Navigating Future Pathways
Department for Education

Australian School Based Apprenticeship/Traineeships (ASBA)

Career Pathways Manager (CPM)

Supports Schools, Students & Employers to improve learning outcomes for students through expert advice regarding ASBA's

School

Student identifies a potential opportunity for an ASBA.

School

School confirms ASBA opportunity through contact with employer, family and student

School

School supports student to complete pre-approval form (copy, for school records) and sends to CPM and AASN

Apprenticeship Support Network (AASN)

AASN contacts employer to confirm ERA, structure of employment hours, RTO details

Apprenticeship Support Network (AASN)

Facilitates Training Contract and 1285 with employer, family and student

Apprenticeship Support Network (AASN)

Emails partially completed 1285 Form to 1285@sa.gov.au

Career Pathways Manager (CPM)

Emails partially completed 1285 Form to VET Leader/Principal for endorsement

School

Principal signs 1285 (copy, for school records) Email **signed** 1285 Form to 1285@sa.gov.au, CC relevant CPM with student EDID

Registered Training Organisation (RTO)

Negotiates Training Plan with employer and has Training Plan signed by Principal, Parent, Student & Employer

Registered Training Organisation (RTO)

Signs and forwards Training Plan to Regulation & Contract Management (RCM)

Registered Training Organisation (RTO)

Provides school with Delivery Schedule of Training

School

ASBA details entered onto EDSAS, Schools on Line & Learner Management System

School

Supports student to undertake employment, training and study

School

Student completes Traineeship/ASBA converted to full-time apprenticeship upon SACE Completion