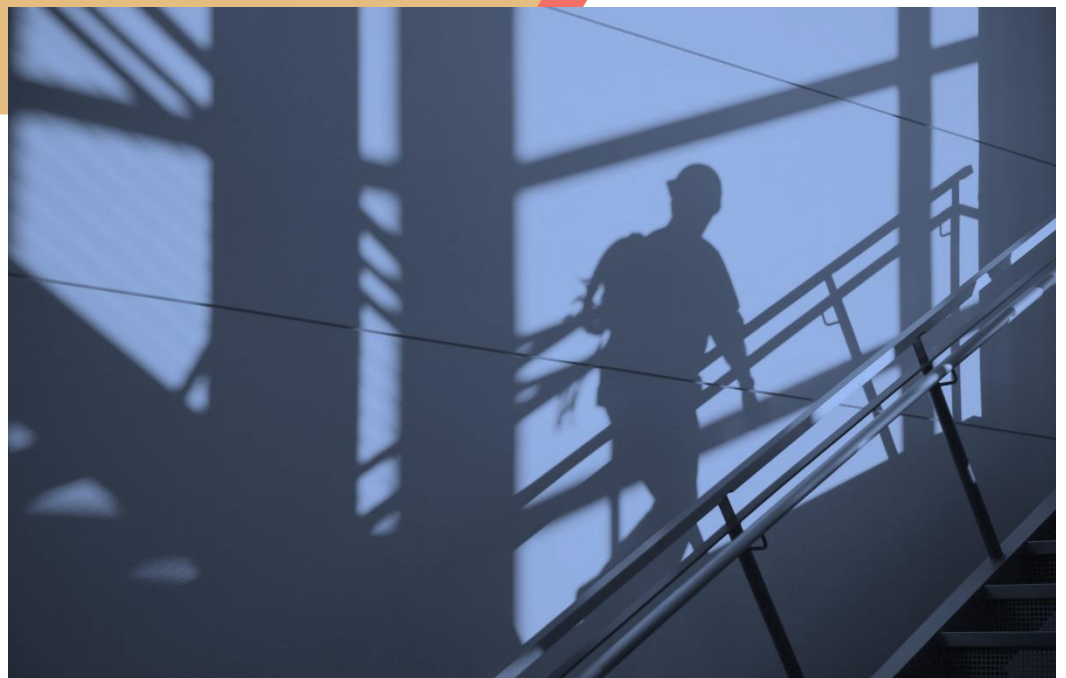


# St Francis Xavier College

Berwick, Officer and Beaconsfield

## SBAT Guide for students and Parents



Beaconsfield Campus



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# What are School-Based Apprenticeships and Traineeships (SBATs)

A school-based apprenticeship or traineeship (SBAT) gives a student paid on-the-job training while they complete secondary school.

SBATs combine part-time employment with training toward a nationally recognised vocational education and training (VET) qualification. Students can receive credit for their SBAT towards the VCE, VCE Vocational Major or Victorian Pathways Certificate.

The SBAT student, their parent and employer sign a training contract, and the student completes a training plan with a registered training organisation (RTO).

The College must approve the SBAT, so the student can attend work and training during the school week.

To access a School Based Apprenticeship or Traineeship a student must be:

- over 15 years of age
- enrolled in Year 10, 11 or 12
- an Australian citizen or permanent resident

## SBAT jobs and benefits

SBATs are available in a wide range of jobs and industry areas including emerging technologies, health, hospitality, business, construction, engineering, and community care.

SBATs are a unique way for students to:

- make a start on their career before finishing school
- get paid for time spent working and learning
- get hands-on training that leads to a VET qualification and provides credit towards school
- finish school with a competitive edge in the employment market
- achieve significant progress towards, or completion of a trade or vocational qualification.

## Apprenticeship vs Traineeship – What’s the difference?

Generally, an apprenticeship provides training in a skilled trade, while a traineeship provides training in a vocational area.

The VRQA determine which qualifications are available as apprenticeships and traineeships in Victoria. These are called approved training schemes and include terms and conditions, such as:

- Whether a qualification is available as an apprenticeship or traineeship
- The nominal duration of an apprenticeship or traineeship
- Probationary periods

For more information visit <https://www.vrqa.vic.gov.au/apprenticeships/Pages/approved-training-schemes.aspx>

## Is an SBAT for me?

A School Based Apprenticeship or Traineeship is a valid pathway option. But how do you know if this would suit you? Consider the following checklist to establish if this might be an option for you.

- Does your career plan indicate that you intend to pursue this type of career?
- Have you spoken to your teachers or careers advisor?
- Would you be able to handle work, training, and other study at this time in your senior secondary program?
- Is the SBAT going to place additional pressure on your VCE or VCE VM program?
- Do you have an employer, or can you find an employer who can take you on for the required hours?
- Do you have any formal training or experience that may give you credit towards the training component of your SBAT?
- Have you undertaken any VET studies that might be eligible for credit?

## The structure of an SBAT

An SBAT will look different for each student depending on their Year level, Senior Certificate pathway and chosen apprenticeship/traineeship. However, all students undertaking an SBAT are required to do the following:

- Engage in regular employment in the apprenticeship/traineeship. This should equate to a minimum of 7.5 hours work a week. Under an SBAT arrangement, this is usually done one day a week.
- Complete an equivalent of 6.5 hours of training with an RTO each week. Under an SBAT arrangement this is usually done one day a week but can sometimes occur as a block of training (usually a week at a time or over the holidays).
- Maintain enrolment in secondary schooling and attend at least 3 days of school per week, completing all necessary coursework for the relevant level and certificate.

## Student expectations

Students must understand the expectations that come with an SBAT and commit to their College learning program as well as their apprenticeship or traineeship before it will be approved.

Students must also ensure they prioritise College events over other expectations from their RTO and employer and plan accordingly. E.g., School assessments or excursions - a student who has training or work that day should apologise to the RTO or employer for their absence and attend school instead.

Any students undertaking an SBAT will be closely monitored by the College as to their progress. This will include:

- Monitoring attendance
  - At SFXC
  - At work
  - At training
- Completion of schoolwork
- Completion of training requirements
- Employer feedback

# The SBAT as part of a school program

## VCE Vocational Major

For students undertaking the VCE Vocational Major pathway an SBAT usually fits into their school program as they already have two days a week allocated for them to access vocational learning and work as required by the SBAT.

However, not all SBAT programs will line up with the College VCE VM program and some students may miss VCE VM classes to attend their RTO training. In this situation students will need to stay on top of their VCE VM work that is missed. This may require them to attend school on a day when the rest of the VCE VM students are at training or work to catch up.

Any VCE-VM student wishing to undertake an SBAT is advised to have this organised and signed off **the year prior** to commencing the VCE-VM program. If they do not, they will be required to enrol in an external VET and engage in Structured Workplace Learning as part of their course until the SBAT can be established. This is to ensure that they achieve their certificate within the allotted timeframe as students must meet the minimum requirement of 180 hours of training to be successful in the VCE-VM certificate. It can take some time to set up an SBAT and students must be in training for the entirety of their VCE VM certificate.

### Example of VCE VM SBAT structure with one day per week of training

Monday	Tuesday	Wednesday	Thursday	Friday
School	School	Work	School	Training
School	School	Work	School	Training

### Example of VCE VM SBAT structure with blocks of training

Monday	Tuesday	Wednesday	Thursday	Friday
School	School	Work	School	Work
School	School	Work	School	Work
School	School	Work	School	Work
Training	Training	Training	Training	Training

## Students outside of the VCE Vocational Major

Setting up an SBAT for students on any other learning pathway requires more planning and preparation as these students will miss regular days of school and will need to catch up on the learning they miss while at training or work.

Year 10 and VCE students who wish to establish an SBAT will be required to drop at least one subject to accommodate their missed learning. For Year 10's this will be electives each semester, for VCE students this will be at least one year long subject. On their days of attendance at school they will have study periods in their program where they are expected to catch up on learning they miss on their SBAT days. Students doing an SBAT as part of the VCE may need to go unscored.

To ensure success in an SBAT for students outside of the VCE VM, the College has set expectations for these students that must be met before they will be considered for an SBAT. They must be able to demonstrate that they are organised and committed to their learning, and that they will be able to cope with the demands of the SBAT.

The College requires students in Year 10 or on a VCE pathway at Year 11 or 12 who wish to establish an SBAT to meet the following minimum criteria:

- Demonstrated attendance above 80%, but preferably higher
- An employer willing to sign them onto the SBAT
- Completed safe@work modules
- Completed Morrisby testing

### Year 10

There is an additional requirement for Year 10's who wish to establish an SBAT. The College expects these students to attend school for a full semester before they will be permitted to commence any SBAT. The reasons for this are so that they:

- understand the workload of Year 10 and what they will have to catch up on when missing school for the SBAT
- have fully transitioned to the senior campus
- have time to meet all the planning requirements for setting up an SBAT.

**All students on an SBAT outside of the VCE VM must commit to an academic support plan to help them to stay on top of their learning and will meet regularly with a support person identified by the College to ensure they are managing their workload.**

### Example of Year 10 SBAT structure with one day per week of training

Mon	Tues	Wed	Thurs	Fri
School	Training	Work	School	School
School	Training	Work	School	School

### Example of Year 10 SBAT structure with blocks of training

Mon	Tues	Wed	Thurs	Fri
School	School	Work	School	School
School	School	Work	School	School
School	School	Work	School	School
Training	Training	Training	Training	Training

### Example of VCE SBAT structure with one day per week of training

Mon	Tues	Wed	Thurs	Fri
School	Training	School	School	Work
School	Training	School	School	Work

### Example of VCE SBAT structure with blocks of training

Mon	Tues	Wed	Thurs	Fri
School	School	School	Work	School
School	School	School	Work	School
School	School	School	Work	School
Training	Training	Training	Training	Training

# Roles and Responsibilities in an SBAT

Under an SBAT there are roles and responsibilities for all parties involved. Here we have listed the roles of Students, Parents, and the School to ensure that the requirements of the program are met and that students will be successful in their chosen pathway.

## Student

- Decides, together with their parent/guardian and career advisor, that an SBAT is an appropriate part of their career action plan
- Finds an employer who is willing to take them on
- Agrees to undertake the training specified in their training plan
- Spends at least 1 day a week of their school timetable in work or in training
- Notifies their employer or RTO of any absences
- Participates in all their other classes at school and keeps up with the work

## Parent/guardian

- Provides permission for the student to undertake the SBAT, including training during holiday periods if necessary
- Supports the student in securing employment and undertaking their training
- Completes the enrolment process with the student and the RTO
- Reports any absences to the workplace supervisor, RTO or school as required
- Maintains communication to support the school, RTO, and employer with any issues during the SBAT program

## School

- Provides advice to the student in developing their career plan, and deems whether the SBAT is in the best interests of their career at that time
- Ensures students follow the SFXC school code of conduct at school, at their employment and at TAFE
- Provides the student with release from structured classes, if necessary, to incorporate training or employment
- Provides a school staff member to regularly communicate with the student for pastoral and duty of care requirements
- Ensures there are strategies, policies, and procedures in place to comply with the Child Safe Standards
- Informs the employer and RTO of any student issues that need to be addressed to minimise health and safety risks during their employment or training
- Ensures students are aware of equal opportunity, harassment, and discrimination, can recognise abuse or other risks to their safety, and have the skills and confidence to raise concerns, make complaints, or let someone know if they feel unsafe

To access the roles and responsibilities of Employers, RTOs and Apprenticeship support providers visit <https://www2.education.vic.gov.au/pal/school-based-apprenticeships-and-traineeships/guidance/roles-and-responsibilities>

# Overview of establishing an SBAT

School Based Apprenticeships or Traineeships (SBATs) are arranged by several parties working together, including the student and their parent/guardian, the employer, the Registered Training Organisation (RTO), the school (where the student is enrolled to undertake their senior secondary certificate), and the Apprenticeship Network Provider (ANP).

Below are 6 key steps to establish an SBAT.

## Step 1: Establishing an SBAT

- An employer makes an offer of an SBAT to a student.
- The employer or student advises the school that they wish to negotiate the details of the employment and training.
- The school facilitates this process (and oversees the SBAT for its duration).
- The parties identify an appropriate RTO to deliver the training.
- The employer, the student and their parent/guardian sign the training contract.
- The employer is to ensure the training contract is registered with the ANP.

## Step 2: Sign-up and approval

- The RTO prepares an appropriate training plan with the employer.
- The employer, the RTO and the student agree to and sign the training plan.
- The school is the final party to sign the training plan, after verifying its arrangements, prior to the student being enrolled with the training provider.
- The RTO provides the training plan to the relevant ANP.
- The school records the Vocational Education and Training (VET) Certificate and flags it as being undertaken as an apprenticeship or traineeship on the Victorian Assessment Software System (VASS).

## Step 3: Implementation

- The student undertakes their Victorian Certificate of Education (VCE) or Victorian Certificate of Education Vocational Major (VCE VM) at school, employment with their employer, and structured training at an RTO.
- The RTO is required to provide the results of training to the school to meet the reporting requirements of the VCE.

## Step 4: Changes to the Training Contract

- All parties must be notified immediately if there are any changes that need to be made to the training contract.
- Changes that may occur include:
  - cancellation of an SBAT
  - illness or injury
  - significant time off work
  - changes to RTO qualifications, units or training packages
- The school should facilitate clear communication between all parties.



### **Step 5: Completion of an SBAT**

- Upon achievement of the required competencies, the student receives the qualification issued by the RTO.
- The school needs to ensure credits are entered into VASS by the yearly due date.
- The student receives credits towards their senior secondary program (VCE or VCE VM certificate) from the VCAA.

### **Step 6: Student support**

- Any absences, difficulties, issues, or concerns must be reported to the school and the school must monitor these and follow up where necessary.
- Regardless of which party is involved, the school has a constant duty of care and plays an important role as intermediary between the student and other parties if any issues arise.
- Schools may wish to contact their ANP or Apprentice Support Officers (ASOs) as required. For more information on the ASO program visit the apprenticeship support officers website.

## **Monitoring Students on an SBAT**

Students who are deemed to be struggling with maintaining the conditions of their SBAT will be required to attend a meeting with:

- Head of House
- Director of Learning Culture
- SBAT Coordinator
- Parents
- VCE-VM Leader (if in VCE-VM) or VCAA Leader (if in VCE)

The goal of this meeting is to establish strategies to be put in place to ensure that the student is successful in the program.

Should a student be unable to maintain the requirements of the SBAT, a further meeting with parents will be scheduled to discuss termination of the SBAT and next steps for the student.

Questions regarding the SBAT process should be directed to the Deputy Principal – Learning & Growth

## **Important additional information regarding the SBAT**

Students undertaking an SBAT do not get reduced school fees despite attending school only 3 days per week. A student cannot access an SBAT without being enrolled fulltime in a Secondary school. Students are also closely monitored and supported by College staff during their apprenticeship and training while at school.

The College does not pay for the training component of the students SBAT. This is the responsibility of the employer as it would be for any apprenticeship or traineeship as the training will extend beyond their time at the College. Families may need to pay initially but should be compensated by the employer.

## Checklist for all students considering an SBAT

By being able to complete this checklist, you should be ready to set up an SBAT

Student Name		House	
Year Level		Care Group	
Employer name			
Employer Address			
Employer phone number			

Check	Task
	Meeting with careers to discuss SBAT
	Prepared and sent your letter explaining how you will be able to handle work, training, and other study at this time in your senior secondary program
	Planned study and organisational techniques to put in place to ensure you don't fall behind and considered that you may need to go unscored (if in the VCE)
	Received approval from the Director of Learning Culture
	Received approval from Deputy Principal Learning and Growth
	Sourced an employer and employer is aware you need to work at least 7.5 hours a week
	Completed the sign up with the apprenticeship centre
	Identified RTO/Training provider
	Identified if any VET studies you have completed might be eligible for credit
	Understand that an SBAT can be up to a four-year commitment (to complete the apprenticeship/traineeship)
	Prepared to sign an agreement signifying your commitment to the SBAT while at school

For more information on SBATs access the Victorian Government School Based Apprenticeship and Traineeships guide here:

<https://www2.education.vic.gov.au/pal/school-based-apprenticeships-and-traineeships/guidance>