

## SCHOOL BASED TRAINEESHIP (SBT)

### WHAT IS A SCHOOL BASED TRAINEESHIP?

School based traineeship (SBT) allows you to start a traineeship while still at school. You start your traineeship on a part time basis at school and continue on a part time or full time basis when you leave school.

As a school based trainee, you and your parent/guardian enter into a training contract with your employer. You are also paid while you learn 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 Secondary Education (WACE)
- Achieve a nationally recognised industry qualification
- Practise 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
- Make an early start on a career

### ENTRANCE REQUIREMENTS

- The school should ensure that students are work ready and academically capable of completing the traineeship
- 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
- The nominal duration of the school based traineeship will be amended accordingly

### WACE

Units of competency successfully completed will be recorded on the WACE. The commencement date of the school based traineeship will affect the number of units of competency which may be completed within SCSA timelines.

### FINDING A HOST EMPLOYER

It is the responsibility of the student and his/her parents to source an employer willing to support the student as a School Based Trainee.

### FURTHER INFORMATION

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## 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 External Studies.

### 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 legal contract.