

Information for NSW DET school regions

It has been determined that the NSW Department of Education and Training has a non-delegable duty of care in relation to its students and as such that the Department is required to take all reasonable steps to eliminate or minimise risks to the safety of, or caused by, school students. The exercise of this duty of care extends to matters relating to the employment and welfare of school based apprentices and trainees.

The following provides a quick snapshot of the Duty of Care process for DET school regions.

The key issues are

- managing the Department's expectations regarding the duty of care responsibilities for school based apprenticeship and traineeship students in the workplace
- disclosure of student needs to employers by parents/carers
- risk minimisation
- supervision
- child protection
- follow up and reporting of issues/grievances/concerns
- student preparation for a school based apprenticeship or traineeship, including employer and school expectations
- monitoring of the student's progress and wellbeing.

The resources developed to address the above issues include

- Information for Students
- Student Expression of Interest form
- Student Needs Assessment form
- Information for Parents/Carers
- Parent/Carer Agreement form
- Information for Employers
- Employer Expression of Interest form
- Employer Questionnaire and Checklist
- Incident Report
- SBAT Contacts Card
- A Guide for Schools
- SBAT Catch Up Questionnaire
- Information for RTOs
- School Process Map, Flowchart and Checklist
- These resources are available at www.sbatinnsw.info

The above documents together with supplementary information, including the School Based Apprenticeships and Traineeships in NSW 2010 Guidelines together with SBAT information provided to other parties and relevant workplace learning documents, can be found at www.sbatinnsw.info

The SBAT process for schools uses

- the Student Needs Assessment form as the key tool to facilitate the provision of essential information from the parent/carer to the employer to support the student's safe employment over a period of years
- the Incident Report and notification process to support effective communication and action for any concerns relating to school based apprentices and trainees
- the Student Expression of Interest form to gather essential information about the student and their interest in undertaking a school based apprenticeship or traineeship

School regions need to

- gather Student Expression of Interest and Student Needs Assessment forms from schools
- gather Employer Expression of Interest and Employer Questionnaire and checklist forms
- review Employer Expression of Interest form and Employer Questionnaire and Checklist form to confirm that the workplace and training location are accessible for the student and that the student can meet on-the-job training requirements
- liaise with the local State Training Centre re suitability of employer
- send Student Needs Assessment form to prospective employer for their response if particular student needs have been identified
- receive Student Needs Assessment form with employer response
- request the local STC to assist in preliminary determination of the suitability of the employer and their capacity to train where student has identified particular needs
- gather relevant papers for Principal endorsement of School Based Apprenticeship or Traineeship prior to sign-up of Training Plan
- assist with any actions required subsequent to an Incident Report being completed.
- advise schools of approval/dismissal/registration of SBAT application by Commissioner for Vocational Training.

Important Contacts

The Vocational Education Consultant in the region with management responsibility for SBATs

The SBAT Coordinator in the school region

The TAFE NSW Institute Consultant (TVET) and contacts for other RTOs where relevant

The local State Training Centre on 13 28 11

The Regional Student Support Coordinator/school learning support team for information about the Higher School Certificate VET Disability Support funds.