

A GUIDE FOR

SCHOOL-BASED APPRENTICESHIPS AND  
SCHOOL-BASED TRAINEESHIPS

# students & parents

MY career  
started without  
me even  
knowing it.



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 **TRADE**Schools  
for the future

Connecting students to apprenticeships and traineeships



Government  
of South Australia

The Trade Schools for the Future program is an education initiative that enables government high school students to combine their South Australian Certificate of Education (SACE) studies with Vocational and Educational Training (VET) in the form of a school-based apprenticeship or traineeship.

This means that as part of your SACE studies you can commence an apprenticeship or traineeship while you are still at school in order to get a head start on your career while earning nationally recognised qualifications and valuable work skills.

The Trade Schools for the Future program aims to ensure students have genuine career pathways and that employers gain motivated, trained and work-ready employees.

### How it all fits together

As a school-based apprentice or trainee you will:

- work with your employer and receive on-the-job training
- do some study at school
- attend certified trade training courses.

### Exploring your future

You will need to research the types of industries you are interested in, the types of roles available and the VET you will need to undertake. There are many websites available to assist you to do this. These websites are listed on the checklist on the back page of this brochure.

Your VET Coordinator at your school can also advise you about the Trade Schools for the Future program and how you can earn points towards your SACE by becoming a school-based apprentice or trainee.

### The time to be worked

You will be required to work a minimum of eight hours a week that can be combined with on-the-job training. This time can be spread during the week in a variety of ways.

The amount of time you will work each week and when you will be required to work will be outlined in your training contract.

### Training contract

The apprenticeship broker liaises between all parties to facilitate a formal training contract that is fair and reasonable.

If you are under 18 years of age your parent or guardian will need to sign the training contract.



# About the Trade Schools for the Future program

## The Trade Schools for the Future program aims to ensure students have genuine career pathways and that employers gain motivated, trained and work-ready employees.

### Your obligations

You will be required to be aware of your workplace and training obligations and make a commitment to fulfil them.

Your workplace obligations will include:

- attending and performing work in a professional and courteous manner in accordance with the employer's requirements
- taking care of workplace property and resources
- respecting the rights of other employees in the workplace
- remembering that information obtained from the employer must be kept confidential
- obtaining consent from a parent or guardian, if you are less than 18 years of age.

Your training obligations will include:

- making all reasonable efforts to achieve the competencies specified in the training plan and undertaking any training and assessment required
- participating in the development of the training plan
- attending training sessions or supervised workplace activities and taking advantage of learning opportunities
- maintaining a record of training.

### Payment for school-based apprentices and trainees

Your wages and entitlements are dependent upon the award that covers the industry you work in.

### Apprenticeship and traineeship opportunities

Local employers provide apprenticeship and traineeship opportunities in areas where there is a demand for skilled labour. Your apprenticeship broker can help you find out what opportunities are available in your region.

### Finding an employer

Your apprenticeship broker can assist you to find an employer in the industries which interest you. Group Training Organisations also provide employment opportunities. The checklist on the back page of this brochure provides information about how to prepare for employment and how to approach employers to seek apprenticeship and traineeship opportunities.

If you already work as a casual or part-time employee, your employer may be eligible to participate in the Trade Schools for the Future program and offer you a school-based apprenticeship or traineeship. You may also be able to become a school-based apprentice or trainee in your family's business.

### What happens when you finish your SACE?

At the conclusion of your secondary schooling, your training contract will convert to part-time or full-time.

In some cases you may complete your school-based apprenticeship or traineeship prior to completing your secondary schooling.

## Next steps

If you are interested in becoming a school-based apprentice or trainee make an appointment with your VET Coordinator at your school to discuss your options.

When you are job-ready, make an appointment with your apprenticeship broker and take your parent/s or guardians along to discuss your obligations.

## To find your VET Coordinator

Talk to your teacher at your school.

## To find your local apprenticeship broker

Visit the Trade Schools for the Future website or contact (08) 8226 0480.

## Getting started checklist For further information about this checklist, check out [www.tradeschoolsforthefuture.sa.edu.au](http://www.tradeschoolsforthefuture.sa.edu.au)

- Talk to your VET Coordinator, apprenticeship broker, parents or guardians to establish an interest in a career field.
- Complete your personal learning plan.  
[www.sace.sa.edu.au](http://www.sace.sa.edu.au)
- Visit the following websites for career information
- Job Guide  
[www.jobguide.deewr.gov.au](http://www.jobguide.deewr.gov.au)
- SkillsOne  
[www.SkillsOne.com.au](http://www.SkillsOne.com.au)
- myfuture  
[www.myfuture.edu.au](http://www.myfuture.edu.au)
- Australian Apprenticeship Job Pathways  
[www.aajobpathways.com.au](http://www.aajobpathways.com.au)
- Career Choices  
[www.workforceinfoservice.sa.gov.au/careerchoices](http://www.workforceinfoservice.sa.gov.au/careerchoices)
- Job Outlook  
[www.joboutlook.gov.au](http://www.joboutlook.gov.au)
- Group Training Australia  
[www.gtasa.com.au](http://www.gtasa.com.au)
- Undertake some work experience in your chosen industry.
- Enrol in a VET course at your school.
- Prepare your resume. Keep it simple and include the following:
  - the type of job you are interested in and why
  - the year level you are studying
  - the subjects you are studying
  - any work experience you have had
  - any casual or part-time work you have done
  - at least two referees and include contact details
  - your daytime contact phone number or email.

## You might also like to do the following:

- See what opportunities there are to do some occupational health and safety training at your school.
- Seek casual employment. A casual job, even if it's not in the industry you want to pursue a career with, will demonstrate your work ethic to potential employers and show you are ready to work.
- Get your driver's licence.
- Complete the registration of interest form included in this information pack and hand it to the apprenticeship broker or VET Coordinator.

To become involved in the Trade Schools for the Future program please contact the apprenticeship broker in your region who can provide you and your families with specialist advice.

Your local apprenticeship broker is: