

Briefing Session for School Based Apprentices and Trainees: A Guide for Schools

The success of a SBAT can often hinge upon the quality of the preparatory support that is provided to them prior to the commencement of their employment. Likewise, the student's welfare and safety at the workplace is also best served by them receiving appropriate preparatory information at this time.

Most students will have been provided with job application and interview assistance as part of their preparatory workplace learning activities. We suggest that they may also benefit from further specific preparatory activities being delivered by their school to support their apprenticeship or traineeship.

What information would help students prior to commencing their apprenticeship or traineeship?

As part of the Department's duty of care, the school needs to ensure that every school based apprentice and trainee participates in a briefing session that covers at least the following issues:

- expectations of employers
- employer obligations including the obligations of employers under the NSW Apprenticeship and Traineeship Act 2001
- employee obligations – that is, the obligations of the school based apprentice or trainee as an employee including their specific obligations as an apprentice or trainee under the NSW Apprenticeship and Traineeship Act 2001
- supervision
- student safety.

The briefing should be provided during the Training Plan sign-up meeting. Wherever possible the school / region representative should be in attendance at the sign-up. The school is responsible for ensuring that a STS Industry Training Officer attend the sign-up if a school representative is not able to attend.

Employers are responsible for providing a quality induction to their workplace and the work the school based apprentice or trainee will be doing.

Topics to be covered in the briefing session, during the sign-up meeting:

Expectations of employers

- Generic expectations of employers- for example, employment related skills
- Specific expectations of individual employers, where relevant
- Expectations of a SBAT – for example, commitment to the apprenticeship or traineeship, hard working, loyal to employer and business

Employer obligations

- Legal - for example, NSW Occupational Health and Safety Act
- Specific to the SBAT under the NSW Apprenticeship and Traineeship Act 2001
- Child protection - issues and follow up by the school, local State Training Services office and the NSW Department of Community Services (DOCS) if required by the employer

Employee obligations

- Legal
- Specific to the SBAT under the NSW Apprenticeship and Traineeship Act 2001
- Others such as attendance and procedures in event of non-attendance

Supervision & Monitoring

- Timetabled 'catch up session' to check student progress, safety and welfare, with the initial session held in the first four weeks of first term and subsequent sessions held during the last two weeks of each term.
- Critical importance of supervision to SBAT safety and progress
- Qualities DET expects from supervisors
- Appropriate/inappropriate supervision

Safety & Wellbeing

- Importance of observing OHS requirements in the workplace
- Personal safety in the workplace - strategies to address possible bullying, harassment or discrimination
- Working with others – strategies for dealing with issues or comments that may arise in the workplace

What DET information resources are available for use in the briefing session?

The following documents support SBATs and can be found at www.sbatinnsw.info:

- SBAT Notification Form and advice
- SBAT Contacts Card
- Taking care of school based apprentices and trainees from NSW government schools - information for students document.
- Information for parents / carers

Information and advice is also provided in stay safe @ work in workplace learning resources - Operating workplace and learning programs - available at <https://www.det.nsw.edu.au/>

Sections that can be adapted for use with SBATs include:

Expectations

- Work readiness
- Student Guide to Workplace Learning (2009) – for example, expectations (p11)
- Understanding host employer expectations

Employer obligations

- Safe learning while in the workplace: OH&S with links to the DET teacher resource kit stay safe @ work

Employee obligations

- Record of Attendance at Work
- Conduct in the Workplace

Supervision

- Safe learning while in the workplace: OH&S with links to the DET teacher resource kit stay safe @ work

Student safety

- Safe learning while in the workplace: OH&S with links to the DET teacher resource kit stay safe @ work
- Student Guide to Workplace Learning (2009) – for example, OH&S (p13)
- Student Welfare and Well-being
- Dealing with Possible Problem Situations