



EMPLOYERS

# TAKE ON TOMORROW

School Based Apprenticeships & Traineeships in NSW

**INVEST IN A SCHOOL BASED APPRENTICE OR TRAINEE** REAP THE REWARDS





I think it's just good business sense to have a succession plan. I can't wait for Courtney to finish school so she can start working with us full-time. She already knows how the shop runs and with all the skills she's picked up over the last two years, she's readymade.'

Amelia, Florist



# FUTURE PROOF YOUR BUSINESS

For employers, taking on a school based apprentice or trainee means preparing the future workforce for your business, organisation and/or industry. Providing job opportunities for young people is essential in developing the skills base of tomorrow.

Your apprentice or trainee will undertake a combination of industry-specialised training and one day per week in your paid employment, whilst undertaking the HSC.

For you, training costs are minimised and financial incentives make school based apprenticeships and traineeships a viable employment option. You can expect a tailor-made worker trained and available full-time once they've completed school.

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## THE BENEFITS

**A school-based apprentice or trainee will contribute to both your business growth and your bottom line.**

Flexible training arrangements mean you can negotiate the training program with your nominated registered training organisation. Your trainee or apprentice will be trained in a nationally recognised qualification.

## THE RESPONSIBILITIES

- › Provide a safe working environment
- › Provide an induction and orientation program
- › Provide the opportunity for the student to acquire the skills and knowledge in their vocation or trade.

**Assistance is available to support apprentices and trainees with a disability.**

This includes the Disabled Australian Apprentice Wage Support, as well as assistance for tutorial, interpreter and mentor services for apprentices.

## THE PROCESS

**A school-based apprentice will:**

- › complete stage one of a Certificate III trade qualification by the end of the HSC year
- › undertake a minimum of 100 days\* of paid work over two years
- › attend training each week with TAFE NSW or a private/community training provider.

**A school-based trainee will:**

- › complete a Certificate II or III qualification by the end of the HSC year
- › undertake a minimum of 100 days\* of paid work over two years
- › attend training each week with school, TAFE or a private/community training provider.

## THE INCENTIVES

On commencement	<b>\$1,250</b> for Certificate II qualifications <b>\$1,500</b> for Certificate III to IV qualifications
Additional commencement incentive	<b>\$750</b> for Certificate II to IV qualifications
For continued employment after student has completed Year 12	<b>\$750</b> for Certificate II to IV qualifications
Completion payment	<b>\$2,500</b> for Certificate III to IV qualifications

Correct at 1 July 2018. Please refer to an Australian Apprenticeship Support Network provider for updated information. [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

\* Or as outlined in the relevant Vocational Training Order. See [www.training.nsw.gov.au](http://www.training.nsw.gov.au)



The key benefit comes from getting these kids out in the field, experiencing the whole business from end to end.

It gives them an idea of what it's like to work for a great company, while we help them through their apprenticeship.

They then become an extraordinary resource for us.'

Thomas, Communications Manager IT





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When I started my apprenticeship,  
my boss asked me how far I wanted to go.  
I said, “I want to be better than you.”

That’s the kind of enthusiasm we get from  
these kids. They know what they want to do.  
We just show them how.’

Mark, Executive Chef



YOUR FIRST STEP TO EMPLOYING A SCHOOL BASED APPRENTICE OR TRAINEE

EXPRESSION OF INTEREST

Legal name of employer  
[text box]

Trading as  
[text box]

Location of employment [text box] Phone [text box]

Employer contact name  
[text box]

Email  
[text box]

Key business activities

Do you currently have a student you are considering for this position? ☐ Yes ☐ No

IF 'YES'

Name of student  
[text box]

School they attend  
[text box]

Qualification to be undertaken by school-based apprentice or trainee  
[text box]

Name of school-based apprenticeship or traineeship available  
[text box]

Briefly describe the job the school-based apprentice or trainee will be doing  
[text box]  
[text box]

Selection criteria to be used when assessing potential school-based apprentices or trainees  
[text box]  
[text box]

 Scan and email your completed Expression of Interest form to [SBAT@det.nsw.edu.au](mailto:SBAT@det.nsw.edu.au), or your regional NSW Department of Education representative. Contact details for regional School Based Apprenticeship and Traineeship Coordinators can be found at [www.sbatinnsw.info](http://www.sbatinnsw.info) or call us on 1800 009 310.



# SCHOOL BASED TRAINEESHIPS

- › Aged Care
- › Agriculture/Rural Operations
- › Animal Care
- › Automotive
- › Baking
- › Beauty
- › Beekeeping
- › Business Services
- › Civil Construction
- › Community Pharmacy
- › Conservation and Land Management
- › Construction
- › Dental Assisting
- › Education [Early Childhood]
- › Education Support
- › Electrotechnology
- › Entertainment
- › Financial Services
- › Floristry
- › Health Services
- › Horticulture
- › Hospitality
- › Information, Digital Media and Technology
- › Meat Processing
- › Music Industry
- › Printing and Graphic Arts
- › Property Services [Real Estate]
- › Retail
- › Sport, Fitness and Recreation
- › Tourism
- › Transport and Logistics

# SCHOOL BASED APPRENTICESHIPS

- › Air Conditioning and Refrigeration
- › Automotive
- › Baking
- › Beauty Therapy
- › Carpentry
- › Electrotechnology
- › Engineering [Electrical]
- › Engineering [Mechanical]
- › Furnishing
- › Jewellery Manufacture
- › Hairdressing
- › Horticulture
- › Hospitality [Commercial Cookery]
- › Locksmithing
- › Marine
- › Meat Processing [Retail Butcher]
- › Painting and Decorating
- › Plumbing
- › Roof Tiling
- › Shopfitting
- › Signcraft
- › Wall and Ceiling Lining
- › Wall and Floor Tiling

For the full list of qualifications available  
please visit [www.sbatinnsw.info](http://www.sbatinnsw.info)

School based apprenticeships and traineeships are supported by the  
NSW Department of Education and Training Services NSW,  
Department of Industry.



**1800 009 310**  
**[www.sbatinnsw.info](http://www.sbatinnsw.info)**  
Email [SBAT@det.nsw.edu.au](mailto:SBAT@det.nsw.edu.au)



**13 28 11**  
**[www.training.nsw.gov.au](http://www.training.nsw.gov.au)**

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