

# School-Based Apprenticeships and Traineeships

Guidelines for Employers

*'Opportunities for tomorrow's workforce'*

## What is a school-based apprenticeship or traineeship?

School-based Apprenticeships and Traineeships enable young people to gain a vocational and technical qualification while completing their senior school studies. School-based Apprenticeships and Traineeships combine senior secondary studies (VCE or VCAL), part-time work, and structured training with a registered training organisation (RTO) which leads to the attainment of a nationally recognised VET qualification.

School-based Apprenticeships and Traineeships allow students in VCE or VCAL programs to:

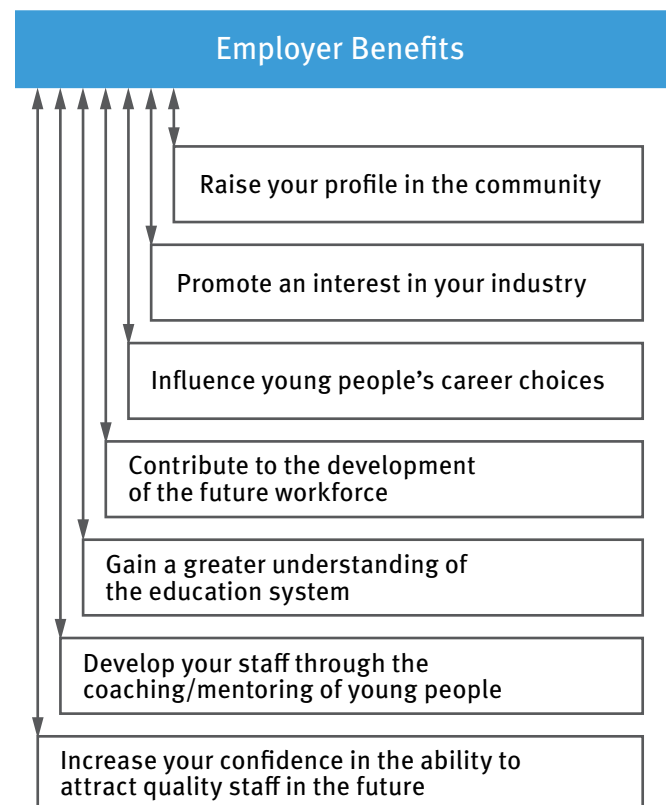
- Start an apprenticeship while still at school;
- Participate in a combination of school, paid work, and on and off site training;
- Work towards completing their Year 12 VCE or VCAL Certificate;
- Progress towards gaining a nationally recognised qualification;
- Sign a training contract, which links to an industrial award or agreement;
- Develop communication, business skills and a strong work ethic;
- Get a head start in their careers leading to further education and training; and
- Complete secondary school, contributing to improved school retention rates nationally.

A School-based Apprenticeship and Traineeship now forms an integral part of the student's school learning program and study timetable. School-based Apprenticeship and Traineeship students spend a minimum of 7 hours per week in employment, and another 6 hours per week in structured training. Arrangements are only endorsed by schools and Skills Victoria as School-based Apprenticeships and Traineeships when it can be verified that during term time, the training and employment timetable indicates that a minimum of one day of the school week during normal school hours (which may be averaged over three periods of four months duration in each year of the training contract) is spent in employment and/or structured training as an apprentice or trainee.

## Why is it important?

Many businesses are familiar with terms such as: employability skills, competitive markets and lifelong learning, and may have had difficulty recruiting skilled and experienced employees. Employing School-based Apprenticeship and Traineeship students is one way employers can contribute to training the future work force. School-based Apprenticeships and Traineeships encourage better links between employers, educational institutions and the community.

## Benefits to employers



*Every child, every opportunity*



## What can you expect of a school-based apprenticeship and traineeship student?

Remember that young people cannot be expected to possess the judgement or maturity of older workers. You have a right to require the School-based Apprenticeship and Traineeship student to comply with all workplace rules and procedures. However, you must explain those requirements through a well planned induction process and provide any necessary information, instruction and training. Don't assume the School-based Apprenticeship and Traineeship student will automatically know what's expected even though some of them may have done work experience previously.

## Induction and supervision

School-based Apprenticeship and Traineeship students will not be familiar with the workplace, or the way things are done. Like any new employee, it will take them a few days to remember names and find their way around.

The first thing you must do – on their first morning with you – is induct the School-based Apprenticeship and Traineeship student. This should be done by the employer or the nominated supervisor – don't assume that the induction will happen if you have not given someone specific responsibility for it!

Take it slowly, and reinforce key information (e.g. supervisory arrangements, no-go areas and excluded activities).

**Note:** Criminal record checks are required for employers and persons who will supervise students under 15 years of age. There are separate guidelines in regard to these checks. See the website for details. <http://www.education.vic.gov.au/sensecyouth/careertrans/worklearn/default.htm>

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For more information, contact your local school or see <http://www.education.vic.gov.au/sensecyouth/qualsprograms/apprentice.htm>

## What is your 'duty of care' as an employer?

You have a legal obligation to provide a safe and healthy working environment for all your employees and contractors. School-based Apprenticeship and Traineeship students are no different. They are owed the same duty of care, and you must take all the same steps to safeguard them during their placement period.

You must assess your workplace to determine which activities can be safely managed. School-based Apprenticeship and Traineeship students should be given an interesting range of tasks which will give them an understanding of your business and develop their skills. However, you must take care NOT to place them at risk, and you must provide supervision at all times.

## The importance of planning

The most rewarding School-based Apprenticeship and Traineeship programs – and the safest – are those planned in advance. It's useful to draw up a timetable for School-based Apprenticeship and Traineeship students before they arrive, setting out proposed activities and identifying the people who will supervise them at different times.

Even though your timetable may have to change, a planned program enables supervisors to prepare meaningful activities, and reduces the chances of exposing the School-based Apprenticeship and Traineeship student to risks resulting from unplanned activity. It also ensures that they complete the tasks they are required to do as part of their training. Additionally, you will find as the School-based Apprenticeship and Traineeship student becomes better trained and their skills develop, they will be able to make a greater contribution to your workplace.

## Safe systems of work

Your safe systems of work should already be built on knowing your hazards, assessing the risks they present and taking steps to control those risks.

Your employees will know the risk controls, but your School-based Apprenticeship and Traineeship student will not. It's important to take time to explain to the School-based Apprenticeship and Traineeship student what the hazards are, why the risk controls are in place and how they are put into practice.

A comprehensive induction (see example), and a well thought out program, will help you provide a safe and rewarding learning experience.

# Sample School-Based Apprenticeship and Traineeship Induction Checklist

Student name: \_\_\_\_\_ School: \_\_\_\_\_

Induction by (Name & Signature): \_\_\_\_\_

Date placement commenced: \_\_\_\_\_ Date this induction completed: \_\_\_\_\_

Induction Prompts	Elements	✓ When Covered
Introduction and responsibilities	Welcome and introduction to co-workers	
	Overview of the week's program	
	Work area / desk	
	Hours of work / expectations	
	Times of breaks / lunch	
	Need to notify if going to be late or absent	
	Tasks assigned to student	
	Codes for doors, photocopier, PC password	
	Rules regarding use of PC and access to internet	
Supervisory arrangements, role of HSR	Supervisor	
	Assistant supervisor (if applicable)	
	Other employees able to help	
	Health and safety representative – introduction and explanation of their role	
First aid and emergencies	First aid officer(s)	
	First aid kit/room; procedures for obtaining first aid and use of kit	
	Emergency arrangements / exits / evacuation plans / warnings / drills	
Health and safety and reporting arrangements	Priority of OHS	
	OH&S responsibilities – employer and employee	
	Potential hazards/no go areas	
	How to report hazards and safety concerns	
	How to report OHS incidents, injuries and 'near misses'	
	Encourage prompt communication and reporting in regard to OHS	
Workplace policies on bullying, harassment and discrimination	Bullying policy	
	Harassment policies	
	Discrimination/EEO	
Orientation tour of workplace	Tour of workplace	
	Organizational overview	
	Toilets/kitchen/lunchroom/tea and coffee facilities	
	Does the student have any questions?	
Confirm student's details	Name/contact details	
	Medical information	
	School contact details	