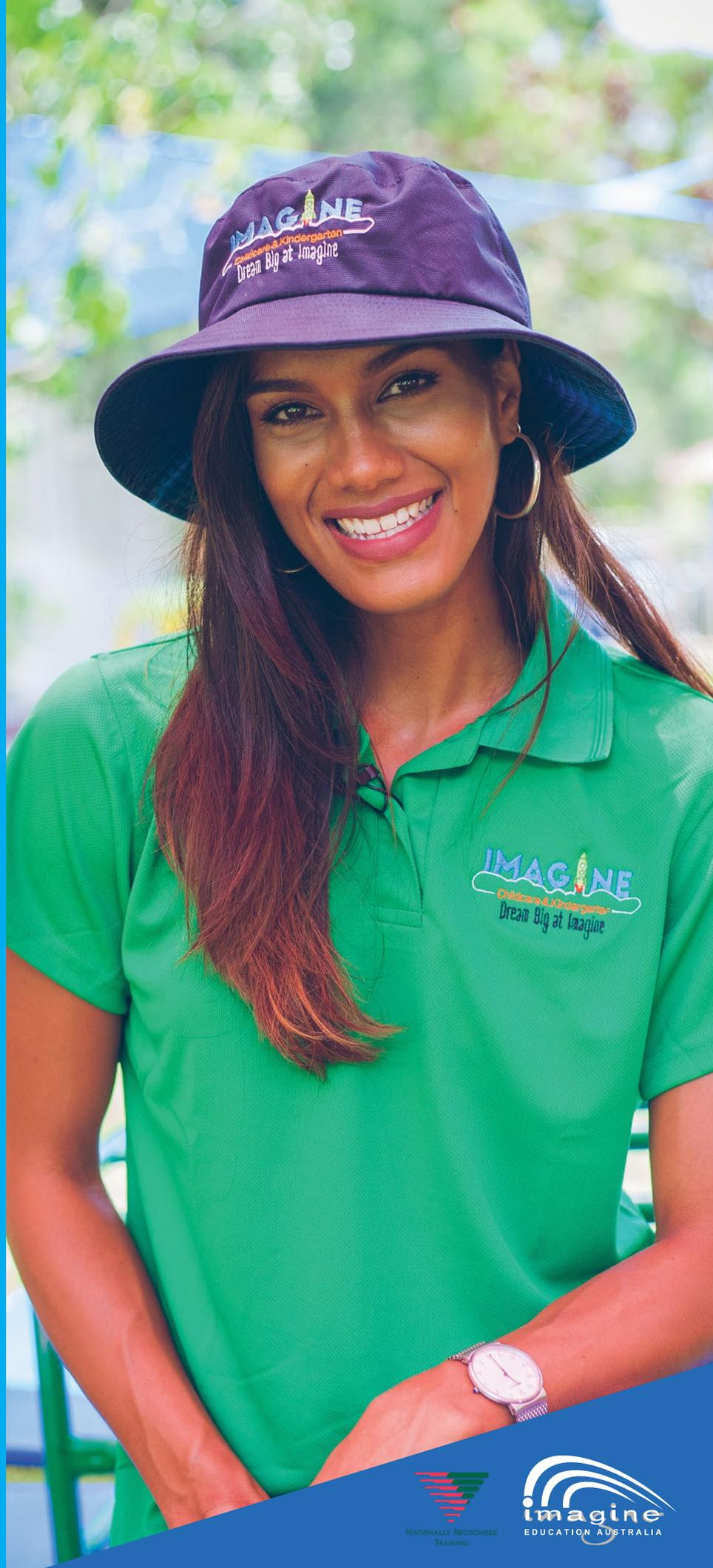


# STUDY, WORK, AND TRAIN

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## School

Students must gain support and approval from their school to undertake a School-based apprenticeship and traineeship (SAT). Students continue to attend school as usual however, some of their paid employment and/or training will become part of their school timetable. A SAT must impact on the school timetable to be considered school-based.

Visit <https://desbt.qld.gov.au/training/apprentices/resources/information-sheets/is48> for details on what impact is.

The school, student, their parent/guardian, employer and training organisation will negotiate a schedule which outlines when the student is at school, work and training. This schedule must indicate exactly how the SAT will impact on the school timetable.

The school has a role in providing support to the student throughout the SAT.

## Work

Students enter into a training contract with an employer. The training contract legally binds the employer and the student for the duration of the SAT. Sometimes the employer will be a group training organisation (GTO). GTOs place apprentices and trainees with a range of host employers, who supervise and train students on behalf of the GTO.

Employers are required to provide a minimum of 375 hours (50 days) of paid employment per 12-month period to the student, allowing them to develop on-the-job skills and practice the underpinning theory learnt with the training organisation. Over each three month period, the apprentice or trainee must work an average of 7.5 hours per week as a minimum.

## Training

At the commencement of the SAT, the student and the employer will need to select a training organisation (also known as your supervising registered training organisation or SRTO).

Training organisations deliver off-the-job training and assessment and oversee the on-the-job training provided by the employer. The training may be classroom-based, work-based or delivered flexibly (e.g. online training). Each training organisation offers different methods of training apprentices and trainees. The student and employer should 'shop around' and consider the options offered by various training organisations to find the one which reflects both of their requirements.

The qualification or competencies completed during the SAT can be recorded on the student's Queensland Certificate of Education (QCE).

Dependent upon the nominal term of the apprenticeship, there is a limit to the amount of off-the-job training that a school-based apprentice may complete while enrolled at school. This does not apply to school-based trainees. Find out more about training limits at <https://desbt.qld.gov.au/training/apprentices/resources/information-sheets/is26>

Training organisations will work with the student and the employer to develop a training plan. This plan will outline training needs, how and when training will take place, who will provide the training, and how training will be assessed.

### State government contributions to training costs

The Department of Employment, Small Business and Training provides public funding under the User Choice program, for the delivery of training by a training organisation to eligible apprentices and trainees (including school-based).

Apprentices and trainees may only access a maximum of two government contributions, therefore it is important that students (and their parent or guardian) consider if the SAT is appropriate and relates to the student's future chosen career. Their decision may affect their access to further funding in the future.

Visit the Training website for further information on the User Choice program.

