

A GUIDE FOR

employers

PROVIDING AN APPRENTICESHIP OR
TRAINEESHIP OPPORTUNITY



i'm where i'm
meant to be
and where
i'm needed.

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 **TRADE**Schools
for the future

Connecting students to apprenticeships and traineeships



Government
of South Australia

The Trade Schools for the Future program is an educational initiative that enables government high school students to combine their South Australian Certificate of Education (SACE) studies with Vocational and Educational Training (VET) in the form of a school-based apprenticeship or traineeship.

School-based apprentices and trainees do the following:

- work with their employer and receive on-the-job training
- undertake some study at their school
- attend certified trade training courses.

Providing an apprenticeship or traineeship opportunity

You can provide an apprenticeship or traineeship opportunity for any young person who is keen to learn and work in your industry.

You can employ directly or use the services of a Group Training Organisation.

For further information visit www.gtasa.com.au

Employer obligations

You are required to provide them with a minimum of eight hours of work and/or on-the-job training a week. This time can be spread out during the week in a variety of ways including:

- during school hours
- after school hours
- on weekends
- during school holidays
- a continuous block of time for up to five weeks.

You are also obliged to pay school-based apprentices and trainees. The amount to be paid is covered under the relevant industry award. Some awards also state that apprentices and trainees are paid for time they spend studying towards their qualification at a registered training organisation, such as TAFE SA.

Financial incentives

The Commonwealth Government provides financial support to assist the costs of taking on a school-based apprentice or trainee. For further information please visit www.australianapprenticeships.gov.au/employer/incentives.asp

or speak to your apprenticeship broker for assistance in sourcing this information.

About the Trade Schools for the Future program

The Trade Schools for the Future program aims to ensure students have genuine career pathways and that you gain motivated, trained and work-ready employees.



Finding a suitable candidate

Your local apprenticeship broker can help you find a school-based apprentice or trainee who is keen to work in your business. They can also help you provide a school-based apprenticeship or traineeship opportunity to:

- ✦ a secondary student who has done work experience with you
- ✦ a secondary student who is working for you on a casual or part time basis
- ✦ your own child (if you own your own business).

Student requirements

Students are required to be professional and courteous in their approach and demonstrate this by being punctual, attending the workplace regularly, performing their tasks to a standard that satisfies you, taking advantage of learning opportunities and satisfactorily completing their VET studies.



Training contract

Your apprenticeship broker liaises between all parties to facilitate a formal training contract that is fair and reasonable. They make this simple by:

- ✦ negotiating with you to determine the amount of time the student will work and when they will work
- ✦ liaising with the school, employer and registered training organisation to determine a suitable model for training and employment
- ✦ ensuring the training contract is agreed to by the student and their parent/s or guardians, endorsed by the school principal and administered by the Australian Apprenticeship Centre.

Your apprenticeship broker can act as a mediator between all stakeholders, if required.

What happens when the student finishes their SACE?

At the conclusion of a school-based trainee's or apprentice's secondary schooling, the training contract will convert to part-time or full-time.

In some cases students may complete their school-based apprenticeship or traineeship prior to completing their secondary schooling.

Next steps

If you are interested in providing an apprenticeship or traineeship opportunity please speak with your apprenticeship broker who can assist you with all employment arrangements or register online and your apprenticeship broker will call you.

Contact details

If you are interested in making this investment in your business and being an active supporter of the Trade Schools for the Future program, please contact your local apprenticeship broker.

Your local apprenticeship broker is: