

## SCHOOL-BASED TRAINEESHIP (SBT)

### WHAT IS A SCHOOL BASED TRAINEESHIP?

School-based traineeships (SBT) are certificate II and III programs approved by industry to kick-start your specific career.

As a school-based trainee, you and your parent/guardian enter into a training contract with your employer. The training contract states that you, the trainee, will work towards completing a qualification whilst being paid and getting relevant on the job training from your employer for the duration of your contract.

Employers are required to provide students with opportunities to satisfactorily demonstrate the competencies that are a part of the relevant traineeship qualification.

### BENEFITS

- Undertake an education and paid employment
- Graduate and achieve the West Australian Certificate of Education (WACE)
- Achieve a nationally recognised industry qualification
- Practice hands-on learning in the workplace, which makes the transition from school to work much easier
- Can provide a pathway to university or other training, should students wish to continue studies once leaving high school, either full-time or part-time

### ENTRANCE REQUIREMENTS

- The school should ensure that students are work ready and academically capable of completing the traineeship
- The student must be committed to completion of the traineeship to achieve WACE.
- Students must be a minimum 15 years of age
- Students must have the school's agreement to undertake a school-based traineeship

### COMPLETION OF SCHOOL BASED ARRANGEMENTS

- A student cannot remain in a school-based traineeship after they have left school or completed Year 12
- At the completion of Year 12 the school-based traineeship can be converted to full-time or part-time

### WACE

Successful completion of the School-Based Traineeship will result in either a Certificate II or III being achieved. If a student completes a Certificate II they will achieve up to 4 units towards their WACE and 6 units for completion of a Certificate III.

### FINDING A HOST EMPLOYER

Students and their parents are encouraged to source an employer willing to support the student as a School-Based Trainee. If assistance is required sourcing an employer, the VET Coordinator will provide the student with assistance.

### FURTHER INFORMATION

Kaylla Broad  
VET Coordinator

[kaylla.broad@cewa.edu.au](mailto:kaylla.broad@cewa.edu.au)

9920 0535

**Want to do a School-Based Traineeship?**



**1. Speak to your parents about the idea**

Consider the time spent out of school, your commitment and ability to catch up on work missed and how this training option may be beneficial to your career pathway.

**2. Make an appointment to see the VET Coordinator**

You will be given advice on the suitability of this option for you. It would be beneficial for your parents to be present at this meeting.

**3. Final Permission**

Should the decision be made to go ahead, final permission will be sought from the Director of Teaching & Learning.

**4. Find an employer**

Student and parents to work with school to find a suitable employer.

**5. Complete the paperwork**

Once an employer is confirmed, all parties are to sign a training contract to official register the School-Based Traineeship with the Department of Training & Workforce Development .