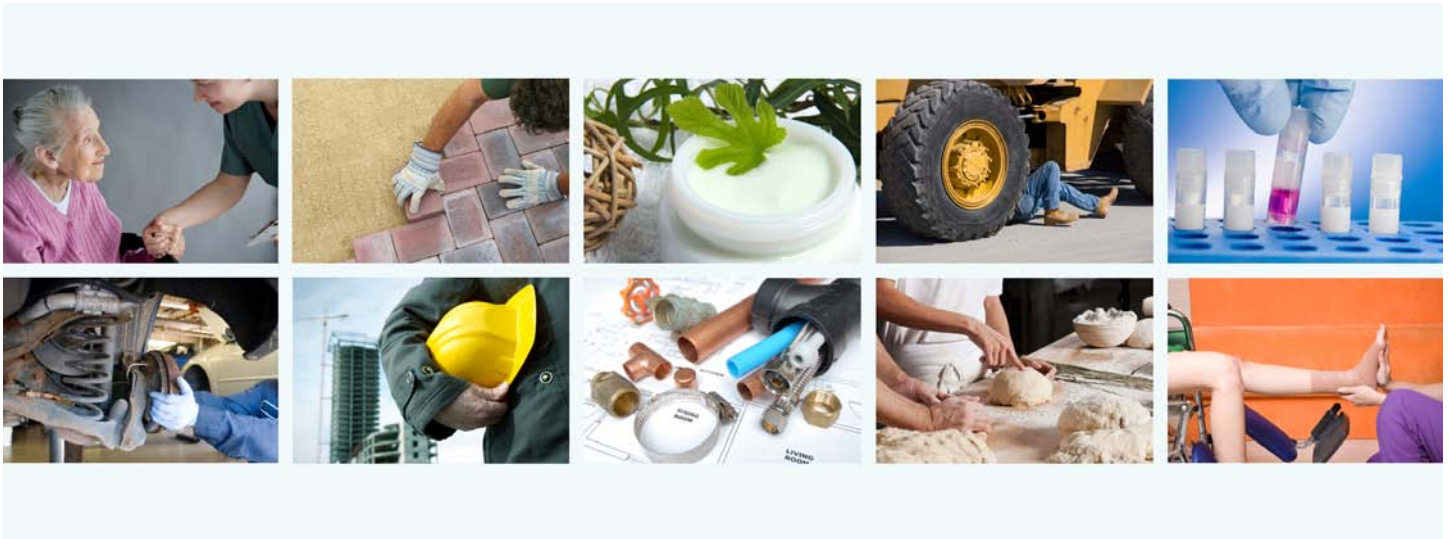


# vet vocational education and training



# School Based Apprenticeships and Traineeships in NSW 2010 Guidelines

*For more information on apprenticeships and traineeships go to:*

*<http://apprenticeship.det.nsw.edu.au/index1.htm>*

Version 1.0 current for 2010  
Please ensure that you refer to the most recent version  
which can be downloaded from [www.sbatnsw.info](http://www.sbatnsw.info)

# Acknowledgement

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## 1 Overview

School based apprenticeships and traineeships provide students with the opportunity to attain a nationally recognised Vocational Education and Training (VET) qualification as well as their Higher School Certificate (HSC) and gain valuable work skills and experience through paid employment.

These Guidelines set out the requirements for the implementation of school based apprenticeships and traineeships in NSW.

## 2 Applicability

The requirements outlined in these Guidelines apply to all school based apprenticeships and traineeships for students undertaking their HSC at:

- a NSW government school
- a NSW non-government school
- a TAFE NSW college.

School based apprenticeships and traineeships are available to students as part of their HSC pattern of study.

The requirements in these guidelines also apply to students who are employed as school based apprentices or trainees in NSW, but who are undertaking their senior secondary certificates in other states or territories.

A student who undertakes an apprenticeship or traineeship that does NOT contribute unit value to the HSC, or an equivalent senior secondary certificate, is NOT covered by these guidelines.

### 2.1 School Based Apprenticeships and Traineeships in Year 10

A student may commence a school-based apprenticeship or traineeship in Year 10. If a student commences a school-based apprenticeship or traineeship in Year 10, then early commencement of Stage 6 VET courses is the appropriate curriculum pathway. Schools must seek approval for a Year 10 student to commence a Stage 6 VET course as part of a school based apprenticeship or traineeship from their school system.

Students must complete all of the requirements of Stage 1, both on and off the job training prior to commencement of Stage 2 training.

Further advice is provided in the Board of Studies *Guidelines for Access to VET in Stage 5 in 2010* at [http://www.boardofstudies.nsw.edu.au/voc\\_ed/index.html](http://www.boardofstudies.nsw.edu.au/voc_ed/index.html)

## 3 Superseded Documents

These Guidelines replace:

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## 4 Context

School based apprenticeships and traineeships are employment-based training arrangements approved under the *Apprenticeship and Traineeship Act, 2001 (The Act)* <http://www.legislation.nsw.gov.au/maintop/scanact/inforce/NONE/>.

School based apprenticeships and traineeships must meet the requirements specified in the Act. The Act sets out the obligations of employers, apprentices and trainees who are party to training contracts. More information about responsibilities of apprenticeships and traineeships is provided in the publication *A Guide to Apprenticeships and Traineeships in NSW*, which is available on-line at <https://www.training.nsw.gov.au/>

The apprenticeship and traineeship system in NSW is administered by State Training Services within the NSW Department of Education and Training. State Training Services has a state-wide network of State Training Centres (STCs) to support school based apprenticeships and traineeships. Further information is available at <https://www.training.nsw.gov.au/>

The *Education Act 1990 (NSW)* delegates to the Board of Studies NSW responsibility for the curriculum and the development and conduct of examinations leading to the award of the Higher School Certificate. The requirements for successful completion of the Higher School Certificate are published by the Board of Studies NSW in the *Assessment, Certification and Examination (ACE) Manual* which is available at <http://www.boardofstudies.nsw.edu.au/manuals/acemanual.html>

## 5 Guidelines Statement

### 5.1 Requirements of School Based Apprenticeships and Traineeships

School based apprenticeships and traineeships are established when an application for a Training Contract that has been signed by both the employer and the apprentice or trainee, and the parent or guardian if student is under 18 years of age, has been approved by State Training Services.

Arrangements to match employers with school based apprentices and school based trainees will be managed by NSW State Training Services and delivered by its state-wide network of State Training Centres.

The NSW State Training Centres provide industry support and engagement services to:

- promote part time school based apprenticeships and traineeships to employers
- secure jobs for school based apprentices and trainees
- assist employers to structure appropriate employment and training arrangements to meet both apprenticeship/traineeship and school requirements
- assist schools to understand employer and workplace requirements

- support post school placement of apprentices.

School based apprentices and trainees must complete formal training that is delivered by a registered training organisation (RTO). The formal training must meet the requirements of the relevant Vocational Training Order (VTO) for that apprenticeship or traineeship vocation, and lead to a nationally recognised qualification. The formal training component of school based apprenticeships and traineeships will contribute unit credit towards the HSC.

Arrangements for formal training and on-the-job training are developed by the RTO in consultation with the employer, the apprentice/trainee and the school and are formalised in the Training Plan, which must be lodged with the Training Contract as part of the application.

School based apprentices and trainees must undertake a minimum of 100 days on-the-job training (unless otherwise stated in the relevant VTO) by 31 December of the year they will complete their HSC. This on-the-job training must be in the form of paid employment as an apprentice or trainee under an appropriate industrial arrangement. See *Section 6 Employment under Appropriate Industrial Arrangements*.

School based apprenticeships and traineeships are binding on the parties to the Training Contract when the application has been approved and the probationary period has elapsed.

### **5.1.1 School Based Apprentices are required to:**

- enter into a Training Contract for a nominal duration of generally five years – two years part-time followed by three years full-time post the HSC
- undertake a minimum requirement of 100 days of paid employment (unless otherwise stated by the relevant VTO) by 31 December of the year they will complete their HSC
- enrol in a minimum Certificate III AQF qualification level as specified in the Vocational Training Order (VTO).
- undertake the on-the-job training requirements (as specified in the relevant VTO) concurrently with the formal training requirements. Students must not proceed past Stage 1 of their formal training unless all the required on-the-job days (specified in the relevant VTO) have been completed.
- undertake the units of competencies the *list of competencies to be undertaken for the HSC training component* (shown in PART B (i) of the Training Plan) as Stage 1 of the school based apprenticeship. Students may not progress to the *list of competencies to be undertaken to achieve the qualification* (shown in PART B (ii) of the Training Plan) during Year 11 or Year 12 unless they have completed all the requirements of the Stage 1.

### **5.1.2 School Based Trainees are required to:**

- enter into a Training Contract for a term of sufficient duration to allow them to complete their formal training requirements for the HSC as well as the minimum requirement of 100 days (or as specified in the relevant VTO), of paid employment by 31 December of the HSC year.

The minimum training term nominated on the training contract for a school based traineeship must be 18 months. However, an application where a term of less than 18 months is nominated will be considered by the Commissioner for Vocational

Training where it is clearly demonstrated by all parties that all the requirements of the traineeship as specified in the relevant VTO and the Training Plan will be achieved within the nominated term.

- enrol in a minimum Certificate II AQF qualification level as specified in the Vocational Training Order (VTO).
- undertake the on-the-job training requirements of a minimum of 100 days concurrently with the formal training requirements.

## **5.2 Outcomes of Apprenticeships and Traineeships at schools and post school**

### **School Based Apprentices should achieve all of the following:**

- demonstrated competencies equivalent to a minimum of stage one-year one of the trade qualification on completion of the part-time component while at school
- a Statement of Competencies Achieved (SoCA) as part of the school based formal training component
- HSC unit credit for the formal training component
- Progress to stage 2 of the apprenticeship and continue, generally with the same employer and RTO, on a full-time basis from 1 January in the year after the HSC for a maximum further three years.

School based apprentices may also receive additional HSC unit credit if they elect to undertake the *Industry-based Learning* course.

### **School Based Trainees should achieve all of the following:**

- demonstrated competencies that meet the requirements of the VTO
- a nationally recognised VET qualification from the RTO at the relevant level
- HSC unit credit for the formal training component
- a Certificate of Proficiency issued under the Apprenticeship and Traineeship Act upon completion of their traineeship contract post HSC
- progression to a related higher-level traineeship post school with credit where appropriate OR progression to a full time apprenticeship post school with credit where appropriate.

School based trainees may also receive additional HSC unit credit if they elect to undertake the *Industry-based Learning* course.

## **5.3 Range of approved School Based Apprenticeships and Traineeships**

The Department of Education and Training, in conjunction with industry representative bodies, has identified industry qualifications that are available for school based apprenticeships and traineeships.

School based apprenticeships and traineeships will be offered in various industry and trade areas. Further information on the school based apprenticeships and traineeships offered is available at the Apprenticeships and Traineeships website <http://apprenticeship.det.nsw.edu.au/html/schparttimeap.htm>.

Additional information regarding school based apprenticeship and traineeship qualifications is available from the Vocational Education and Training in Schools Directorate's website at <http://www.sbatinnsw.info/>

## 6 Employment under Appropriate Industrial Arrangements

It is a requirement of the school based apprenticeships and traineeships program that apprentices and trainees receive paid employment under appropriate industrial arrangements, ie the appropriate industrial award or agreement under Federal or State legislation that applies to the employer.

To establish a school based apprenticeship or traineeship, the appropriate industrial arrangement must be in place and the employer must be a respondent to that award or agreement. Some employers may be prepared to make alternative arrangements in order to employ a school based apprentice or trainee, such as registering a part time work agreement with the NSW Industrial Relations Commission.

Employers are required to pay the apprentice or trainee at least the wage rate set out in the state or federal industrial award or agreement under which they have been employed.

The NSW Government has introduced new legislation to protect young employees in the workplace, the *Industrial Relations (Child Employment) Act 2006 No 96*. Under the new legislation:

- All NSW employers will have to provide employees less than 18 years of age with at least the minimum terms and conditions as set out in relevant NSW awards and legislation. This is to ensure that apprentices and trainees are not employed under conditions that result in a net detriment compared with the comparable award and legislation.
- Young workers will not have to bargain individually to maintain their existing penalties, allowances, training pay and training leave.
- Young workers will be subject to protection from unfair dismissal.

Full details of the legislation and its implications for employers and young employees are outlined on the Office of Industrial Relations website at <http://www.industrialrelations.nsw.gov.au/Home.html>

Wages and working conditions will vary according to the industry in which the apprentice or trainee is employed, the stage the apprentice or trainee has reached, and the skills they have acquired. Further information for employers and employees may be obtained from the NSW Office of Industrial Relations website at (<http://www.industrialrelations.nsw.gov.au/awards/default.html>)

or the Commonwealth Office of the Employment Advocate (<http://www.oea.gov.au/graphics.asp?showdoc=/home/default.asp>).

School based apprentices or trainees working part-time are not required to spend more than one (1) day on-the-job or in formal off-the-job training during examinations or the examination preparation periods leading to them. Apprentices and trainees may work during school vacations and/or weekends. As a guide it suggested that a working day would be the equivalent of a minimum of seven (7) hours of paid employment, but this

may vary slightly depending on the Award under which a student is employed. Students are advised to check with their employer as to the Award expectation of daily hours to be worked.

## 7 Training Contracts

It is a requirement of school based apprenticeships and traineeships that they operate under a Training Contract which has been signed by both the employer and the apprentice or trainee, and where the apprentice or trainee is under 18, also signed by their parent (or guardian). Training Contracts must be approved by and registered with State Training Services within the NSW Department of Education and Training.

The Training Contract is an agreement between an employer and the apprentice or trainee that sets out:

- the rights and obligations of both the employer and the apprentice or trainee
- the nominal period of time or term of the apprenticeship or traineeship
- the vocational area and the qualification to be achieved.

More information about Training Contracts is available at <https://www.skilling.nsw.gov.au/snswp/training.jsp#contracts>

### 7.1 Preparing Training Contracts

Training contracts must be lodged with State Training Services through an Australian Apprenticeships Centre (AAC). AACs are Commonwealth-funded bodies that provide a free service to employers, apprentices and trainees. They can provide advice about establishing a school based apprenticeship or traineeship and will assist the parties in completing the Training Contract application.

<http://www.australianApprenticeships.gov.au/about/centres.asp>

Where a school based apprentice or trainee is employed by a group training organisation (GTO), it is the responsibility of the group training organisation to ensure that appropriate employment and training opportunities are available through host employers. If the apprentice or trainee is employed by a group training organisation, the initial host employer must be identified on the Training Contract.

### 7.2 Duration of the Training Contract

School based apprentices and trainees will undertake part-time training for the duration of their school based attendance while undertaking the HSC.

School based apprentices and trainees must undertake a minimum of 100 days on-the-job training (unless otherwise stated in the relevant VTO) over a two year period, or any other approved period. The on-the-job training must be completed by 31 December of the year they will complete their HSC.

The nominal duration of school based apprenticeships and traineeships in NSW must be consistent with the VTO and the Vocational Training Guideline for school based apprenticeships and traineeships issued by the Director-General of Education and

Training on 16 November 2006. The nominal duration will be indicated on the Training Contract signed by each of the parties.

### **7.2.1 School Based Apprenticeships**

Apprenticeships that are normally undertaken full-time over four years will be available as school based apprenticeships over a five (5) year nominal term. School based apprentices will complete requirements equivalent to year one of the full-time apprenticeship on a part-time basis during their two-year HSC program before commencing work as a full-time apprentice from 1 January in the year after completing their HSC. They will normally complete their apprenticeship within a further three years of full-time employment.

All the formal training components of the Training Contract which support the apprenticeship must be completed by the end of term 3 of the year they will complete their HSC year to ensure the student receives appropriate credit for the HSC.

Where the requirements of the HSC are being accumulated over more than two (2) years, the part time school based training may be extended to up to 60 months, and the term of the school based apprenticeship will be longer than five years. School based apprentices who commence their apprenticeship in Year 10 may also have a term longer than five (5) years.

School based apprentices undertaking an apprenticeship that has a nominal full-time term of less than four years may apply for a term of less than five (5) years.

### **7.2.2 School Based Traineeships**

The duration of school based traineeships will vary according to the commencement date but would normally be for a minimum of 18 months. It must extend at least until the HSC and must allow for completion of the minimum 100 days on-the-job requirement (or as specified in the relevant VTO). On-the-job training is expected to have been completed by 31 December of the year they will complete their HSC.

All of the school based formal (off-the-job) training components of the Training Contract which support the traineeship must be completed by the end of term 3 (October) of the year they will complete their HSC year to ensure the student receives appropriate credit for the HSC.

If required, the term of the school based traineeship can be extended upon application. For information on how to vary the duration of a school based traineeship go to <http://apprenticeship.det.nsw.edu.au/html/advins/atadg029.htm>

School based trainees who commence their traineeship in Year 10 and those accumulating their HSC over three (3) years have the option to complete the work and training component of their traineeship over 36 months.

### **7.3 Hours of employment and training per week**

In preparing the Training Contract, a minimum of one working day per week of employment and training must be specified by the parties at Question 39. This must be supported by detailed information about the pattern of formal (off the job) and on the job training in the Training Plan. As a guide it suggested that a working day would be

the equivalent of a minimum of seven (7) hours of paid employment, but this may vary slightly depending on the Award under which a student is employed. Students are advised to check with their employer as to the Award expectation of daily hours to be worked.

#### **7.4 Completion of the Training Contract**

Successful completion of the formal training and attainment of a qualification from the RTO does not mean that the Training Contract has been completed. Apprentices and trainees, and their employers continue to be bound by the terms of their training contract until the nominal term specified in the Training Contract has been completed.

#### **7.5 Early (competency-based) completion**

Apprentices or trainees who have successfully completed the formal (off the job) training component of their school based apprenticeship or traineeship and want to complete their apprenticeship or traineeship before the date specified on the Training Contract, can seek agreement from their employer to vary their Training Contract.

Requests for early or competency-based completion of a Training Contract may be approved by the Commissioner for Vocational Training when:

- the request is supported by both parties
- the apprentice or trainee has successfully completed the appropriate qualification through the nominated RTO
- the employer considers that the apprentice or trainee has achieved the required industry standard level of competence
- the written request is received by the State Training Centre prior to the nominal completion date.

For school based trainees, an additional requirement for early completion is completion of the minimum 100 days on the job (unless otherwise stated in the relevant VTO) of on-the-job training.

#### **7.6 Extension of the term of training**

Requests for an extension of the term of a Training Contract will be considered by the Commissioner for Vocational Training when:

- the application is supported by both parties
- the application is lodged with the Commissioner before the nominal completion date
- there are sound reasons for the request
- the application is supported by an amended Training Plan from the RTO showing that the learner will complete the relevant qualification within the extended term. The amended training plan should show
  - units of competency already completed
  - units of competency yet to be completed and scheduled assessment dates for these units.

Training Contracts can be varied with the agreement of all parties. To vary a Training Contract, the employer should contact the Australian Apprenticeship Centre nominated on the original contract.

Further information about how to vary a Training Contract or a Training Plan can be found at the Apprenticeships and Traineeships website

<https://www.training.nsw.gov.au/>

## 8 User Choice of Registered Training Organisations (RTOs)

Under the NSW Training Market commitment, employers can select their preferred public or private training provider. Employers should contact their preferred Australian Apprenticeships Centre (AAC) for more information about RTOs available to deliver training for school based apprenticeships or traineeships refer to the following website

<http://www.australianapprenticeships.gov.au/>

The Education Act, 1990 precludes any institution other than a school or a TAFE NSW institute, college or campus from offering the HSC. However, private and community training providers may deliver HSC VET courses on behalf of a school, if they meet the requirements specified for private and community providers which can be viewed on the following website <https://www.training.nsw.gov.au/>

### 8.1 Schools

All schools may deliver the vocational education and training courses for their students undertaking a school based apprenticeships or traineeships as part of their HSC, provided that the relevant school sector RTO has the scope to deliver the qualification.

For information about scope of registration for a nominated qualification contact the Regional Vocational Education Consultant (RVEC) (for government schools), Diocesan VET Advisor (for Catholic schools) or the AIS VET Advisor (for independent schools). For further information refer to the National Training Information Service:

<http://www.ntis.gov.au/>

### 8.2 TAFE NSW

TAFE NSW delivers vocational education and training courses for students undertaking the HSC. TAFE delivered HSC VET courses (TVET) enable senior secondary school students to study courses developed or endorsed by the Board of Studies at a TAFE NSW Institute while completing their HSC at school. School based trainees and school based apprentices undertaking the formal training component at a TAFE NSW Institute are enrolled as TVET students.

TVET courses must meet the requirements of the current *TAFE Delivered HSC VET Courses (TVET) Guidelines for schools and TAFE Institutes, 2010*. The Guidelines are located at <https://www.det.nsw.edu.au/vetinschools/vet/tvet/index.html>

### 8.3 Private Registered Training Organisations (RTOs)

All private or community RTOs seeking to provide training to school based apprentices or trainees must be listed on the NSW Department of Education and Training Approved Providers List (APL) and have approval to deliver training to school based apprentices and trainees. Information about the APL Contract and Program Requirements is located on the DET website under NSW Training Market

[https://www.training.nsw.gov.au/programs\\_services/index.html](https://www.training.nsw.gov.au/programs_services/index.html)

Inclusion of RTOs on this list assures that the training provider has:

- a) the appropriate apprenticeship or traineeship qualification on its scope of registration
- b) agreed through the *Training Market contract with DET NSW* to comply with all requirements set by the Board of Studies NSW. These requirements are set out on the following website  
[https://www.training.nsw.gov.au/programs\\_services/index.html](https://www.training.nsw.gov.au/programs_services/index.html)
- c) current adequate public liability insurance cover for students to attend courses on its premises and has indemnified the school and school system against any liability for injury to a student at the provider's premises.

### 8.4 Fee arrangements for school based apprenticeships and traineeships

School Based Apprentices, Trainees or their employer must not be charged any fees by the RTO in relation to any aspect of the delivery of the training. This includes any fees or charges for administration or learning resource materials such as textbooks, workbooks, safety equipment or other equipment such as tools and uniforms required for the training. Where such fees and charges exist, they are over and above that being publicly funded under the ATTP and are the management responsibility of school systems.

### 8.5 Board of Studies Requirements

Each school supporting school based apprentices and trainees undertaking courses delivered by a private or community training provider is responsible for sending information to the Board of Studies. This includes:

- submission of *HSC VET Board Endorsed Courses* to the appropriate school sector authority for endorsement
- student entries into courses
- entering and reporting completion of units of competency via eBOS/VCS
- advice regarding "N" determinations, where students have not met the HSC course completion requirements.

The NSW Board of Studies provides advice regarding the requirements for:

- satisfactory completion of the HSC
- course delivery

- assessment, including optional HSC examinations
- reporting and credentialing

## 8.6 Approved Providers List

It is necessary for all Registered Training Organisations (RTOs) other than schools and TAFE to tender for inclusion on the NSW Department of Education and Training Approved Providers List (APL) where the RTO intends to provide structured training to apprentices and trainees.

Inclusion on the APL provides the mechanism for the NSW Department of Education and Training to pay for the formal (off the job) training because schools and TAFE are funded under separate arrangements.

Where RTOs (other than TAFE NSW) are providing structured training to school based apprentices or trainees, the RTO will need to enter directly into an agreement with the school specifying reporting arrangements.

## 9 Training Plans

It is a requirement that a Training Plan be developed by the RTO for school based apprenticeships and traineeships.

The Training Plan sets out the proposed combination of school, work and formal training that the apprentice or trainee will undertake.

RTOs are responsible for preparing a Training Plan that:

- meets the requirements of a recognised apprenticeship or traineeship in NSW
- leads to the nationally recognised qualification specified in the Vocational Training Order
- provides appropriate HSC unit recognition
- can be completed within the nominal duration in accordance with the VTO.

### 9.1 The Requirements of Training Plans

School based apprenticeship and traineeship Training Plans need to be flexible because school based apprentices and trainees are concurrently undertaking studies towards their HSC.

The formal off-the-job training component that school based apprentices or trainees undertake as part of their school based apprenticeship or traineeship contributes directly to their HSC and must be delivered by a school, TAFE NSW college or campus or other registered training organisation. See *Section 8 User Choice of Registered Training Organisations (RTOs)*.

Prior to the apprenticeship or traineeship commencing, the times to be spent at school, at work, and in training must be negotiated by the nominated RTO with the employer, school and the apprentice or trainee.

A copy of the school based apprenticeship and the school based traineeship Training Plan is available from:

<https://www.training.nsw.gov.au/>

The Training Plan must specify:

- the employer, the apprentice or trainee and the RTO
- the title and level of the qualification to be attained
- the units of competency that the apprentice or trainee must complete to attain the qualification and, for an apprentice, the units of competency that will be delivered in the part-time and full-time components of the apprenticeship
- the relevant HSC VET course/s for the formal component
- the learning resources that will be provided to the apprentice or trainee
- any additional support that the apprentice or trainee may require, if there are identified barriers to learning
- the dates on which the RTO plans to monitor and assess the apprentice or trainee's progress
- the arrangements the RTO will use to report back to the employer and the apprentice or trainee on their progress.
- The days that the trainee or apprentice will spend on-the-job, and summarise how the days-on-the-job will be completed within the time requirements of the appropriate VTO.

## 9.2 Specifying delivery of training

A school based apprentice or trainee is required to undertake a minimum of 100 days (unless otherwise stated in the relevant VTO) of on-the-job training plus the formal VET training towards the relevant qualification as specified in the VTO for the school based component of the apprenticeship or traineeship. An outline of the proposed arrangements for on-the-job training, and formal training delivery and assessment must be provided on the Training Plan.

A school based apprentice or trainee must complete the total requirements for the structured training and achieve the level of workplace skills that are required of a full-time apprentice or trainee in the same apprenticeship or traineeship at the same level.

The days of employment (on-the-job training) each week or term may vary according to the industry, employer and apprentice or trainee requirements. An outline of the planned structure for the employment must be provided on the Training Plan.

A completion date for the structured training component that is in line with the HSC credentialing requirements must be specified on the Training Plan. Information regarding the timeframes for credentialing students for the HSC can be found on the *HSC Event Timetable* on the Board of Studies NSW website located at <http://www.boardofstudies.nsw.edu.au/events/index.html>

Apprentices and trainees may complete the work requirement of their school based apprenticeship or traineeship during school time, after school, on weekends, during school vacations, and if required, after their HSC examinations (until 31 December of

the year they will complete their HSC). However, they are not required to attend work or formal training for more than one (1) day per week during examinations or the preparation period before examinations.

### 9.3 Submitting training plans

The RTO must develop a school based apprenticeship or school based traineeship Training Plan located at [https://www.training.nsw.gov.au/training\\_providers/apprenticeships\\_traineeships/training\\_plans/index.html#School-Based\\_Apprenticeship\\_Training\\_Plan](https://www.training.nsw.gov.au/training_providers/apprenticeships_traineeships/training_plans/index.html#School-Based_Apprenticeship_Training_Plan) in consultation with the employer and the apprentice or trainee to meet the requirements of the Vocational Training Order (VTO). The Training Plan must also meet the requirements of the School Based Apprenticeship and Traineeship program in NSW.

The Training Plan must be endorsed by all of the following:

- apprentice or trainee
- parent or guardian (if the student is under 18 years)
- supervising and partner RTOs
- school principal or their authorised representative
- Regional Vocational Education Consultant (RVEC) for government schools or Diocesan VET Advisor for Catholic schools or AIS VET Advisor for independent schools
- the employer.

When a Training Plan is completed it must be submitted to State Training Services, together with the training contract, by the nominated Australian Apprenticeships Centre.

Each party should retain a copy for their records.

### 9.4 Pathways for training delivery

School based apprenticeships and traineeships can be delivered using any of the four delivery pathways available for apprentices and trainees in New South Wales:

- institution based
- distance education
- flexible work based
- enterprise based.

(For more information about delivery pathways, see *Appendix 1 Definitions*)

### Equity assistance for training delivery

Under the Approved Provider List (APL) tendering process a single set price is paid per apprenticeship or traineeship qualification.

The tender software allows the Contractor to tender for differing class sizes from as low as one participant, and different modes of delivery. This enables the Contractor to build in unique costs that may be applicable to providing training for small groups, people with special needs and flexible delivery patterns.

Financial incentives in the form of higher price weightings are available to the following priority groups:

- apprentices or trainees employed in a small businesses
- apprentices or trainees in regional and rural locations
- apprentices or trainees undertaking apprenticeships or traineeships with high equipment costs
- indigenous people or people with a disability

Further information regarding equity assistance is available from

[https://www.training.nsw.gov.au/programs\\_services/funded\\_apl/attp/index.html](https://www.training.nsw.gov.au/programs_services/funded_apl/attp/index.html)

### **9.6 Travel assistance for training delivery**

A travel subsidy may be available to assist students from government schools. Further information regarding possible travel subsidies for government school students is available from the Regional Vocational Education Consultant (RVEC).

Students from non-government schools should check with the Diocesan VET Advisor (for trainees in Catholic schools) or AIS VET Advisor (for independent schools) regarding availability of any travel subsidies and their eligibility for these.

## **10 Entry (Enrolment) in HSC VET Courses**

It is a requirement of school based apprenticeships and traineeships that the formal training contributes unit credit toward the HSC.

The training must meet both the requirements of the Apprenticeship and Traineeship Act 2001 and the *Board of Studies' Assessment, Certification and Examination (ACE Manual)* located at

<http://www.boardofstudies.nsw.edu.au/manuals/acemanual.html>

The school in which the school based apprentice or trainee is enrolled (the home school) must ensure that students undertaking a school based apprenticeship or traineeship are entered in the appropriate HSC VET courses with the Board of Studies NSW to ensure the trainee or apprentice is eligible for the correct HSC unit credit. For qualifications delivered by school system/sector RTOs or private RTOs, schools should indicate if the qualification is part of a school based apprenticeship or traineeship and enter the Training Contract Identification Number (TCID). The TCID number is on the Approval Letter sent to the student by State Training Services when the school based apprenticeship or traineeship is approved.

Information on HSC VET courses developed by the Board of Studies NSW is available from the HSC Syllabus documents page on the Board's website at [http://www.boardofstudies.nsw.edu.au/syllabus\\_hsc/](http://www.boardofstudies.nsw.edu.au/syllabus_hsc/)

Information on TAFE delivered Content Endorsed HSC VET courses is available from the TVET page on the Department of Education and Training's website at <https://www.det.nsw.edu.au/vetinschools/vet/tvet/index.html>

Locally designed HSC VET course proposals must be submitted by the school sectors for Board endorsement annually. The *Board Endorsed Courses - Guidelines and Applications Forms Booklet* is found on the website at <http://www.boardofstudies.nsw.edu.au/manuals/#vetboardendorsedcourses>

Information on the application process for the commencement of school based apprenticeships and traineeships in Year 10 is available in the *Guidelines for access to VET courses in Stage 5 in 2010* on the Board of Studies' website at [http://www.boardofstudies.nsw.edu.au/voc\\_ed/](http://www.boardofstudies.nsw.edu.au/voc_ed/)

### **10.1 Unit credit for HSC VET courses**

To qualify for the HSC students must satisfactorily complete a total of 22 units comprised of 12 units of a Preliminary pattern of study and 10 units of an HSC pattern of study. Students may accumulate HSC courses towards the Higher School Certificate over a maximum of five years.

Unit credit for HSC VET courses can count towards either a Preliminary and/or HSC pattern of study.

For the purposes of the HSC, VET courses are described in terms of their indicative duration, with each 60 indicative hours equating to one (1) unit of HSC credit. For example, a 240 hour indicative hour HSC VET course would count as a total of four (4) units of credit at either the Preliminary and/or HSC level.

HSC indicative hours are assigned to each unit of competency within the HSC VET course. Students must study sufficient units of competency from the HSC VET course to the minimum value of the HSC indicative hours for the course.

The HSC VET courses undertaken as part of a school based apprenticeship or traineeship will generally attract a total of between four (4) and six (6) units of credit towards the HSC. For further information refer to the following websites:

Vocational Education in Schools Directorate

[www.sbatinnsw.info](http://www.sbatinnsw.info)

Board of Studies NSW

[http://www.boardofstudies.nsw.edu.au/voc\\_ed/index.html](http://www.boardofstudies.nsw.edu.au/voc_ed/index.html)

### **10.2 VET course delivery**

The school in which the school based apprentice or trainee is enrolled (the home school) is responsible for ensuring that the requirements of the Board of Studies' *ACE Manual* are met. The home school is responsible for providing the following information to the Board of Studies NSW:

- submission of any HSC VET Board Endorsed Courses applications to the Board for endorsement via the appropriate school sector authority
- student entries into the relevant HSC VET courses via *eBOS Schools Online*.

Students undertaking school based apprenticeships and traineeships must be entered in the appropriate HSC VET course where the training is provided by one of the following:

- the school as a delivery site of a school sector RTO
- a TAFE NSW college or campus as a delivery site of the TAFE Institute
- a private RTO.

### 10.2.1 Schools

If a school delivers the VET course as part of the school based apprenticeship or traineeship, the school is responsible for providing information directly to the Board of Studies NSW on:

- entries for the qualification and units of competency being studied and the unit of competency outcomes via *eBOS Schools Online*
- advice regarding “N” determinations, where students have not met the HSC VET course completion requirements.

If the school is delivering the full VTO qualification for a school based traineeship, the school (as part of the school sector RTO) is responsible for development of the Training Plan for the trainee.

Sector support is provided for the development of school based traineeship Training Plans by the Regional Vocational Education Consultant (RVEC) for Government schools, Diocesan VET Advisor for trainees in Catholic schools and the AIS VET coordinator for trainees in Independent Schools. Advice or assistance in preparing the Training Plan can also be obtained from the Department’s State Training Services through one of 9 state training centre locations.

### 10.2.2 TAFE NSW college or campus

If TAFE NSW delivers a full VET course as part of the school based apprenticeship or traineeship, the TAFE Institute takes responsibility for reporting directly to the Board of Studies NSW on:

- entries for the qualification and units of competency being studied and the unit of competency outcomes.
- advice regarding “N” determinations, where students have not met the HSC VET course completion requirements

If TAFE NSW delivers only some of a VET course as part of the school based traineeship or apprenticeship, the home school monitors course implementation, and reports directly to the Board of Studies NSW on:

- entries for the qualification and units of competency being studied and the unit of competency outcomes
- advice regarding “N” determinations, where students have not met the HSC VET course completion requirements

NOTE – Shared delivery arrangements do not extend to school based apprenticeships for students enrolled in government schools. Non-government schools may have local arrangements in place. The only exception is students enrolled in a Trade School. Please refer to information on shared delivery between schools and TAFE NSW provided in the *TAFE delivered HSC VET (TVET), Guidelines for schools and TAFE Institutes, 2010* located at

<https://www.det.nsw.edu.au/vetinschools/index.html>

### **10.2.3 Private Registered Training Organisations (RTOs)**

Private training providers must advise the school, either in writing or through the Board of Studies NSW *eBOS RTOs Online* facility of entries for the qualification and units of competency being studied and the unit of competency outcomes.

As a minimum, private training providers are required to provide written reports on attendance and progress once each semester to the home school.

The apprentice or trainee's home school retains responsibility for providing information to the Board of Studies NSW for assessing, reporting and credentialing of the course, including confirming qualification and unit of competency data entered through *eBOS RTOs Online* via *eBOS Schools Online*.

Further information is available in the Board of Studies' *Assessment, Certification and Examination (ACE) Manual* located at

<http://www.boardofstudies.nsw.edu.au/manuals/acemanual.html>

### **10.3 Students enrolled in schools or TAFE in other states**

In a very small number of cases students are employed in school based apprenticeships or traineeships program in NSW whilst completing a senior secondary certificate at a school or TAFE in a state or territory other than NSW.

In these cases, the school based apprenticeship or traineeship must meet both the requirements of the NSW *Apprenticeship and Traineeship Act 2001* and the senior secondary certificate requirements for the state or territory where the student is enrolled.

Similarly students may be employed in another state/territory and enrolled for the HSC in NSW. In these cases the school based apprenticeship or traineeship must meet the requirements of the relevant Apprenticeship and Traineeship legislation in the state/territory they are employed and complete the requirements for the HSC in NSW.

### **10.4 Part-time Apprentices or Trainees who are NOT school based**

A student who undertakes an apprenticeship or traineeship that does NOT contribute unit value to the HSC, or an equivalent senior secondary certificate, is NOT covered by these guidelines.

## 11 Industry-based Learning Course

A Board Endorsed Course in *Industry-based Learning* is available to give HSC unit credit for the 'on-the-job' component of school based apprenticeships and traineeships. This HSC unit credit would be in addition to the unit credit for the formal 'off-the-job' training that students already receive through their HSC VET courses.

The *Industry-based Learning* Stage 6 Course Description is available to students with an approved school based apprenticeship or traineeship Training Contract and who are also entered for the appropriate HSC VET course(s) for the formal off-the-job training component of the school based apprenticeship or traineeship.

The new *Industry-based Learning* course may be credited for a minimum of two (2) units and a maximum of four (4) units out of the 22 units required for the HSC. The unit credit from this course may be counted in either the Preliminary and/or HSC pattern of study.

The course includes a set of objectives and outcomes covering knowledge, skills, understanding, values and attitudes.

Students will be required to present for assessment evidence of their industry-based learning throughout the duration of the course. This evidence will include a log of tasks and activities related to the course outcomes and a reflective and self-descriptive journal of learning which has occurred in the workplace.

Students must submit their evidence for assessment on a regular basis (6-10 times across a two year period).

Schools must seek endorsement from the Board of Studies NSW to be able to enter students into the *Industry-based Learning* course process.

Further information on the *Industry-based Learning* course is available on the Board's website at

[http://news.boardofstudies.nsw.edu.au/voc\\_ed/index.html](http://news.boardofstudies.nsw.edu.au/voc_ed/index.html)

## 12 New Entrant Traineeship Eligibility – School Leavers

Restrictions on new entrant traineeship eligibility do not apply to school students.

A school leaver is eligible to be approved as a new entrant trainee if they have worked for their current employer for less than 12 months part-time or casually since completing a school based traineeship. Any employment with this employer while they were a school student or school based trainee is to be disregarded for the purposes of determining new entrant eligibility. All educational institutions approved by the Board of Studies NSW to deliver the Higher School Certificate, including Australian Technical Colleges, Trade Schools and Trade Training Centres are considered to be "schools" for the purpose of determining new entrant traineeship eligibility.

Further information regarding New Entrant Traineeship eligibility is found at

<https://www.training.nsw.gov.au/>

## 13 Responsibilities and Delegations

Implementing school based apprenticeships and traineeships in NSW require a range of parties to work together.

### 13.1 State Training Services

State Training Services, in the NSW Department of Education and Training, is responsible for the administration and regulation of apprenticeship and traineeship training in NSW. Support for employers, apprentices and trainees is provided through nine State Training Centres across NSW. State Training Centres can provide information and advice about obligations under Training Contracts and help in resolving workplace disputes or training issues.

State Training Centres also offer specialist advice about school based apprenticeships and traineeships to students and their parents/guardians, employers and schools.

### 13.2 School sector authorities

The Department of Education and Training, the Catholic Education Commission and the Association of Independent Schools as school sector authorities are responsible for coordinating school based apprenticeships and traineeships in NSW under the *Apprenticeship and Traineeship Act 2001* and the *Education Act 1990 NSW*.

### 13.3 Board of Studies NSW

The Board of Studies NSW develops and approves curriculum, including HSC VET courses and the *Industry-based Learning* course and awards the senior secondary school credential in NSW, the Higher School Certificate.

### 13.4 Training providers: schools, TAFE NSW colleges and campuses and private providers

Training Providers are registered and/or recognised by the NSW Vocational Education and Training Accreditation Board (VETAB) and are responsible for delivering training and/or conducting assessments and issuing nationally recognised qualifications in accordance with the Australian Quality Training Framework.

RTOs are responsible for providing nationally recognised qualifications as specified in the Vocational Training Order (VTO) for the apprenticeship or traineeship.

RTOs must deliver training that meets the requirements of the HSC including preparation for the optional HSC examination if appropriate.

All locally-designed VET course proposals, including proposals for courses to be delivered by TAFE or other providers outside the school, must be submitted for Board endorsement **annually**. Guidelines for Board Endorsed Course Applications are located at

<http://www.boardofstudies.nsw.edu.au/manuals/#vetboardendorsedcourses>

Private RTOs must be approved to provide training to school based apprentices or trainees and be listed on the NSW DET Training Market *Approved Providers List (APL)* for school based apprentices and trainees located at [https://www.training.nsw.gov.au/programs\\_services/index.html](https://www.training.nsw.gov.au/programs_services/index.html)

HSC VET courses must be either developed or endorsed by the Board of Studies NSW.

### **13.5 Home school of Apprentices and Trainees**

The school in which the school based apprentice or trainee is enrolled (the home school) is responsible for ensuring that the requirements of the Board of Studies' *ACE Manual* are met. The home school is responsible for providing the following information to the Board of Studies:

- submission of any *HSC VET Board Endorsed Courses* applications to the Board for endorsement via the appropriate school sector authority
- student entries into the relevant HSC VET courses via *eBOS Schools Online*.

### **13.6 Australian Apprenticeships Centres (AACs)**

AACs provide information and services to employers and people interested in becoming a school based apprentice or trainee. An *Australian Apprenticeships Centre* should be the first point of call for information about apprenticeships and traineeships. For further information refer to <http://www.australianapprenticeships.gov.au/>

The responsibilities of Australian Apprenticeships Centres include:

- providing information on school based apprenticeships and traineeships to employers and other interested people
- marketing and promoting school based apprenticeships and traineeships in the local area
- assisting employers to complete the Training Contract
- working with State Training Services to provide an integrated service
- administering Commonwealth incentive payments to employers
- establishing effective relationships with Commonwealth contracted Job Network members, training providers, schools and other organisations.

### **13.7 Employers**

The employer of a school based apprentice or trainee must, in accordance with the relevant Training Plan, take all reasonable steps to enable the apprentice or trainee to complete both formal training and on-the-job training requirements.

Specifically, they are required to:

- provide all necessary facilities and opportunities for the apprentice or trainee to acquire the competencies of the vocation

- provide a workplace that meets occupational health and safety legislation requirements and is free of harassment or discrimination
- release the apprentice or trainee as required for attendance at the relevant registered training organisation
- liaise with the relevant registered training organisation in relation to the apprentice or trainee's attendance and participation in formal training
- provide information about the apprentice/trainee's on-the-job training to support the RTO's assessment of competency.

The employer of a school based apprentice or trainee is also responsible for notifying the Commissioner for Vocational Training (through a State Training Centre) within 14 days of any:

- injury to an apprentice or trainee that would affect the apprentice or trainee's ability to complete the school based apprenticeship or traineeship
- change to the Training Contract.

For more information about employer obligations under Training Contracts see *A complete guide to apprenticeships and traineeships in NSW* at [https://www.training.nsw.gov.au/forms\\_documents/apprenticeships\\_traineeships/fullguide.pdf](https://www.training.nsw.gov.au/forms_documents/apprenticeships_traineeships/fullguide.pdf)

### **13.8 Apprentices and Trainees**

A school based apprentice or trainee must, in accordance with the relevant Training Plan, make all reasonable efforts to:

- acquire the competencies of the vocation concerned
- obtain an appropriate qualification or qualifications for that vocation
- complete their HSC
- follow any lawful instruction of their employer or workplace supervisor
- abide by the policies and procedures of the workplace and become a valuable employee.

### **13.9 Parents (or guardians)**

Where an apprentice or a trainee is under 18 years of age a parent or legal guardian must:

- sign the Training Contract
- uphold the apprentice or trainee's legal responsibilities as an employee until they turn 18.

## **14 Duty of Care**

Where school based apprentices or trainees are enrolled in NSW government schools the NSW Department of Education and Training has a duty of care to those students that cannot be delegated to any other party.

From 2007 students undertaking school based apprenticeships and traineeships in NSW government schools are included under the provisions of the *Workplace Learning Policy for Secondary Students in Government Schools and TAFE NSW Institutes*. The policy is available at [https://www.det.nsw.edu.au/policies/curriculum/workplace\\_learn/wrkplc\\_lern/PD20050016.shtml](https://www.det.nsw.edu.au/policies/curriculum/workplace_learn/wrkplc_lern/PD20050016.shtml)

The school based apprenticeship and traineeship program operates under state and federal legislation and involves a range of parties and support mechanisms outside the school. The arrangements mirror those of a non-school based apprenticeships and include a contract for paid employment and training on the job independently entered into by the student with an employer of their choice. The operation of the school's duty of care is therefore more complex than in regular unpaid workplace learning programs.

For advice regarding school based apprentices and trainees enrolled in non-government schools, please contact the relevant education sector.

### 14.1 Coverage for Journeys

A "training contract" is defined under Section 4 of the Workplace Injury Management and Workers Compensation Act 1998 as having the same meaning as it has in the Apprenticeship and Traineeship Act 2001 i.e. a contract entered into for the purpose of establishing an apprenticeship or traineeship.

*Section 10 (3) (b) of the Workers Compensation Act 1987 refers to:-*

*The daily or other periodic journeys between the worker's place of abode, or place of employment, and any educational institution which the worker is required by the terms of the employment, or is expected by the worker's employer to attend,"*

*Section 10 (6) states that an "educational institution" means a trade or technical or other training school or a university or other college or school providing secondary or tertiary education.*

However a worker is not covered if the serious or wilful misconduct provisions of Section 10 (1A) and (1B) (e.g. driving affected by alcohol or drugs) apply or the injury was received during an interruption or deviation from the journey unconnected with the worker's employment unless in the circumstances, the risk of injury was not materially increased by the interruption or deviation (Section 10 (2)).

## 15 Monitoring, Evaluation and Reporting Requirements

The NSW Department of Education and Training periodically monitors and reviews the *School Based Apprenticeship and Traineeships* program to:

- meet state and national reporting responsibilities
- maintain consistency with legislative and regulatory requirements
- support the current and emerging demands of the labour market
- improve opportunities and outcomes for NSW secondary students.

## 16 Associated Documents and Forms

### 16.1 Relevant legislation

*Apprenticeship and Traineeship Act 2001*

- available via <http://www.legislation.nsw.gov.au/>

*Education Act 1990*

- available via <http://www.legislation.nsw.gov.au/>

*Industrial Relations Act 1996*

[http://www.austlii.edu.au/au/legis/nsw/consol\\_act/ira1996242/](http://www.austlii.edu.au/au/legis/nsw/consol_act/ira1996242/)

### 16.2 Relevant documents

*Assessment, Certification and Examination (ACE) Manual*

<http://www.boardofstudies.nsw.edu.au/manuals/acemanual.html>

BOS Statement of Equity Principles

[http://boardofstudies.nsw.edu.au/jobs/pdf\\_doc/state\\_equity\\_princ.pdf](http://boardofstudies.nsw.edu.au/jobs/pdf_doc/state_equity_princ.pdf)

National Guidelines for School Based Apprenticeships

[http://www.dest.gov.au/sectors/training\\_skills/policy\\_issues\\_reviews/key\\_issues/nts/](http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/)

NSW Apprenticeships and Financial Incentives

<http://www.australianapprenticeships.gov.au/employer/incentives.asp>

School Based Apprenticeships currently available for study

<https://www.det.nsw.edu.au/trainingmarket/apprenticeships.htm#whatapprenticeship>

School Based Traineeships currently available for study

<https://www.det.nsw.edu.au/trainingmarket/apprenticeships.htm#whatapprenticeship>

TAFE Delivered HSC VET Courses (TVET) Guidelines for schools and TAFE Institutes, 2010 <https://www.det.nsw.edu.au/vetinschools/vet/tvet/index.html>

### 16.3 Relevant forms

NSW School Based Traineeship Training Plan form

<http://Apprenticeship.det.nsw.edu.au/html/trainingplansummary.htm>

NSW School Based Apprenticeship Training Plan form

<http://Apprenticeship.det.nsw.edu.au/html/trainingplansummary.htm>

VET Board Endorsed Course Application Form

<http://www.boardofstudies.nsw.edu.au/manuals/#vetboardendorsedcourses>

Industry-based Learning Course Board Endorsed Course Application Form

[http://www.boardofstudies.nsw.edu.au/voc\\_ed/](http://www.boardofstudies.nsw.edu.au/voc_ed/)

#### **16.4 Relevant web sites**

Department of Education, Employment and Workplace Relations

<http://www.deewr.gov.au/Pages/default.aspx>

Board of Studies NSW

<http://www.boardofstudies.nsw.edu.au>

DET Apprenticeships and Traineeships

[https://www.training.nsw.gov.au/training\\_providers/apprenticeships\\_traineeships/training\\_plans/index.html](https://www.training.nsw.gov.au/training_providers/apprenticeships_traineeships/training_plans/index.html)

NSW DET Training Market

[https://www.training.nsw.gov.au/training\\_providers/apprenticeships\\_traineeships/training\\_plans/index.html](https://www.training.nsw.gov.au/training_providers/apprenticeships_traineeships/training_plans/index.html)

Office of Industrial Relations

<http://www.industrialrelations.nsw.gov.au/>

RTOs Online

<https://bosho.boardofstudies.nsw.edu.au/links/rtoonline.html>

Schools Online

<https://bosho.boardofstudies.nsw.edu.au/links/schoolsonline.html>

Vocational Education and Training Accreditation Board

<http://www.vetab.nsw.gov.au/>

Vocational Education in Schools Directorate Internet

<http://www.det.nsw.edu.au/vetinschools/>

## 17 For Further Information

Vocational Education in Schools Directorate  
NSW Department of Education and Training  
[vetinschools@det.nsw.edu.au](mailto:vetinschools@det.nsw.edu.au)

<https://www.det.nsw.edu.au/vetinschools/contacts/index.html>

Catholic Education Commission  
<http://www.cecsw.catholic.edu.au/>

Association of Independent Schools  
<http://www.aisnsw.edu.au/Main/>

Board of Studies NSW  
<http://www.boardofstudies.nsw.edu.au>

## Appendices

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| <b>Appendix 1</b> | <b>Definitions</b>  |
| <b>Appendix 2</b> | <b>Establishing school based apprenticeships and traineeships</b>               |
| <b>Appendix 3</b> | <b>Checklist for implementing school based apprenticeships and traineeships</b> |

## **Appendix 1 Definitions**

### **Accreditation**

The formal recognition of a course by the State or Territory course accrediting body in accordance with the Standards for State and Territory Registering/Accrediting Bodies..

### **Apprenticeship**

A structured system of training regulated by legislation that combines paid employment with formal training by a Registered Training Organisation (RTO).

### **Apprenticeship and Traineeship Act, 2001 (NSW)**

The legislation enacted to govern the apprenticeship and traineeship system in NSW.

### **Approved Providers List (APL)**

A list of training providers that have been approved by the NSW Department of Education and Training to provide training for school based apprenticeships and traineeships. NSW schools as delivery sites of RTOs and TAFE NSW Institutes are **not** included on this list.

### **Assessment Certification and Examination (ACE) Manual**

Provides information regarding the Higher School Certificate under the Education Act, 1990 (NSW). Sections 6 to 11 of the *ACE Manual* set out the rules, requirements and procedures for the Higher School Certificate.

### **Association of Independent Schools NSW (AIS)**

A not-for-profit organisation which supports promotes and represents the interests of member independent schools in NSW.

### **Australian Apprenticeships Centres (AACs)**

AACs are organisations that work exclusively in the apprenticeship and traineeship area. Over 80 public and privately owned and operated AACs have been contracted by the Commonwealth government to promote and support apprenticeships and traineeships in NSW free of charge. All applications to establish an apprenticeship or traineeship must be submitted to NSW DET through an AAC.

### **Australian Qualifications Framework (AQF)**

A comprehensive nationally consistent framework incorporating all qualifications recognised in *post-compulsory education* throughout Australia. The framework identifies six levels in the *vocational education and training* sector: *Certificate I*, *Certificate II*, *Certificate III*, *Certificate IV*, *Diploma* and *Advanced Diploma*. In the school based apprenticeships and traineeship program the AQF refers to the qualification level of the apprenticeship or traineeship.

### **Australian Tertiary Admission Rank (ATAR)**

The ATAR indicates a NSW student's position in relation to the Year 7 students they began high school with, including those who did not complete Year 12, rather than the Year 10 group. (Year 7 results will have no bearing on ATARs; results from the HSC are used to rank all students, even those who did not go on to complete Year 12)

### **Board Endorsed Courses (BECs)**

VET Board Endorsed Courses (BECs) include Content Endorsed Courses (including TVET CECs) and locally designed VET BECs. Details of the course description for all types of VET Board Endorsed Courses are available at:

- [http://www.boardofstudies.nsw.edu.au/voc\\_ed/course-description-board-endorsed-courses-2010.html](http://www.boardofstudies.nsw.edu.au/voc_ed/course-description-board-endorsed-courses-2010.html)

### **Board of Studies NSW**

The Board of Studies NSW was established under the *Education Act, 1990 (NSW)* to serve government and non-government schools in the development of school education for Years K-12. It provides educational leadership by developing quality curriculum and awarding secondary school credentials, the School Certificate and the Higher School Certificate.

### **Catholic Education Commission NSW (CEC)**

The Commission provides leadership in Catholic education, through service to dioceses, religious congregations and parents. It functions through consultation with Diocesan Directors, Religious Institutes, and principal and parent associations.

### **Certificate, under the Australian Qualifications Framework (AQF)**

This is a qualification awarded by a Registered Training Organisation (RTO) under the Australian Qualifications Framework to students who successfully complete the formal training component of their apprenticeship or traineeship.

### **Certificate, Completion**

This is awarded by the Commissioner for Vocational Training to trainees who have successfully completed their Training Contract term but have not been awarded the appropriate qualification by an RTO. This can be upgraded to a Certificate of Proficiency on request to the NSW Department of Education and Training when the appropriate qualification has been successfully completed.

### **Certificate, Craft**

This is awarded by the Commissioner for Vocational Training to apprentices who have successfully completed their Training Contract term but have not been awarded the

appropriate qualification by an RTO. This can be upgraded to a Certificate of Proficiency on request to the NSW Department of Education and Training when the appropriate qualification has been successfully completed.

### **Certificate of Proficiency**

This certificate is awarded by the Commissioner for Vocational Training to apprentices and trainees who have successfully completed the term of their Training Contract and have been awarded the appropriate qualification by an RTO.

### **Competency Standards**

An industry-determined specification of performance that sets out the *skills*, knowledge and attitudes required to operate effectively in employment. Competency standards are made up of *units of competency*, which are themselves made up of elements of *competency*, together with *performance criteria*, a *range of variables*, and an *evidence guide*. Competency standards are an *endorsed component* of a *training package*.

### **Completion Certificate**

See Certificate, Completion

### **Craft Certificate**

See Certificate, Craft

### **Credential**

The formal certification issued for successful achievement of a defined set of outcomes, for example, successful completion of a course in recognition of having achieved particular knowledge, skills or competencies; successful completion of an apprenticeship or traineeship.

### **Department of Education and Training (DET)**

The NSW Government department that is responsible for the administration of vocational education and training. Acting in this capacity, NSW DET may also be referred to as the State Training Authority.

### **Distance education delivery pathway**

Distance education is a delivery pathway where trainees study outside the workplace or classroom context using any form of self paced learning. It usually takes the form of distance learning using print, multimedia, computer and/or internet delivery.

### **eBOS/VCS (Vocational Credentialing System)**

An online service provided by the Office of the Board of Studies NSW that allows education systems, schools and TAFE colleges as delivery sites of RTOs to maintain and view entry and completion information about VET in schools programs held by the Board of Studies NSW.

## **Employer**

An employer is a person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade, and hires one or more employees. (*ABS cat.no.6203.0, Labour Force, Australia, August 1999, p.69*)

## **Enterprise based delivery pathway**

A delivery pathway developed for enterprises delivering structured training to trainees who are employed by the enterprise. This pathway is not available to RTOs which are not enterprises employing their own trainees. Group training companies (GTCs) are not included in the definition of an enterprise.

## **Flexible work based delivery pathway**

A work based delivery pathway involving structured training and assessment using a flexible delivery mode. Flexible delivery may involve *distance education*, *distance education and face-to-face study*, *online education*, or *self-paced learning*.

## **Formal Training**

Formal training refers to the off the job training which forms part of a traineeship or apprenticeship. This may be provided by the school as an RTO, the employer as an RTO or another RTO.

## **Group Training Company**

A company that employs *apprentices* and *trainees*, and places them with one or more host employers who are usually small to medium-sized businesses. The host employers provide *on-the-job training* and experience, while the group training company *organises off-the-job training* and handles recruitment, rotation and payroll. Also known as: Group training organisation.

## **Higher School Certificate (HSC)**

The Senior Secondary School Certificate in NSW that is managed by the Board of Studies NSW.

## **HSC indicative hours**

Hours recognised by the Board of Studies NSW for HSC credit. One (1) unit of credit is assigned to each 60 indicative hours of a HSC VET course.

## **Host employer**

A person or body with whom an apprentice or trainee is placed by a Group Training Company for training under a host employment arrangement.

## **Industrial arrangement**

An industrial instrument within the context of the NSW *Industrial Relations Act 1996*, or an award or agreement made or entered into in accordance with the provisions of the *Workplace Relations Act 1996* of the Commonwealth.

### **Industry-based Learning course**

A Board endorsed course in *Industry-based Learning* is available to give HSC unit credit for the 'on-the-job' component of school based apprenticeships and traineeships.

### **Internet**

A world-wide loose affiliation of interconnected computer networks (involving government, commercial, academic and hobby providers) through which an individual with a personal computer can access services and information. Services available through the internet include, but are not necessarily confined to, electronic mail, Telnet and the World Wide Web (www).

### **Locally Designed Courses (LDCs)**

These are Board Endorsed courses developed locally by a school or group of schools in collaboration with local partners such as employers. Locally Designed courses must be endorsed by the Board of Studies NSW before implementation.

### **N determination (see also unsatisfactory)**

The Board of Studies NSW has delegated to principals the authority to determine if students seeking the award of the HSC at their school have satisfactorily completed each Board Developed and/or Board Endorsed course in which they are enrolled in accordance with the requirements issued by the Board. If a Principal determines there is not sufficient evidence that a student has applied himself or herself with diligence and sustained effort to the set tasks and experience provided in the course by the school, an "N" determination may be made to indicate non-completion of course requirements (refer to the Board of Studies NSW *Assessment, Certification and Accreditation (ACE) Manual 2006*, section 8.4.4).

Any course for which the principal makes an 'N' determination will not appear on the Board of Studies NSW credential.

### **Nominal term**

The term specified for an apprenticeship and traineeship under the relevant vocational training order or the term or duration of a traineeship specified in the Training Contract.

### **Off-the-job**

Training which generally takes place away from a person's workplace, for example at TAFE. Off-the-job training also refers to training undertaken in a dedicated training facility within the work premises.

### **On-the-job**

Training that is undertaken in the workplace as part of the productive work of the learner.

### **Part-time work agreement**

This is an agreement between an employee and an employer to work different part-time hours from those in the award or enterprise agreement. A part-time work agreement may override awards and enterprise agreements that limit the number of people who can work part-time, the minimum and maximum hours that a part-time employee can work or an award or enterprise agreement that set quotas for part-time employees.

### **Private registered training organisation**

This is a person or body which conducts vocational education or training programs and is registered under the *NSW Vocational Education and Training Accreditation Act 1990*.

### **Qualification**

***Certification*** awarded to a person on successful completion of a ***course***, in recognition of having achieved particular knowledge, ***skills*** or ***competencies***.

### **Registered Training Organisation (RTO)**

A training organisation that is registered under the *NSW Vocational Education and Training Accreditation Act 1990* to provide vocational education and training and/or assessment services and to issue nationally recognised qualifications. All RTOs are required to meet the standards of the Australian Quality Training Framework (AQTF). The nationally recognised qualifications an RTO can issue are defined by its scope of registration.

### **School Based Apprenticeship**

A school based apprenticeship provides a student with the opportunity to combine their HSC with paid employment and on-the-job training in a recognised industry or trade area and trade training provided by a registered training organisation. The duration of a school based apprenticeship is generally 4-5 years.

### **School Based Traineeship**

A school based traineeship provides a student with the opportunity to combine their HSC with paid employment and on-the-job training in a recognised vocation and VET training provided by a registered training organisation. The duration of a school based traineeship is usually 2 years.

### **School Based Apprenticeship and Traineeships in NSW Program**

This program provides funding for the delivery of selected training for registered trainees in NSW Government, Catholic schools and Independent schools. This training contributes to their HSC.

### **State Training Authority (STA)**

See NSW Department of Education and Training.

### **State Training Centre (STC)**

The NSW Department of Education and Training has (nine) 9 State Training Centres in NSW at the following locations:

<i>Chatswood</i>	<i>Bankstown</i>	<i>Lismore</i>
<i>Parramatta</i>	<i>Newcastle West</i>	<i>Orange</i>
<i>Wollongong</i>	<i>Tamworth</i>	<i>Wagga Wagga</i>

### **Statement of Attainment**

*Certification* issued to a student for partial completion of a *qualification*, including, where relevant, the *units of competency* achieved under nationally endorsed *standards*. Achievements recognised by statements of attainment can accumulate towards a qualification within the *Australian Qualifications Framework*.

### **Trainee**

A trainee is an employee who is employed in a recognised traineeship vocation and has entered into a Training Contract with his or her employer under the *Apprenticeship and Traineeship Act, 2001(NSW)*.

### **Traineeship**

A system of vocational training that combines formal (off-the-job) training at an approved training provider with paid on-the-job training. Traineeships generally take one to two years and are part of the Australian Apprenticeships system.

### **Training contract**

A Training Contract is a contract which sets out the terms and conditions of a traineeship and apprenticeship under the *Apprenticeship and Traineeship Act, 2001(NSW)*.

### **Training plan**

The Training Plan for a school based traineeship or apprenticeship outlines how the work based training and the off the job training of the traineeship will be completed.

## **Training packages**

Training packages are nationally endorsed manuals developed by industry that establish the vocational education and training qualifications and units of competency for occupations within each industry sector. The packages define the guidelines and standards surrounding delivery of training and assessment against these qualifications. They provide flexibility to enable training organisations to meet an individual's training need and guidelines on how to customise training to meet this need.

## **Units of competency**

Describe the skills, knowledge and attitudes required to perform particular kinds of work as set out in a training package. Units of competency include performance criteria (which specify the required level of performance), the range of variables (which indicates the context for performance) and the evidence guide (which indicates the context for assessment).

## **Unsatisfactory or “N” determination**

An unsatisfactory or “N” (non-completion of course requirements) determination is awarded by a school or TAFE college when an HSC candidate is considered not to have satisfactorily completed the requirements of an HSC course.

## **Vocational Education and Training (VET)**

(VET) *Post-compulsory education* and training, excluding *degree* and higher level programs delivered by *higher education* institutions, that provides people with occupational or work-related knowledge and skills. VET also includes programs that provide the basis for subsequent vocational programs. Where there is no training package, a sequence of training consisting of one or more modules from an accredited vocational education course is delivered.

## **Vocational Training Order (VTO)**

A VTO is a statement of the formal training requirements for each vocation that has been developed in consultation with employer groups, unions and industry. A VTO specifies the qualifications that need to be achieved by apprentices or trainees, the terms of training and the probationary periods.

## **Appendix 2 Establishing School Based Apprenticeships and Traineeships**

When establishing school based apprenticeships or traineeships it is recommended that the following issues are carefully considered:

### **Exploring support for future School Based Apprenticeships or Traineeships**

There needs to be sufficient interest, support and commitment from employers (including group training organisations), students, the community and relevant industrial parties.

Genuine employment opportunities with employers should exist (including host employers in the case of group training organisations) which enable the full range of on-the-job skills acquisition.

An appropriate industrial arrangement must be available to the employer of the apprentice or trainee.

The identified employment opportunities must match with an apprenticeship or a traineeship from the list of those available and the apprenticeship or traineeship must be supported by developed or endorsed HSC courses whether provided by a school, a TAFE NSW college or campus or a private Registered Training Organisation.

### **Developing School Based Apprenticeships or Traineeships**

Appropriate HSC VET courses must be available to give unit credit towards the HSC for the formal training components. HSC VET courses must be based on Industry Curriculum Frameworks or TAFE NSW delivered Vocational HSC Content Endorsed Courses where these are available. If these are not available, then appropriate Board Endorsed VET courses must be used.

Electronic School Based Apprenticeship and Traineeship VET Course Mapping Tools are available to assist schools to map school-based apprenticeship and traineeship training plans to HSC VET courses. These are available on the Board's website at: [http://www.boardofstudies.nsw.edu.au/voc\\_ed/](http://www.boardofstudies.nsw.edu.au/voc_ed/)

The employer must identify an RTO with the appropriate scope of registration and approval to deliver the formal training component of the school based apprenticeship or traineeship.

If a TAFE NSW college is chosen as the training provider, the school and employer need to approach the TAFE Institute to request delivery of the formal training component of the apprenticeship or traineeship as specified by the Vocational Training Order. The TAFE Institute then identifies and confirms the appropriate college for delivery of the formal training component via

- course outcomes from an Industry Curriculum Framework
- a course contained in the suite of TAFE NSW delivered Content Endorsed VET Courses (CECs)

or

- a course different from those contained in the suite of TAFE NSW delivered Content Endorsed VET Courses (CECs). The school would need to submit an application for a *New Board Endorsed VET Course*. The application needs approval from the school system authority before it is submitted to the Board of Studies NSW for endorsement. The Board of Studies NSW confirms in writing to the school endorsement of the Board Endorsed Course.

Where a private training provider (RTO) is chosen as the training provider to deliver a course other than an existing Board Endorsed or Developed course the school needs to submit an application for a *New Board Endorsed Course* to the Board of Studies NSW. The application needs approval from the school system authority before it is submitted to the Board of Studies NSW for endorsement. The Board of Studies NSW confirms in writing to the school endorsement of the Board Endorsed Course.

Board Endorsed course applications forms can be found on the Board of Studies NSW website

[http://www.boardofstudies.nsw.edu.au/manuals/be\\_vet\\_courses\\_application\\_forms.htm](http://www.boardofstudies.nsw.edu.au/manuals/be_vet_courses_application_forms.htm)

### **Implementing School Based Apprenticeships and Traineeships**

Employers and schools need to promote the opportunity of employment as a school based apprentice or trainee to school students and their parents and carers.

The employer then recruits apprentices and trainees through an appropriate personnel selection process. Schools, TAFE NSW, private RTOs and other support personnel may, if invited by the employer, participate in the selection process conducted by employers.

The employer and the apprentice or trainee complete and sign a Training Contract. A Training Plan is then developed by the RTO in consultation with the employer and must be endorsed by the school and other relevant parties. (For more information see *Section 9 Training Plans*).

The Australian Apprenticeship Centre submits the Training Contract and Training Plan to the relevant State Training Centre for approval.

The school enrolls school based apprentices and trainees in the appropriate HSC courses.

### **Purchasing Arrangements for School Based Apprenticeships and Traineeships**

Where the employer has identified a private provider as the RTO, payment will be made to the RTO following the lodgement of the Training Contract and Training Plan through the appropriate AAC to their local State Training Centre. Payment for training of school based apprentices and trainees is made upon commencement of training and e-lodgement of required statistical data to State Training Services. Price rates for training can be found at:

<https://www.det.nsw.edu.au/trainingmarket/tenders.html#2007tender>

**Appendix 3 Checklist for establishing and implementing School Based Apprenticeships and Traineeships**

Establishing a school based apprenticeship or traineeship	Responsibility
Negotiate with the student apprentice or trainee to be, and complete the Training Contract form with assistance from the Australian Apprenticeship Centre (AAC) chosen by the employer.	employer
Prepare a Training Plan for the school based training arrangements in consultation with the employer and apprentice/trainee and obtain endorsement of the apprentice or trainee, parent or guardian (if under 18 years of age), school sector authority, principal and employer.	RTO
Determine appropriate HSC VET course(s) for the school based training component.	school and/or RTO region or sector representative
If required, submit application for new Board Endorsed Course through the Regional Vocational Education Consultant, Diocesan VET Advisor or AIS VET Advisor to the Board of Studies NSW for endorsement.	school and/or RTO region or sector representative
Ensure the employer, RTO and apprentice or trainee is aware of their rights and responsibilities when signing the Training Contract and Training Plan. All parties to the Training Plan and Training Contract must sign before lodgement.	Australian Apprenticeship Centre (AAC)
Check the Training Contract, Training Plan and any attachments and submit documentation to DET State Training Centre for assessment of the school based apprenticeship or traineeship.	Australian Apprenticeship Centre (AAC)
Advice provided to the employer regarding eligibility for Commonwealth incentive payments.	AAC
To notify the date that the Training Contract becomes binding an approval letter is sent to the employer and apprentice or trainee. This date may vary from 1 to 3 months after the commencement date stated on the Training Contract.	State Training Services
Advice provided to the apprentice/trainee of their eligibility for travel and accommodation allowances to attend formal off-the-job training.	AAC
Enter (enrol) student in the appropriate HSC VET course on <i>Schools online</i> and identify student as school based apprenticeship or trainee.	school
If applicable, make an application to the Board of Studies NSW to offer the optional Industry-based Learning Board endorsed course.	school

## School Based Apprenticeships and Traineeships in NSW Guidelines

<b>Establishing a school based apprenticeship or traineeship</b>	<b>Responsibility</b>
If required, enter (enrol) student in the optional Industry-based Learning course. (Note the school should sight a copy of the approval letter before entering the student for this course.)	school
Advice provided to employer/trainee on any additional information that may be required.	AAC
<b>Implementing a school based apprenticeship or traineeship</b>	
<p>Advise schools either in writing or via <i>RTOs Online</i> of the competencies being undertaken by the apprentice or trainee for the relevant HSC VET course.</p> <p>Advise schools when the student has achieved the units of competencies.</p>	Private RTOs
<i>TAFE delivery</i> - advice about the qualification being undertaken and the unit of competency outcomes for the apprentice or trainee for the relevant HSC VET course is transferred directly to the Board of Studies NSW from the TAFE SIS system.	TAFE
School or Private Provider delivery -Advise the Board of Studies NSW via <i>Schools Online</i> of the unit of competency outcomes achieved by the apprentice or trainee	school
Regularly check with the RTO to ensure that the apprentice/trainee is attending formal off-the-job training and is making satisfactory progress with their formal training.	employer
Notify the school of any student absences at the formal training.	Private RTOs

