1.5, eg 3 year apprenticeship $\times 1.5 = 4.5$ years or 1 year traineeship $\times 1.5 = 1.5$ years. At the completion of Year 12 the school based apprenticeship/traineeship will be converted to a full-time or part-time apprenticeship/traineeship with an adjustment to the nominal duration.

Probation period

An apprenticeship contract generally has a three month probationary period while a traineeship has a one month probationary period. During this time either the student or employer may withdraw from the contract.

Commencement date

School based apprenticeships/traineeships can commence at any time throughout Year 11 or 12.

Qualification level

School based apprenticeships are at certificate III level. School based traineeships commence at certificate II and can lead into a certificate III by exception. Application to continue into certificate III must be made to ApprentiCentre.

Training and employment to be in school hours

School based apprentices/trainees are regarded as full-time school students. Both the off the job and on the job training components of school based apprenticeships/traineeships should normally be undertaken during school hours. The pattern of employment and off the job training should be negotiated and shown on the ETES form attached to the training contract.

Where all parties agree that the on the job training can occur outside school hours consideration should be given to reducing the apprentice/trainee's school study program.

Minimum hours of employment

School based apprentices/trainees must undertake an average of eight hours of work per week including school holidays. The work pattern may be varied by agreement with the employer and school to allow students to work extra days in some school holidays and none in others and should be reflected on the ETES form.

Training for school based apprentices/trainees

School based trainees may complete their qualifications by the end of Year 12. A school based apprentice can complete up to a maximum of the first year of a full-time apprenticeship off the job training hours by the end of Year 12. School based apprentices are required to undertake one semester only of off the job training in any 12 month period.

Completion of school based arrangements

A student cannot remain in a school based apprenticeship/traineeship after they have left school or completed Year 12. Completion of Year 12 is deemed for the purposes of the training contract to be 30 November.

On completion of Year 12 students will convert to either a full-time or part-time apprenticeship/traineeship. If they have not completed their qualification ApprentiCentre will contact students to commence the changeover. Should either the student or the employer choose not to respond to the ApprentiCentre request for variation the training contract will default to part-time. Part-time arrangements require a minimum of 20 hours of employment per week.

Credit towards full-time apprenticeship

At the completion of Year 12 the school based apprenticeship/traineeship will be converted to full-time or part-time. The nominal duration of the apprenticeship/traineeship will be amended accordingly.

Western Australian Certificate Of Education (WACE)

Units of competency successfully completed must be recorded on the WACE through the Curriculum Council. The commencement date of the school based apprenticeship/traineeship will affect the number of units of competency which may be completed within Curriculum Council timelines. The ETES form must clearly show units of competency to be included in the student's WACE.

Costs to students – fees and charges

Students are exempt from registered training provider tuition, enrolment and resource fees but may need to pay for special items required for their training and will be retained beyond the training, eg knives for chefs.



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Trade school year

Apprenticeships approved for school based arrangements

Aircraft Maintenance Engineer – Avionics	Year 11 & 12
Aircraft Maintenance Engineer – Mechanical	Year 11 & 12
Aircraft Maintenance Engineer – Structures	Year 11 & 12
Automotive Electrician	Year 11 & 12
Automotive Technician	Year 11 & 12
Baker (combined Breadmaking and Pastrycooking)	Year 11 & 12
Breadmaker	Year 11 & 12
Bricklayer	Year 11 & 12
Bricklayer (Housing)	Year 11 & 12
Cabinet Maker	Year 11 & 12
Carpenter (Housing)	Year 11 & 12
Carpenter and Joinery	Year 11 & 12
Carpenter Fixing (Housing)	Year 11 & 12
Carpenter Formwork (Housing)	Year 11 & 12
Carpenter Framing (Housing)	Year 11 & 12
Chef	Year 11 & 12
Composites Laminater	Year 11 & 12
Engineering Tradesperson (Fabrication)	Year 11 & 12
Engineering Tradesperson (Mechanical)	Year 11 & 12
Floorcoverer	Year 11 & 12
Furniture Maker	Year 11 & 12
Gardener	Year 12 only
General Butcher	Year 11 & 12
Glazier and Glass Processor	Year 11 & 12
Jeweller	Year 11 & 12
Joinery (Housing)	Year 11 & 12
Landscape Gardener	Year 12 only
Nurseryperson	Year 12 only

Painter and Decorator	Year 11 & 12
Painter (Housing)	Year 11 & 12
Panel Beater	Year 11 & 12
Pastrycook	Year 11 & 12
Plasterer	Year 11 & 12
Plasterer (Housing)	Year 11 & 12
Plumber and Gasfitter	Year 11 & 12
Roof Plumber	Year 11 & 12
Roof Tiler	Year 11 & 12
Sawdoctor	Year 11 & 12
Shipwright and Boatbuilder	Year 11 & 12
Signwriter	Year 11 & 12
Sprinkler Fitter	Year 11 & 12
Steel Framer (Housing)	Year 11 & 12
Stonemason	Year 11 & 12
Tilelayer	Year 11 & 12
Timber Furniture Finisher	Year 11 & 12
Turf Manager	Year 12 only
Upholsterer	Year 11 & 12
Vehicle Body Builder	Year 11 & 12
Vehicle Painter	Year 11 & 12
Vehicle Trimmer	Year 11 & 12
Wall and Ceiling Fixer	Year 11 & 12
Wall and Ceiling Fixer (Housing)	Year 11 & 12
Wall and Floor Tiler (Housing)	Year 11 & 12
Wood Machinist	Year 11 & 12
Engineering Tradesperson (Electrical)	Year 11 & 12
Electrical Mechanic	Year 11 & 12
Electronic Servicing	Year 11 & 12