

School Based Apprenticeships and Traineeships

30 November 2007

This advice is relevant to the Northern Territory School Based Apprenticeships and Traineeships Policy and Guidelines and is effective immediately.

Following consultation with electrotechnology stakeholders, the Department has agreed that the policy for School Based Electrotechnology apprentices is as follows:

1. All School Based Apprentices are encouraged to undertake the NT WorkSafe endorsed Occupational Health and Safety (OHS) program. At present this can be provided by Territory Construction Association, Housing Industry Association or Charles Darwin University and should be undertaken either before commencement or, at a minimum, no later than one month after commencement. Employers and apprentices should consider also completing a Senior First Aid course.
2. All school based apprentices are required to register with the Northern Territory Electrical Workers and Contractors Licensing Board. Refer <http://www.electricallicensing.nt.gov.au/contacts.shtml>
3. The employer is required to provide a minimum of two days per week on the job training under the direct supervision of a licensed electrical tradesperson (refer to the EE-oz Training Standards for further details, <http://www.eeoz.com.au/resources/misc/2031.pdf>) and the school is to release the students for these two days. This generally means that students are participating in a Workready Program, Australian Technical College program based on Workready, or a one off flexible curriculum offering that the school has agreed to.
4. The school based apprentice should undertake a pattern of block release training based on two by two week blocks per year with the RTO, with the option of a further one week to complete any outstanding competencies. The blocks are timed to fit with the school timetable. Block release is the preferred method of training.
5. Employers and supervisors should take all reasonable steps to ensure apprentices record their workplace activities using an approved workplace recording system (ie Profiling) that covers: work exposure/practice undertaken against industry standards, the level of supervision provided, equipment worked on, dates, and other relevant important information. The apprentice's profile will cover the spread of work experiences and all the critical requirements of competence for all parties to review. RTOs in the Electrotechnology industry train and assess in partnership with the apprentice and the employer (supervisor/tradesperson) and use the information in the profile to help monitor, guide and support an apprentice's development towards competence. Profiling also helps identify if there are areas requiring further attention or improvement.
6. Employers must sign an additional undertaking that makes it clear that Electrotechnology apprentices will not be involved in any live work.

7. The training both on and off the job aims to have school based Electrotechnology apprentices who commence in Year 11 complete the equivalent of Stage One of the trade by the time they complete Year 12.
8. DEET prefers that apprentices are either hosted to employers or employed by employers who indicate that they will engage the apprentice on a full time basis when they complete schooling.

APPROVED

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