Navigating Future Pathways DECD
Australian School Based Apprenticeship/Traineeships (ASBA)
KEY PROCESS

Purpose

School-based Apprenticeships and Traineeships (ASBAs) combine schooling at the senior secondary level with training and employment. Planned learning in school and work is balanced between the needs of the student, the employer and the school, and allows the students to study for SACE at the same time as commencing and/or completing a nationally recognised vocational training qualification as a paid employee.

This process will detail the step the school, student, parent, employer, Registered Training Organisation (RTO) and Australian Apprenticeship Support Networks (AASN) need to take to ensure ASBA's can be signed up and all parties understand their role and responsibility.

Operational Information

1. In School process: Pre ASBA sign up:

Student identifies ASBA as a pathway through (but not limited to)

- Career development activities
- Subject counselling
- Information sessions
- Work experience
- School based subjects
- VET
- Career Expos
- Peer discussions
- PLP

- The student approaches Employers to gauge interest in being employed as an ASBA.
- The student may undertake Work Experience as part of their formal education in which their role is that of a learner, not a paid worker as described in Workplace Learning Procedures 2016.
- Once an Employer has been identified by the student the School contacts the Employer to determine the Employer's willingness to undertake ASBA.
- School provides contact details for AASN (Apprenticeship Broker) options so Employer can explore further details. (appendix A: Australian Apprenticeship Support Network (AASN))
- School contacts the student's Parent/ Guardian to determine their support for student to undertake ASBA

2. In School process: ASBA sign up:

Once ASBA offer is confirmed by employer, supported by parent/guardian and school:

- School assists the student to complete Navigating Future Pathways Pre-Approval form (Appendix B: Pre-Approval Form) This is signed by Student, Parent/Guardian and School Representative (Principal or Delegate)
- Pre-Approval form is sent to Career Pathways Manager (CPM) and AASN (chosen by Employer)
- School then works with student to ensure
  - Contract of Training is completed (AASN generates, signed by Student, Parent/Guardian & Employer
  - 1285 Form is signed by Principal/Delegate (evidence of endorsement of ASBA)
  - Registered Training Organisation (RTO) provides Training Plan & Training Delivery Schedule
  - SACE Completion/ Pattern has been completed and the credit from the ASBA
  - Student work day/ training schedule is appropriate to School needs/student workload and recorded on school system
  - Continued contact with RTO to monitor student training progress
  - Student's results from their VET training are entered through Schools on Line/EDSAS preferably at the end of each semester
  - Liaises with Employer/Parent/ Guardian to ensure student is supported to manage school work/training/employment

Role	Responsibility
Student	• Identifies an industry they would like to work in and an employer who may be interested in employing them as an ASBA. • Once ASBA offer is confirmed completes a Pre-Approval form. • Commits to maintaining a SACE pathway for the duration of the ASBA. • Once signed up as an ASBA attend work for a minimum number of 7.5 hours per week on average • Completed all vocation training which is part of their ASBA as required.
Parent/Caregiver	• Sign the Pre-Approval form • Along with the student and employer, enters into a legally binding contract of Training (CoT). If the student is under 18, then the parent must sign the contact. • Provide support to the student to catch up on missed school work and how they manage their trade school and employment commitments.
School	• Support the student to complete the Pre-Approval form • The signature of the Principal is required on the Evidence of endorsement of ASBA (1285) and the Training Plan. • Record the ASBA on EDSAS and other school learner management system. • Provide support structures to assist the student to catch up on missed school work and how they manage their trade school and employment commitments. • Timetabling: ensure the student has a manageable load at school which takes in to account the credit they will earn through their ASBA. • Resulting: following up result from RTO each semester and enter results on to schools online, EDSAS and Learner Management systems
Employer	• Employs the student for a minimum number of 7.5 hours per week on average. • Identifies which AASN provider they will used to undertake the Contract of Training (CoT) sign up. • Identifies which Registered Training Organisation (RTO) they would like to use for delivery of accredited training. • Along with the student and parent/caregiver enter into a legally binding contract of Training (CoT). • Work in consultation with the RTO of their choice to deliver and monitor the accredited learning required as part of the ASBA. • Works in partnership with the school to manage and monitor the students' progress at school, work and at trade school.
The Registered Training Organisation (RTO)	• Provide accredited training as required by the employer. • Training plan needs to be provided to the school as a priority so the calculation of SACE points can be undertaken and the Principal can sign the training plan agreement. • Communicate with the employer, school and students regarding training plans, training workshops the student must attend and results. • Results to the employer, student and school must be provided at the end of each semester.
The Australian Apprenticeship Support Networks (AASN)	• Provides employer all information about how ASBA operate, including employers obligations, financial incentives and any other relevant information. • Support employers to complete the New Employer Registration Form for Regulation and Contract Management. • Works in partnership with school to confirm a suitable work day or block week to ensure an average of 7.5 hours of work are achievable. • Manage the sign up the student into a Contract of Training and check on the student's progress throughout the Traineeship or Apprenticeship which includes emailing the 1285 form to the Career Pathways Manager for signing.
Regulation and Contract Management (RCM)	• Contact RCM for assistance with any information, concerns or support with apprenticeships or traineeships. Phone 1800 673 097 (Toll Free) Weekdays 8:30am - 5:30pm **RCM is the Traineeship and Apprenticeship state authority for SA.**
Career Pathways Manager (CPM)	• Support schools to develop, manage and review in school processes for supporting all aspect of ASBAs, including but not limited to: Career Development, promotion of ASBA pathways, pre sign up, monitoring, reporting, and intervention. • Pre-Approval form and 1285 forms completed and sent to CPM for processing. • Provide expert advice to schools regarding ASBA's

Appendices

A: AASN Information

B: 1285 Principal Letter

C: Pre Approval Form

D. Evidence of endorsement of an ASBA (1285)

E. Example training plan agreement

F. ASBA Process Flow

Appendix A AANS Info

Australian Apprenticeship Support Network (AASN)

The Australian Apprenticeship Support Network (Apprenticeship Network) replaced Australian Apprenticeships Centres nationally on 1 July 2015.

The Australian Government has invested up to $190 million annually in the Apprenticeship Network to make it easier for employers to recruit, train and retain apprentices and better support individuals to succeed in the proven earning and learning pathway apprenticeships provide.

A total of 11 Apprenticeship Network providers will deliver support services to employers and Australian Apprentices and Trainees, from around 400 locations nationally, including in rural and remote areas.

There are 3 Apprenticeship Network Providers contracted by the Department of Education and Training to deliver AASN Services in South Australia; **Apprenticeship Support Australia (ASA), MAS National (MAS) and MEGT.**

Apprenticeship Network providers will provide advice and support services tailored to the needs of employers and apprentices throughout the apprenticeship lifecycle – from pre-commencement to completion – this is achieved through 2 support streams:

- **Universal services** for all employers and apprentices, providing essential administrative support, payment processing and regular contact; and
- **Targeted services** for employers and individuals assessed as needing additional support to complete the apprenticeship.

New Gateway (pre-commencement) services including screening, testing and job-matching will be available to targeted clients to get the right apprentice in the right apprenticeship with the right employer.

New targeted In-training support services, such as mentoring, will help apprentices and employers at-risk of not completing the apprenticeship arrangement to work through issues and difficulties.

Gateway Services

Gateway Services are customised pre-commencement services designed to screen, stream and match the Apprentice into the right Apprenticeship with the right Employer.

Gateway Services may include (but are not limited to):

- Career Assessment Tools
- Aptitude testing
- Suitability testing
- Personality testing
- Providing sound advice on test results
- Providing detailed guidance on career/training options
- Providing support to Out of Trade Australian Apprentices
- Providing Apprenticeship pathway advice
- Providing advice on LLN and Pre-vocational training courses
- Provide information and assistance to identify a suitable Apprenticeship position
- Providing information and advice on appropriate work practices and effective communication

- Providing information and advice on best practice workplace behaviours for employers
- Offering unsuitable candidates information on alternative VET training pathways
- Undertake a brief pre-sign-up assessment of all clients to determine eligibility for In-training support services.

In Training Support

In Training Support services are designed to improve the completion rates of apprentices. The in-training phase provides individually tailored assistance, which may be one-off, short-term or longer term depending on the level of the apprentices' need throughout their apprenticeship.

In-training services will focus on providing support to apprentices and employers throughout their training. In-training services will comprise tailored support for individuals assessed as being at a higher risk of non-completion.

In Training Support Services may include (but are not limited to):

- Combination of face-to-face, over the phone, or online engagement with apprentices to discuss issues arising from employment arrangements or other issues
- Combination of face-to-face, over the phone, or online engagement with employers to discuss issues arising from employment arrangements or other issues
- Ongoing tailored support such as mentoring (including follow-up
- Maintain regular contact with "At Risk" Apprentices
- Mediation sessions between employers and apprentices
- Advice and information on specialised services in cases where in-training support may not be sufficient and referral if required.

APPRENTICESHIP support AUSTRALIA 1300 363 831 http://www.apprenticeshipsupport.com.au	**Local Contact:** John Parker 0408 810 929 johnp@business-sa.com
mas NATIONAL **1300 627 628** CEG http://www.masnational.com.au/	**Local Contact:** Anne-Marie Hammond 0417 829 972 Anne-marie.hammond@ceg.net.au Kevin Rogan 0409 746 521 Kevin.rogan@ceg.net.au Paul Templar 0408 837 582 Paul.templer@ceg.net.au Patrick Cotton 0437 534 266 Patrick.cotton@ceg.net.au
MEGT **13 MEGT (6348) / 08 8424 3200** http://www.megt.com.au/	**Local Contact:** David Thiele David_thiele@megt.com.au

Appendix: B. New Process for ASBA

Navigating Future Pathways

New Process for Australian School Based Apprenticeships

Dear Principal,

We are seeking your support to implement changes to the management of Australian School Based Apprenticeship (ASBA) contracts, effective from March 1st 2018.

These changes respond to situations where Principals have felt unfairly pressured to sign or support ASBA Training Plans.

We have been working with both Federal (Contract of Training) and State (Training Plan) agencies to implement a new procedure that supports school Principal endorsement of both documents.

From 1st March, new Department of Education and Training rules will require that an ASBA Contract of Training must include a '1285' form (attached), signed by the Principal. There is a twelve day window for this to occur, from the first signature.

We are asking that Principals use the process to acknowledge that the ASBA is a valid component of the student's learning pathway.

In order to reduce the likelihood of situations where Principals are uncomfortable about signing a 1285, Career Pathways Managers (CPM's) will be introducing a pre-approval form (appendix c), in which the Student, Parent and your VET / SACE manager sign to signify their approval of the ASBA as part of the student's learning pathway. This form will be provided to the Apprenticeship Network Provider and in many cases, will begin the contract sign up process.

At a program level, we have created two new positions that will collect all 1285 and Training Plan documents from outside providers and direct them to your local Career Pathways Manager. Your CPM will work with you to manage further processes.

Could you please support us by only signing 1285 and Training Plan documents that come via your CPM. All Apprenticeship Network Providers have been notified about the 1285 form and about the process we will be using.

Your Alliance Careers Pathway Managers are Karen Skinner (Whyalla and EP) and Dianne Fitzgerald (Eyre Peninsula).

Please make contact with Karen or Dianne if you have any concerns on 0437 062 547 or 0409 799 493
Karen.skinner@sa.gov.au or Dianne.fitzgerald@sa.gov.au

Brenton Roy
Pathways Program and Policy Manager
Navigating Future Pathways
0458 571 436

Appendix: C Navigating Future Pathways Pre Approval form

Navigating Future Pathways

ASbA *Traineeship / Apprenticeship Pre Approval form*

Government of South Australia
Department for Education and Child Development

Student

Name_____

Year level_____

- I am aware that I am about to enter into a Traineeship or Apprenticeship that will affect my SACE pathway. I acknowledge that I have responsibilities as well as rights, in my job, in training and at school.
- I have attached a written statement outlining how this opportunity will assist me on my Career pathway.
- Hours per week sought _____
- Employer _____Contact _____

Student _____ Date _____

Parent

Name _____

Contact Phone _____

- My child and I have discussed this opportunity and I support it.

Parent _____ Date _____

VET / SACE Leader

Name _____

School _____

- This Apprenticeship /Traineeship is an appropriate opportunity.
- I have counselled the student and parent with regard to a supporting learning plan and SACE pattern.
- VET recognition register SACE Credits: Min _____ Max _____
- Qualification _____
- RTO _____

Leader _____ Date _____

1300 627 628 mas NATIONAL

08 8424 3200 MEGT

1300 363 831 APPRENTICESHIP support AUSTRALIA

CPM:	Karen Skinner	Dianne Fitzgerald
Phone	0437062547	0409 799 493

APPENDIX D.EVIDENCE OF ENDORSEMENT OF AN ASBA (1285)

Australian Government
Department of Education and Training

ABN 128 628 981 60

1285

SCHOOL ENDORSEMENT OF AN AUSTRALIAN SCHOOL-BASED APPRENTICESHIP

EVIDENCE OF ENDORSEMENT OF AN AUSTRALIAN SCHOOL-BASED APPRENTICESHIP

In order to be eligible for the Australian School-based Apprenticeship Commencement or Retention Incentive, the Australian Apprentice or employee must have commenced an Australian School-based Apprenticeship endorsed by the school as an integral part of the school programme. This form must be used if no other evidence is available, such as an approved State/Territory form. This form is required in Tasmania.

Australian School-based Apprentice Details

Family Name

Given names

Phone

Date of Birth / /

Sex Male ☐ Female ☐

Australian Apprenticeship Qualification Title

Commencement date of Australian School-based Apprenticeship

/ /

Expected Completion date of Australian School-based Apprenticeship

/ /

OR

Completion Date (if applicable)

/ /

Australian Apprentice Declaration

I certify that to the best of my knowledge the details entered by me and in relation to me are true and correct.

I understand that the information in this form:

- is collected for the purposes of registration, preparing statistics, reporting, programme administration, monitoring and evaluation, calculating incentives and allowances paid to employers and apprentices/trainees and preventing dual payments;
- may be disclosed to and used for these purposes by the Australian Government, including, but not limited to, the Department of Education and Training and Centrelink, State/Territory government departments and agencies, employers, nominated Apprenticeship Network Providers, Registered Training Organisations and the Contractors or Agents of these organisations, departments and agencies; and
- may otherwise be disclosed without consent where authorised or required by law.

I understand that the giving of false or misleading information is a serious offence.

Signature of Australian Apprentice

Date

/ /

Principals Declaration

I certify that the Australian School-based Apprenticeship commenced by the above named student is/was endorsed by the school as an integral part of the school programme.

I certify that to the best of my knowledge the details entered by me and in relation to me are true and correct.

I understand that the information in this form:

- is collected for the purposes of registration, preparing statistics, reporting, programme administration, monitoring and evaluation, calculating incentives and allowances paid to employers and apprentices/trainees and preventing dual payments;
- may be disclosed to and used for these purposes by the Australian Government, including, but not limited to, the Department of Education and Training and Centrelink, State/Territory government departments and agencies, employers, nominated Apprenticeship Network Providers, Registered Training Organisations and the Contractors or Agents of these organisations, departments and agencies; and
- may otherwise be disclosed without consent where authorised or required by law.

I understand that the giving of false or misleading information is a serious offence.

Signature of School Principal or authorised school representative

Printed name of School Principal or authorised school representative

Date

/ /

School stamp or name

APPENDIX E.EXAMPLE TRAINING PLAN AGREEMENT

http://www.skills.sa.gov.au/dmx?command=core_download&entryid=1568

Please note: The Principal is required to sign page 6 of the ASBA training plan, this should not be signed unless all sessions including a training plan detailing the units of competency is completed.

Training Plan for a South Australian School Based Apprenticeship or Traineeship Training Contract

Government of South Australia
Department of State Development

This Training Plan Proforma for school based apprenticeships and traineeships is for use with Training Contracts signed on or after 15 October 2009. The Training Contract and the Training Plan must be lodged with Regulation and Contract Management in the Department of State Development within 4 weeks of the Contract being signed.

The Training Plan is intended to record the following agreements between the parties:

- the Australian Qualification Framework (AQF) qualification to be undertaken
- the units of competence that will make up the AQF qualification
- the mode of delivery of formal training (on-job or off-job)
- the responsibilities of the apprentice/trainee, employer and Registered Training Organisation (RTO), with respect to training under the Contract
- any additional expectations of the apprentice/trainee, employer or RTO that are agreed to by the parties to the Contract.

The apprentice/trainee, employer and Registered Training Organisation (RTO) are required to agree on the Training Plan, including the units of competence to be delivered by the RTO under the Training Contract, together with the method of delivery and assessment.

School based apprenticeships and traineeships are available only to secondary school students for the period they are enrolled in secondary school. At the cessation of secondary schooling, the contract automatically converts to full time, or application can be made to convert to part time.

Please note that the employment arrangement is for the term stated on the Training Contract and may be full-time or part-time but **cannot be casual**.

The Training and Skills Commission has determined minimum hours of employment and training for school based apprentices and trainees and arrangements for the averaging of hours **effective 1 February 2016**.

Training Contracts that commenced *prior to* 1 February 2016:

Minimum Part-time Hours for School based Apprenticeships and Traineeships
8 hours per week. This may be averaged over a 26 week period, twice a year, in each year of the school based program

Training Contracts that commenced *on or after* 1 February 2016:

Minimum Part-time Hours for School based Apprenticeships and Traineeships
7.5 hours per week. Hours may be averaged over three months.

Attention should also be given to Section 52 (1) of the *Training and Skills Development Act, 2008*, which states: *"A change in the ownership of a business (or part of a business) does not result in the termination of a training contract entered into by the former owner but, where a change in ownership occurs, the rights, obligations, and liabilities of the former owner under the contract are transferred to the new owner."*

Please submit all pages of this form to:

Post: **Regulation and Contract Management**
GPO Box 320, Adelaide SA 5001

Fax: 08 8115 5557

Email: dsd.tastp@sa.gov.au

For assistance or more information:

Phone: 1800 673 097

Website: www.skills.sa.gov.au/apprentices

Appendix F: Navigating Future Pathways DE ASBA Flow.

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