



Western Adelaide Secondary Schools Network

ASbA Processes

Step 1 - School

Student identifies a potential opportunity for an ASbA.



Step 2 – School

School confirms ASbA opportunity through contact with employer, family and student.



Step 4 – Once form has been completed the student will take it to the employer who will need to contact an Apprenticeship Support Network provider, listed on the bottom of the form.



Step 3 – School

School supports student to complete ASbA Pre-Approval form (copy for school records).



Step 5 – Apprenticeship Support Network provider, will contact the employer to arrange all the papers for signing the ASbA up. This will include the 1285 form & Training Plan for student.



Step 6 – Once all documents have been completed the Apprenticeship Support Network provider will send the partially completed documents to 1285@sa.gov.au



Step 8 – Once Principal has endorsed 1285 & Training Plan (copy for school records), email completed documents back to 1285@sa.gov.au, CC'd CPM along with student EDID.



Step 7 – An email will be sent from 1285@sa.gov.au address to the CPM who then will forward this to the VET Co-ordinator to arrange Principal endorsement.



Step 9 – Training Plan will be sent to nominated RTO and they will negotiate training schedule with employer. Once completed they will forward this to Regulation & Contract Management (RCM) – Department of Industry & Skills (formerly DSD).



Step 10 – RTO will provide school with delivery of training schedule.



Step 11 – School

ASbA details entered into EDSAS, Schools On-line & Learner Management System. Schools support students to undertake employment, training and study.