

POLICY

SCHOOL BASED APPRENTICES AND TRAINEES

Responsibility of: Employment and Training Division
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1 POLICY

The Northern Territory Government, through the Department of Employment, Education and Training (DEET), Employment and Training Division is committed to providing pathways for Territory students to successfully transition from school to work through School Based Apprenticeships and Traineeships (SBATs).

The Northern Territory SBAT policy has been developed to provide a broad framework for the continued growth of SBATs in the Territory through clearly defining the roles and responsibilities of key parties and setting minimum standards for the employment and training arrangements underpinning SBATs.

ELIGIBILITY FOR PARTICIPATION IN SBATs

Participation in a SBAT is open to any student enrolled in a registered school at stage 1 or 2 (year 11 or 12) and aged 15 or above. DEET will assess applications that vary from these minimum requirements on a case-by-case basis.

The continued implementation of formal employment and structured Vocational Education and Training (VET) arrangements into Northern Territory secondary schools requires a flexible approach from and effective communication between the key parties in order to maximise career and further education and training opportunities for Territorians.

The Employment and Training Division will continue to work with schools, employers, Registered Training Organisations (RTO's), industry bodies, unions, regional and remote communities and other Australian and NT Government departments to increase SBAT opportunities for Territorians by facilitating access to and direct participation in the labour market.

KEY PRINCIPLES FOR SCHOOL BASED NEW APPRENTICESHIPS AND TRAINEESHIPS

The SBAT policy is based on two key principles that are critical to the success of SBAT arrangements.

Principle 1 - Flexibility

The pattern of work, training and study for a SBAT should balance:

- Learning needs of individual students;
- Workplace needs of employers;
- School and NTCE pattern requirements; and
- RTO training delivery requirements.

Principle 2 - Communication

All parties involved in the operation and management of SBATs must ensure that mechanisms for regular and effective communication are in place prior to commencement. The SBAT Operating Guidelines provide a detailed guide to the operational requirements of SBATs and parties should ensure they are familiar with their roles, responsibilities and obligations.

2 BUSINESS NEED

School Based Apprenticeships and Traineeships aim to:

- Increase nationally recognised qualification attainment that translates to Northern Territory Certificate of Education (NTCE) outcomes;
- Improve the retention of students at the senior school level;
- Increase completion of senior secondary schooling.

SBATs also aim to provide students with an increased ability to perform in the workplace, leading to increased career choices and opportunities to transition from school to full time apprenticeships, employment or further education and training.

3 RESPONSIBILITIES

- 3.1 The primary responsibility for the management of SBATs lies with the Training Contract parties – the employer, apprentice, parent or guardian (if under 18) and the RTO as signatories to the Training Plan.

Where SBATs are coordinated through a managed program by a non-training contract party such as a RTO or school, that party shall be responsible for the aspects of the SBAT as specified in the Operating Guidelines.

- 3.2 The responsibility for developing and maintaining this policy rests with the Manager, Training Strategy.
- 3.3 The Deputy Chief Executive, Employment Services, NT DEET is responsible for approving this policy.

ROLES AND RESPONSIBILITIES OF SBNA PARTIES

The Northern Territory Employment and Training Act (the Act) and the Training Contract sets out the statutory and contractual requirements for the operation of Training Contracts and the responsibilities of employers, Apprentices / Trainees, their parents or guardians (where under 18 years of age) and RTO's. The Operating Guidelines provide further detailed information on the roles and specific activities of each party at each stage of the SBAT.

This section provides the broad requirements for parties to SBATs.

Students

Students undertaking SBATs are required to comply with the requirements of the Training Contract and Training Plan. Students are responsible for contributing to their own learning and ensuring that they work towards attaining both school and SBAT outcomes.

Parents and Guardians

Where students are under the age of eighteen, parents and/or guardians are bound by the relevant obligations of the Training Contract and are signatories to the Training Plan. Parents and/or guardians are also required to support students to comply with the Training Contract and attain both school and SBAT outcomes.

Employers / Employing Organisations (Including Group Training Organisations)

Employers must comply with all legal, regulatory and policy requirements in relation to the employment of students under SBATs. Additionally, employers must assist the student to balance study, work and training commitments and develop cultural and diversity awareness in the workplace.

Registered Training Organisations

Under SBAT arrangements, RTO's are responsible for the provision of training according to all legislative, regulatory, policy and contractual requirements and must ensure their operations comply with the *Australian Quality Training Framework Essential Standards for Registration* including the *Conditions of Registration*.

RTO's are also responsible for ensuring that student results in relation to progress toward a SBAT are submitted to the relevant school VET coordinator on or prior to the date(s) specified by the school.

Department of Employment, Education and Training (DEET)

The Employment and Training Division is responsible for managing the NT VET system including:

- regulation of apprenticeships and traineeships including SBATs;
- regulation and on-going compliance monitoring of RTO's registered in the NT;
- provision of operational and strategic employment and training advice to industry, RTOs, schools, other Australian and NT Government departments and the community in general;
- provision of funding to support VET training for Territorians; and
- collection, management and reporting of VET data.

ETD will also provide advice and assistance to schools, RTO's, employers and students on the development of policies and implementation of SBATs.

Schools

Schools are responsible for processing students' SBAT results and ensuring that appropriate credit is recorded on the Northern Territory Certificate of Education (NTCE).

Schools must ensure that RTO's are informed of relevant dates and deadlines for the reporting of students' SBAT results.

Schools should also ensure that SBAT arrangements are underpinned by adequate support for students including pastoral care, mentoring and numeracy and literacy support.

In addition, policies and procedures should be in place to manage all administrative and credit recognition processes, provide staff with access to relevant professional development, create flexible timetables and enable students to meet all obligations of a SBAT. These policies and procedures should be communicated to all relevant stakeholders.

Australian Apprenticeships Northern Territory (AANT)

Australian Apprenticeships NT are contracted by DEET and the Australian Government to provide a range of apprenticeship and traineeship administrative and regulatory services. Such services include but are not limited to:

- provision of information and advice to employers, apprentices, trainees and other interested parties;
- administration of training contracts; and
- monitoring apprentices and trainees in the workplace. The NAC will also visit SBATs at school.

4 DEFINITION

School Based Apprenticeships and Traineeships are a formal, structured employment and training arrangement endorsed by the school and subject to a registered Training Contract and Training Plan and a relevant industrial instrument. SBATs are characterised by a structured pattern of work engagement, school and training where the training is part of and contributes to a student's secondary education.

5 RELATED POLICIES

DEET has a number of policies that link into the School Based Apprentices and Trainees Policy. The following is a brief overview of the policies. Policies are available from the [DEET website](#).

- a) Apprenticeship and Traineeship (User Choice) funding policy
- b) NT Group Training policy
- c) NT Hosting policy

6 RELATED DOCUMENTS

[School Based Apprenticeships and Traineeships Operating Guidelines](#)
[National Guidelines for School Based New Apprenticeships](#)

7 REVIEW

This policy will be reviewed annually.

PROCEDURES

1 Credit towards the Northern Territory Certificate of Education (NTCE)

The Northern Territory Board of Studies (NTBOS) Recognition Policy provides for NTCE credit recognition of competencies achieved through SBNA arrangements. NTCE credits will be gained where:

- SBATs are undertaken in conjunction with, or subsequent to enrolment in any Stage 1 or 2 Senior Secondary Assessment Board of South Australia (SSABSA) subject; and
- students meet NTCE pattern requirements.

NTCE Credit points are awarded according to the following formula:

- One credit point per 50 nominal hours of a SBAT qualification up to the total nominal hours as published by the South Australian Government.

No extra NTCE credit points are awarded for additional time spent in the workplace over and above the total nominal hours.

2 Workplace Engagement

Parties engaged in SBATs must comply with the following requirements:

2.1 **Compliance with relevant legislation and policies**

Under SBATs, employers are responsible for ensuring compliance with all relevant Australian and NT Government legislation, regulations and policies including, but not limited to:

- a) NT Hosting policy;
- b) NT Group Training policy
- c) NT Apprenticeship/Traineeship (User Choice) Funding policy;
- d) *Northern Territory Employment and Training Act 2004* (the NTET Act);
- e) *Work Health Act 2004*;
- f) *Anti-Discrimination Act 2004*; and
- g) *Workplace Relations Act 1996*.

2.2 **Minimum days in the workplace**

Students must undertake a *minimum* of 48 days per year of paid work from the date of commencement of the SBAT.

This minimum requirement should not be interpreted in a way that artificially limits the amount of time students spend in the workplace. The pattern of school, work and training must be negotiated between the school, employer, student, parent(s) or guardian(s) and RTO prior to commencement of a SBAT and should be flexible in order to reflect the learning needs of individual students.

2.3 **Wages and Conditions**

Wages and conditions for SBAT arrangements are set out in the *National Training Wage Award 2002* unless otherwise determined by other relevant industrial instruments eg, Industry Awards, Certified Agreements or Australian Workplace Agreements.

2.3.1 *Off- the-job Training*

Employers of SBATs are not required to pay wages to students for the time a student spends in “off-the-job” training provided by the RTO at a premises other than the workplace.

2.4 Workplace supervision

The Act sets the requirements for workplace supervision of apprentices and trainees at one supervisor to one apprentice or trainee. Applications to exceed this ratio (up to a maximum ratio of one supervisor to four apprentices or trainees) may be considered by DEET on a case-by-case basis. These requirements also apply to SBATs.

2.5 Workplace induction

Employers are required to provide a workplace induction for students commencing a SBAT. The induction should cover Occupational Health and Safety (OH&S) requirements, wages and conditions and organisational policies and procedures.

AANT is also required to provide an induction for both the employer and student in relation to the training contract obligations, roles and responsibilities and requirements of the Act.

2.6 Probation

In accordance with the Act, probation periods for SBATs are one month for Certificate II level qualifications and three months for Certificate III level qualifications and above.

2.7 Articulation from SBATs to a full or part-time apprenticeship or traineeship

Where a student is no longer enrolled in a registered school and the Training Contract remains in place, a new Training Contract must be signed to convert the arrangement to either a part time or full time apprenticeship or traineeship.

3 SBAT Training Delivery

3.1 SBAT qualifications

In consultation with stakeholders, DEET will determine and identify qualifications suitable to be undertaken as a SBAT.

3.1.1 Qualification levels

Students are eligible to undertake most Certificate II and III level qualifications as a SBAT. Applications to undertake Certificate I, or Certificate IV level qualifications and above will be assessed by DEET on a case-by-case basis

3.1.2 Nominal duration

The nominal duration of a SBAT qualification will be prescribed by DEET in accordance with current recognition and approval processes.

3.2 Training modes

Training may be delivered off-the-job, on-the-job or a combination of the two.

The pattern of school, work and training must be negotiated between the school, employer, student, parent(s) or guardian(s) and RTO prior to commencement of a SBAT and should be flexible in order to reflect the learning needs of individual students.

3.2.1 Training delivery location

RTOs should, where possible, ensure that off-the-job training is delivered locally. Where local delivery is not feasible students may apply to AANT to access the NT Government Training and Accommodation Grants Scheme.

3.3 NT Apprenticeship and Traineeship (User Choice) Funding

DEET supports training for SBATs through the Apprenticeship and Traineeship (User Choice) Funding policy. RTO's successful in applying for User Choice funding for SBATs are required to enter into a Resource Agreement with DEET. For more information see the [NT Apprenticeship and Traineeship \(User Choice\) Funding policy](#).

3.3.1 Interstate-based registered training organisations

Interstate RTO's seeking to apply for User Choice funding to deliver SBATs in the NT must:

- maintain a permanent presence in the NT;
- demonstrate provision of adequate support services to SBATs and employers; and
- apply for such funding according to the process set out in the NT Apprenticeship / Traineeship (User Choice) Funding policy.

3.4 NT Government Travel and Accommodation Grants Scheme

Where it is not feasible for a RTO to deliver SBAT training locally, students may apply to DEET, through AANT, to access travel and accommodation subsidies (see the NT Travel and Accommodation Grants Scheme policy). Applications will be assessed on a case by case basis and must be accompanied by a letter of consent signed by the student's parent or legal guardian(s).

4 Managed SBAT Programs – Student Transport

Enterprises and Group Training Organisations directly employing or managing SBAT and RTOs or other organisations managing SBAT programs and who are involved in transporting students in company or privately owned or leased vehicles prior to the student being employed as a School Based Apprentice or Trainee, are required to enter into a Transport Deed with DEET.

JOHN HASSED
DEPUTY CHIEF EXECUTIVE

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