vet vocational education and training

School Based Apprenticeships and Traineeships in NSW

2007 Guidelines

Version 1.0

Current as at March 2007.

Please ensure that you refer to the most recent version which can be downloaded from http://apprenticeship.det.nsw.edu.au/index1.htm

NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING

Acknowledgement

These Guidelines were developed by the Apprenticeships and Traineeships Directorate and the Vocational Education in Schools Directorate - NSW Department of Education and Training with assistance from the Office of the Board of Studies NSW, the Catholic Education Commission and the Association of Independent Schools.

Published by

Vocational Education in Schools Directorate

NSW Department of Education and Training

Level 1, 1 Oxford Street

Darlinghurst NSW 2010

Phone (02) 9244 5054

Fax (02) 9244 5020

© NSW Department of Education and Training (Vocational Education in Schools Directorate) 2007

ISBN 9780731385324 SCIS 1304471

Contents

1 Overview 1

2 Applicability 1

3 Superseded Documents 1

4 Context 1

5 Guidelines Statement 2

5.1 Requirements of School Based Apprenticeships and Traineeships 2

5.2 Outcomes of Apprenticeships and Traineeships at schools and post school 3

5.3 Range of approved School Based Apprenticeships and Traineeships 4

6 Employment under Appropriate Industrial Arrangements 4

7 Training Contracts 6

7.1 Preparing Training Contracts 6

7.2 Duration of the Training Contract 6

7.3 Hours of employment and training per week 7

7.4 Completion of the Training Contract 8

7.5 Early (competency-based) completion 8

7.6 Extension of the term of training 8

8 Payment Systems for RTOs 9

8.1 Schools 9

8.2 Registered Training Organisations (RTOs) Including TAFE NSW 9

8.3 Private Registered Training Organisations (RTOs) 9

8.4 Fees 9

8.5 Reporting to the Board of Studies NSW 9

9 Training Plans 10

9.1 The Requirements of Training Plans 10

9.2 Specifying delivery of training 11

9.3 Submitting training plans 11

9.4 Pathways for training delivery 12

9.5 Equity assistance for training delivery 12

9.6 Travel assistance for training delivery 13

10 Entry (Enrolment) in HSC VET Courses 13

10.1 Unit credit for HSC VET courses 13

10.2 VET course delivery 14

10.3 Students enrolled in schools or TAFE in other states 16

10.4 Part-time Apprentices or Trainees who are NOT school based 16

11 Industry-based Learning Course ... 16
12 New Entrant Traineeship Eligibility – School Leavers ... 17
13 Responsibilities and Delegations ... 17
13.1 State Training Services ... 17
13.2 School sector authorities ... 17
13.3 Board of Studies NSW ... 17
13.4 Training providers: schools, TAFE NSW colleges and campuses and private providers ... 18
13.5 Home school of Apprentices and Trainees ... 18
13.6 Australian Apprenticeships Centres (AACs) ... 18
13.7 Employers ... 19
13.8 Apprentices and Trainees ... 19
13.9 Parents (or guardians) ... 20
14 Duty of Care ... 20
15 Monitoring, Evaluation and Reporting Requirements ... 20
16 Associated Documents and Forms ... 21
16.1 Relevant legislation ... 21
16.2 Relevant documents ... 21
16.3 Relevant forms ... 21
16.4 Relevant web sites ... 22
For Further Information ... 23
17 Appendices ... 23
Appendix 1 Definitions ... 24
Appendix 2 Establishing School Based Apprenticeships and Traineeships . 32
Appendix 3 Checklist for establishing and implementing School Based Apprenticeships and Traineeships ... 34

1 Overview

School based apprenticeships and traineeships provide students with the opportunity to attain a nationally recognised Vocational Education and Training (VET) qualification as well as their Higher School Certificate (HSC) and gain valuable work skills and experience through paid employment.

These Guidelines set out the requirements for the implementation of school based apprenticeships and traineeships in NSW.

2 Applicability

The requirements outlined in these Guidelines apply to all school based apprenticeships and traineeships for students undertaking their HSC at:

- a NSW government school
- a NSW non-government school
- a TAFE NSW college.

School based apprenticeships and traineeships are available to students as part of their HSC pattern of study.

- Under certain conditions, a student may commence a school based apprenticeship or traineeship in Year 10. This will be managed on a case by case basis. In the first instance schools should contact their Regional Vocational Education Consultant (RVEC) for government schools or Diocesan VET Advisor for Catholic schools or AIS VET Advisor for independent schools. Further advice can be found at *http://www.boardofstudies.nsw.edu.au/voc_ed/index.html*

The requirements in these guidelines also apply to students who are employed as school based apprentices or trainees in NSW, but who are undertaking their senior secondary certificates in other states or territories.

A student who undertakes an apprenticeship or traineeship that does NOT contribute unit value to the HSC, or an equivalent senior secondary certificate, is NOT covered by these guidelines.

3 Superseded Documents

These Guidelines replace:

> *School Based Traineeships in NSW 2006 Guidelines* NSW Department of Education and Training.

4 Context

School based apprenticeships and traineeships are employment-based training arrangements approved under the *Apprenticeship and Traineeship Act 2001* (*The Act*) *http://www.legislation.nsw.gov.au/maintop/scanact/inforce/NONE/*.

School based apprenticeships and traineeships must meet the requirements specified in the Act. The Act sets out the obligations of employers, apprentices and trainees who are party to training contracts. More information about responsibilities of apprenticeships and traineeships is provided in the publication *A Guide to Apprenticeships and Traineeships in NSW*, which is available on-line at *http://Apprenticeship.det.nsw.edu.au/html/employer.htm*

The apprenticeship and traineeship system in NSW is administered by State Training Services within the NSW Department of Education and Training. State Training Services has a state-wide network of State Training Centres (STCs) that provide an Independent Industry Support Service (IISS) to support school based apprenticeships and traineeships. Further information is available at *www.skilling.nsw.gov.au*

The *Education Act 1990 (NSW)* delegates to the Board of Studies NSW responsibility for the curriculum and the development and conduct of examinations leading to the award of the Higher School Certificate. The requirements for successful completion of the Higher School Certificate are published by the Board of Studies NSW in the *Assessment, Certification and Examination (ACE) Manual* which is available at *http://www.boardofstudies.nsw.edu.au/manuals/acemanual.html*

5 Guidelines Statement

5.1 Requirements of School Based Apprenticeships and Traineeships

School based apprenticeships and traineeships are established when an application for a Training Contract that has been signed by both the employer and the apprentice or trainee, and the parent or guardian if student is under 18 years of age, has been approved by State Training Services.

Arrangements to match employers with school based apprentices and school based trainees will be managed by the Independent Industry Support Service (IISS). This service is provided by NSW State Training Services and delivered by its state-wide network of State Training Centres. The IISS has been established to support school based apprenticeships, school based traineeships and Trade Schools across NSW.

The Independent Industry Support Service will provide industry support and engagement services to:

- promote part time school based apprenticeships and traineeships to employers
- secure school based apprenticeship and traineeship jobs
- assist employers to structure appropriate employment and training arrangements to meet both apprenticeship/traineeship and school requirements
- assist schools to understand employer and workplace requirements
- support post school placement of apprentices.

Arrangements for formal training and on-the-job training are developed by the RTO in consultation with the employer, the apprentice/trainee and the school and are formalised in the Training Plan, which must be lodged with the Training Contract as part of the application.

School based apprenticeships and traineeships are binding on the parties to the Training Contract when the application has been approved and the probationary period has elapsed.

School based apprentices and trainees must complete formal training that is delivered by a registered training organisation (RTO). The formal training must meet the requirements of the relevant Vocational Training Order (VTO) for that apprenticeship or traineeship vocation, and lead to a nationally recognised qualification.

The formal training component of school based apprenticeships and traineeships will contribute unit credit towards the HSC.

School based apprentices and trainees must undertake a minimum of 100 days on-the-job training (unless otherwise stated in the relevant VTO) by 31 December of the year they will complete their HSC. This on-the-job training must be in the form of paid employment as an apprentice or trainee under an appropriate industrial arrangement *See Section 6 Employment under Appropriate Industrial Arrangements.*

Refer to the following website for locations of the Independent Industry Support Service contacts
http://apprenticeship.det.nsw.edu.au/html/itscs.htm

School Based Apprentices are required to:

- enter into a Training Contract for a nominal duration of generally five years – two years part-time followed by three years full-time post the HSC
- undertake a minimum requirement of 100 days of paid employment (unless otherwise stated by the relevant VTO) by 31 December of the year they will complete their HSC
- enrol in a minimum Certificate III AQF qualification level as specified in the Vocational Training Order (VTO).

School Based Trainees are required to:

- enter into a Training Contract for a term of sufficient duration to allow them to complete their formal training requirements for the HSC as well as the minimum requirement of 100 days of paid employment by 31 December of the HSC year. The minimum term for a school based traineeship is 18 months.
- enrol in a minimum Certificate II AQF qualification level as specified in the Vocational Training Order (VTO).

5.2 Outcomes of Apprenticeships and Traineeships at schools and post school

School Based Apprentices should achieve all of the following:

- demonstrated competencies equivalent to a minimum of stage one-year one of the trade qualification on completion of the part-time component while at school
- a Statement of Competencies Achieved (SoCA) as part of the school based formal training component
- HSC unit credit for the school based formal training component

- continuation of the apprenticeship, generally with the same employer and RTO, on a full-time basis from 1 January in the year after the HSC for a maximum further three years.

School based apprentices may also receive additional HSC unit credit if they elect to undertake the *Industry-based Learning* course.

School Based Trainees should achieve all of the following:

- demonstrated competencies that meet the requirements of the VTO
- a nationally recognised VET qualification from the RTO at the relevant level
- HSC unit credit for the formal training component
- a Certificate of Proficiency issued under the Apprenticeship and Traineeship Act upon completion of their traineeship contract post HSC
- progression to a related higher-level traineeship post school with credit where appropriate OR progression to a full time apprenticeship post school with credit where appropriate.

School based trainees may also receive additional HSC unit credit if they elect to undertake the *Industry-based Learning* course.

5.3 Range of approved School Based Apprenticeships and Traineeships

The Department of Education and Training, in conjunction with industry representative bodies, has identified industry qualifications that are available for school based apprenticeships and traineeships.

School based apprenticeships and traineeships will be offered in various industry and trade areas. Further information on the school based apprenticeships and traineeships offered is available at the Apprenticeships and Traineeships website *http://apprenticeship.det.nsw.edu.au/html/schparttimeap.htm*.

School based apprenticeships and traineeships must be selected from the Training Market list showing *What Apprenticeships and Traineeship qualifications are available* under Apprenticeships & Traineeships at *https://www.det.nsw.edu.au/trainingmarket/about.html*

Additional information regarding school based apprenticeship and traineeship qualifications is available from the Vocational Education and Training Directorate's website at *https://www.det.nsw.edu.au/vetinschools/index.html*

6 Employment under Appropriate Industrial Arrangements

It is a requirement of the school based apprenticeships and traineeships program that apprentices and trainees receive paid employment under appropriate industrial arrangements, ie the appropriate industrial award or workplace agreement under Federal or State legislation that applies to the employer.

To establish a school based apprenticeship or traineeship, the appropriate industrial arrangement must be in place and the employer must be a respondent to that award, agreement or Australian Workplace Agreement. Some employers may be prepared to make alternative arrangements in order to employ a school based apprentice or trainee, such as registering a part time work agreement with the NSW Industrial Relations Commission.

Employers are required to pay the apprentice or trainee at least the wage rate set out in the state or federal industrial award or workplace agreement under which they have been employed.

The Commonwealth Workplace Relations Regulations 2006 provides gap coverage of the work and employment conditions of the school based apprentice or trainee. Under the Regulation respondent employers can also establish Australian Workplace Agreements or other federal wage instruments to establish industrial arrangements for their employees including apprentices and trainees.

The NSW Government has introduced new legislation to protect young employees in the workplace, the *Industrial Relations (Child Employment) Act 2006 No 96*. Under the new legislation:

- All NSW employers will have to provide employees less than 18 years of age with at least the minimum terms and conditions as set out in relevant NSW awards and legislation. This is in order that such employees are not employed under conditions that result in a net detriment compared with the comparable award and legislation.
- Young workers will not have to bargain individually to maintain their existing penalties, allowances, training pay and training leave
- Young workers will be subject to protection from unfair dismissal.

Full details of the legislation and its implications for employers and young employees are outlined on the Office of Industrial Relations website at *http://www.industrialrelations.nsw.gov.au/rights/young/index.html*

Wages and working conditions will vary according to the industry in which the apprentice or trainee is employed, the stage the apprentice or trainee has reached, and the skills they have acquired. Further information for employers and employees may be obtained from the NSW Office of Industrial Relations website at (*http://www.industrialrelations.nsw.gov.au/awards/default.html*)

or the Commonwealth Office of the Employment Advocate (*http://www.oea.gov.au/graphics.asp?showdoc=/home/default.asp*).

School based apprentices or trainees working part-time are not required to spend more than one (1) day on-the-job or in formal off-the-job training during examinations or the examination preparation periods leading to them. Apprentices and trainees may work during school vacations and/or weekends. As a guide it suggested that a working day would be the equivalent of a minimum of seven (7) hours of paid employment, but this may vary slightly depending on the Award under which a student is employed. Students are advised to check with their employer as to the Award expectation of daily hours to be worked.

7 Training Contracts

It is a requirement of school based apprenticeships and traineeships that they operate under a Training Contract which has been signed by both the employer and the apprentice or trainee, and where the apprentice or trainee is under 18, also signed by their parent (or guardian). Training Contracts must be approved by and registered with State Training Services within the NSW Department of Education and Training.

The Training Contract is an agreement between an employer and the apprentice or trainee that sets out:

- the rights and obligations of both the employer and the apprentice or trainee
- the nominal period of time or term of the apprenticeship or traineeship
- the vocational area and the qualification to be achieved.

More information about Training Contracts is available at *https://www.skilling.nsw.gov.au/snswp/training.jsp#contracts*

7.1 Preparing Training Contracts

Training contracts must be lodged with State Training Services through an Australian Apprenticeships Centre (AAC). AACs are Commonwealth-funded bodies that provide a free service to employers, apprentices and trainees. They can provide advice about establishing a school based apprenticeship or traineeship and will assist the parties in completing the Training Contract application.

http://www.australianApprenticeships.gov.au/about/centres.asp

Where a school based apprentice or trainee is employed by a group training organisation (GTO), it is the responsibility of the group training organisation to ensure that appropriate employment and training opportunities are available through host employers. If the apprentice or trainee is employed by a group training organisation, the initial host employer must be identified on the Training Contract.

7.2 Duration of the Training Contract

School based apprentices and trainees will undertake part-time training for the duration of their school based attendance while undertaking the HSC.

School based apprentices and trainees must undertake a minimum of 100 days on-the-job training (unless otherwise stated in the relevant VTO) over a two year period, or any other approved period. The on-the-job training must be completed by 31 December of the year they will complete their HSC.

The nominal duration of school based apprenticeships and traineeships in NSW must be consistent with the VTO and the Vocational Training Guideline for school based apprenticeships and traineeships issued by the Director-General of Education and Training on 16 November 2006. The nominal duration will be indicated on the Training Contract signed by each of the parties.

7.2.1 School Based Apprenticeships

Apprenticeships that are normally undertaken full-time over four years will be available as school based apprenticeships over a five (5) year nominal term. School based apprentices will complete requirements equivalent to year one of the full-time apprenticeship on a part-time basis during their two-year HSC program before commencing work as a full-time apprentice from 1 January in the year after completing their HSC. They will normally complete their apprenticeship within a further three years of full-time employment.

All of the school based formal (off-the-job) training components of the Training Contract which support the apprenticeship must be completed by the end of term 3 (October) of the year they will complete their HSC year to ensure the student receives appropriate credit for the HSC.

Where the requirements of the HSC are being accumulated over more than two (2) years, the part time school based training may be extended to up to 60 months, and the term of the school based apprenticeship will be longer than five years. School based apprentices who commence their apprenticeship in Year 10 may also have a term longer than five (5) years.

School based apprentices undertaking an apprenticeship that has a nominal full-time term of less than four years may apply for a term of less than five (5) years.

7.2.2 School Based Traineeships

The duration of school based traineeships will vary according the commencement date but must be for a minimum of 18 months, must extend at least until the HSC and must allow for completion of the minimum 100 days on-the-job requirement. On-the-job training is expected to have been completed by 31 December of the year they will complete their HSC.

All of the school based formal (off-the-job) training components of the Training Contract which support the traineeship must be completed by the end of term 3 (October) of the year they will complete their HSC year to ensure the student receives appropriate credit for the HSC.

If required, the term of the school based traineeship can be extended upon application. For information on how to vary the duration of a school based traineeship go to *http://apprenticeship.det.nsw.edu.au/html/advins/atadg029.htm*

School based trainees who commence their traineeship in Year 10 and those accumulating their HSC over three (3) years have the option to complete the work and training component of their traineeship over 36 months.

7.3 Hours of employment and training per week

In preparing the Training Contract, a minimum of one working day per week of employment and training must be specified by the parties at Question 39. This must be supported by detailed information about the pattern of formal and on-the-job training in the Training Plan. As a guide it suggested that a working day would be the equivalent of a minimum of seven (7) hours of paid employment, but his may vary slightly

depending on the Award under which a student is employed. Students are advised to check with their employer as to the Award expectation of daily hours to be worked.

7.4 Completion of the Training Contract

Successful completion of the formal training and attainment of a qualification from the RTO does not mean that the Training Contract has been completed. Apprentices and trainees, and their employers continue to be bound by the terms of their training contract until the nominal term specified in the Training Contract has been completed.

7.5 Early (competency-based) completion

Apprentices or trainees who have successfully completed the formal training component of their school based apprenticeship or traineeship and want to complete their apprenticeship or traineeship before the date specified on the Training Contract, can seek agreement from their employer to vary their Training Contract.

Requests for early or competency-based completion of a Training Contract may be approved by the Commissioner of Vocational Training when:

- the request is supported by both parties
- the apprentice or trainee has successfully completed the appropriate qualification through the nominated RTO
- the employer considers that the apprentice or trainee has achieved the required industry standard level of competence
- the written request is received by the State Training Centre prior to the nominal completion date.

For school based trainees, an additional requirement for early completion is completion of the minimum 100 days on the job (unless otherwise stated in the relevant VTO) of on-the-job training.

7.6 Extension of the term of training

Requests for an extension of the term of a Training Contract will be considered when:

- the application is supported by both parties
- the application is lodged with the Commissioner before the nominal completion date
- there are sound reasons for the request
- the application is supported by an amended Training Plan from the RTO showing that the learner will complete the relevant qualification within the extended term. The amended training plan should show
    - units of competency already completed
    - units of competency yet to be completed and scheduled assessment dates for these units.

Training Contracts can be varied with the agreement of all parties. To vary a Training Contract, the employer should contact the Australian Apprenticeship Centre nominated on the original contract.

Further information about how to vary a Training Contract or a Training Plan can be located at the Apprenticeships and Traineeships website *http://Apprenticeship.det.nsw.edu.au/html/advins/atadg029.htm*

8 Payment Systems for RTOs

This section currently under review.

8.1 Schools

This section currently under review.

8.2 Registered Training Organisations (RTOs) Including TAFE NSW

This section currently under review.

8.3 Private Registered Training Organisations (RTOs)

This section currently under review.

8.4 Fees

This section currently under review.

8.5 Reporting to the Board of Studies NSW

Each school supporting school based apprentices and trainees undertaking courses delivered by a private training provider is responsible for sending information to the Board of Studies NSW. This includes:

- submission of any *HSC VET Board Endorsed Courses* applications to the Board for endorsement via the appropriate school sector authority
- student entries into the relevant HSC VET courses via *eBOS Schools Online*
- entries for the qualification and units of competency being studied and the unit of competency outcomes via *eBOS Schools Online*
- nominating and reporting completion of units of competency via *eBOS Schools Online*
- advice regarding “N” determinations, where students have not met the HSC course completion requirements.

The Board of Studies NSW has an online facility (*eBOS RTOs Online*) to allow private training providers to enter qualification and unit of competency information that can then be verified by the school for transmission to the Board.

9 Training Plans

It is a requirement that a Training Plan be developed by the RTO for school based apprenticeships and traineeships.

The Training Plan sets out the proposed combination of school, work and formal training that the apprentice or trainee will undertake.

RTOs are responsible for preparing a Training Plan that:

- meets the requirements of a recognised apprenticeship or traineeship in NSW
- leads to the nationally recognised qualification specified in the Vocational Training Order
- provides appropriate HSC unit recognition
- can be completed within the nominal duration in accordance with the VTO.

9.1 The Requirements of Training Plans

School based apprenticeship and traineeship Training Plans need to be flexible because school based apprentices and trainees are still undertaking studies towards their HSC.

The formal off-the-job training component that school based apprentices or trainees undertake as part of their school based apprenticeship or traineeship contributes directly to their HSC and must be delivered by a school, TAFE NSW college or campus or other registered training organisation. *See Section 8 User Choice of Registered Training Organisations (RTOs).*

Prior to the apprenticeship or traineeship commencing, the times to be spent at school, at work, and in training must be negotiated by the nominated RTO with the employer and the apprentice or trainee.

A copy of the school based apprenticeship and the school based traineeship Training Plan is available from
http://apprenticeship.det.nsw.edu.au/html/trainingplansummary.htm

The Training Plan must specify:

- the employer, the apprentice or trainee and the RTO
- the title and level of the qualification to be attained
- the units of competency that the apprentice or trainee must complete to attain the qualification and, for an apprentice, the units of competency that will be delivered in the part-time and full-time components of the apprenticeship
- the relevant HSC VET course/s for the school based component
- the learning resources that will be provided to the apprentice or trainee

- any additional support that the apprentice or trainee may require, if there are identified barriers to learning
- the dates on which the RTO plans to monitor and assess the apprentice or trainee's progress
- the arrangements the RTO will use to report back to the employer and the apprentice or trainee on their progress.

9.2 Specifying delivery of training

A school based apprentice or trainee is required to undertake a minimum of 100 days (unless otherwise stated in the relevant VTO) of on-the-job training plus the formal VET training towards the relevant qualification as specified in the VTO for the school based component of the apprenticeship or traineeship. An outline of the proposed arrangements for formal training delivery and assessment must be provided on the Training Plan.

A school based apprentice or trainee must complete the total requirements for the structured training and achieve the level of workplace skills that are required of a full-time apprentice or trainee in the same apprenticeship or traineeship.

The days of employment (on-the-job training) each week or term may vary according to the industry, employer and apprentice or trainee requirements. An outline of the planned structure for the employment must be provided on the Training Plan.

A completion date for the structured training component that is in line with the HSC credentialing requirements must be specified on the Training Plan. Information regarding the timeframes for credentialing students for the HSC can be found on the *HSC Event Timetable* on the Board of Studies NSW website: *http://www.boardofstudies.nsw.edu.au/events/index.html*

Apprentices and trainees may complete the work requirement of their school based apprenticeship or traineeship during school time, after school, on weekends, during school vacations, and if required, after their HSC examinations (until 31 December of the year they will complete their HSC). However, they are not required to attend work or formal training for more than one (1) day per week during examinations or the preparation periods before examinations.

9.3 Submitting training plans

The RTO must develop a school based apprenticeship or school based traineeship Training Plan located at (*http://Apprenticeship.det.nsw.edu.au/html/trainingplansummary.htm*) in consultation with the employer and the apprentice or trainee to meet the requirements of the Vocational Training Order (VTO).

The Training Plan must be endorsed by all of the following:

- apprentice or trainee
- parent or guardian (if the student is under 18 years)
- supervising and partner RTOs
- school principal or their authorised representative

- Regional Vocational Education Consultant (RVEC) for government schools or Diocesan VET Advisor for Catholic schools or AIS VET Advisor for independent schools
- the employer.

When a Training Plan is completed it must be submitted to State Training Services, together with the training contract, by the nominated Australian Apprenticeships Centre.

Each party should retain a copy for their records.

Note RTOs must develop Training Plans that meet the requirements of the School Based Apprenticeship and Traineeship program in NSW.

9.4 Pathways for training delivery

School based apprenticeships and traineeships can be delivered using any of the four delivery pathways available for apprentices and trainees in New South Wales:

- institution based
- distance education
- flexible work based
- enterprise based.

(For more information about delivery pathways, see *Appendix 1 Definitions*)

9.5 Equity assistance for training delivery

Equity assistance may be available for:

- literacy, language and numeracy support
- mentoring for indigenous people
- provision of sign interpreters for hearing impaired apprentices and trainees
- assistance with note taking for visually impaired apprentices and trainees
- assistance for apprentices and trainees residing and undertaking apprenticeships and traineeships in rural and remote locations
- support and guidance for women taking apprenticeships and traineeships in non-traditional areas.

Further information regarding equity assistance is available from *http://apprenticeship.det.nsw.edu.au/html/advins/ats08001.htm*

It is the responsibility of the RTO to identify the needs of the learner and apply for funding assistance. All training organisations must apply for additional equity support funding before any support strategies requiring that funding are put in place.

Schools as delivery sites for their RTOs need to contact their local school sector support personnel to access equity assistance. Details related to eligibility of RTOs for equity assistance are currently being finalised.

Equity assistance payments for additional support must be approved by the NSW Department of Education and Training. RTOs must apply to their local State Training Centre (STC) for approval before the support strategy requiring funding begins. Assessment of the eligibility of the apprentice or trainee under this provision will be conducted in consultation with the RTO. A copy of the Application for Equity Assistance form is available through *Your APL Page Login*
https://www.det.nsw.edu.au/trainingmarket/welcome.html

9.6 Travel assistance for training delivery

A travel subsidy may be available to assist students from government schools. Further information regarding possible travel subsidies for government school students is available from the Regional Vocational Education Consultant (RVEC).

Students from non-government schools should check with the Diocesan VET Advisor (for trainees in Catholic schools) or AIS VET Advisor (for independent schools) regarding availability of any travel subsidies and their eligibility for these.

10 Entry (Enrolment) in HSC VET Courses

It is a requirement of school based apprenticeships and traineeships that the formal training contributes unit credit toward the HSC.

The training must meet both the requirements of the Apprenticeship and Traineeship Act 2001 and the *Board of Studies' Assessment, Certification and Examination (ACE Manual* located at
http://www.boardofstudies.nsw.edu.au/manuals/#vetboardendorsedcourses

The school in which the school based apprentice or trainee is enrolled (the home school) must ensure that students undertaking a school based apprenticeship or traineeship are entered in the appropriate HSC VET courses with the Board of Studies NSW to ensure the trainee or apprentice is eligible for appropriate HSC unit credit.

Information on HSC VET courses developed by the Board of Studies NSW is available from the HSC Syllabus documents page on the Board's website at
http://www.boardofstudies.nsw.edu.au/syllabus_hsc/

Information on TAFE delivered Content Endorsed HSC VET courses is available from the TVET page on the Department of Education and Training's website at
https://www.det.nsw.edu.au/vetinschools/vet/tvet/index.html

Locally designed HSC VET course proposals must be submitted for Board endorsement annually. The *Board Endorsed VET Courses - Guidelines and Applications Forms* is found on the website at
http://www.boardofstudies.nsw.edu.au/manuals/#vetboardendorsedcourses

10.1 Unit credit for HSC VET courses

To qualify for the HSC students must satisfactorily complete a total of 22 units comprised of 12 units of a Preliminary pattern of study and 10 units of an HSC pattern of study. Students may accumulate HSC courses towards the Higher School Certificate over five years.

Unit credit for HSC VET courses can count towards either a Preliminary and/or HSC pattern of study.

For the purposes of the HSC, VET courses are described in terms of their indicative duration, with each 60 indicative hours equating to one (1) unit of HSC credit. For example, a 240 hour indicative hour HSC VET course would count as a total of four (4) units of credit at either the Preliminary and/or HSC level.

HSC indicative hours are assigned to each unit of competency within the HSC VET course. Students must study sufficient units of competency from the HSC VET course to the minimum value of the HSC indicative hours for the course.

The HSC VET courses undertaken as part of a school based apprenticeship or traineeship will generally attract a total of between four (4) and six (6) units of credit towards the HSC. For further information refer to the following websites:

Vocational Education in Schools Directorate
https://www.det.nsw.edu.au/vetinschools/traineeships/index.html
Office of the Board of Studies NSW
http://www.boardofstudies.nsw.edu.au/voc_ed/index.html

10.2 VET course delivery

The school in which the school based apprentice or trainee is enrolled (the home school) is responsible for ensuring that the requirements of the Board of Studies' *ACE Manual* are met. The home school is responsible for providing the following information to the Board of Studies NSW:

- submission of any HSC VET Board Endorsed Courses applications to the Board for endorsement via the appropriate school sector authority
- student entries into the relevant HSC VET courses via *eBOS Schools Online.*

Students undertaking school based apprenticeships and traineeships must be entered in the appropriate HSC VET course where the training is provided by one of the following:

- the school as a delivery site of a school sector RTO
- a TAFE NSW college or campus as a delivery site of the TAFE Institute
- a private RTO.

10.2.1 Schools

If a school delivers the VET course as part of the school based apprenticeship or traineeship, the school is responsible for providing information directly to the Board of Studies NSW on:

- entries for the qualification and units of competency being studied and the unit of competency outcomes via *eBOS Schools Online*
- advice regarding "N" determinations, where students have not met the HSC VET course completion requirements.

If the school is delivering the full VTO qualification for a school based traineeship, the school (as part of the school sector RTO) is responsible for development of the Training Plan for the trainee.

Sector support is provided for the development of school based traineeship Training Plans by the Regional Vocational Education Consultant (RVEC) for Government schools, Diocesan VET Advisor for trainees in Catholic schools and the AIS VET coordinator for trainees in Independent Schools. Advice or assistance in preparing the Training Plan can also be obtained from the Department's State Training Services' Independent Industry Support Service (IISS).

10.2.2 TAFE NSW college or campus

If TAFE NSW delivers a full VET course as part of the school based apprenticeship or traineeship, the TAFE Institute takes responsibility for reporting directly to the Board of Studies NSW on:

- advice regarding "N" determinations, where students have not met the HSC VET course completion requirements
- entries for the qualification and units of competency being studied and the unit of competency outcomes.

If TAFE NSW delivers only some of a VET course as part of the school based apprenticeship or traineeship, the home school monitors course implementation, and reports directly to the Board of Studies NSW on:

- entries for the qualification and units of competency being studied and the unit of competency outcomes
- advice regarding "N" determinations, where students have not met the HSC VET course completion requirements

Note Subject to review in Term 1 of 2007, and will be updated as needed.

Information on shared delivery between schools and TAFE NSW is provided in the *TAFE delivered HSC VET (TVET) Program, Guidelines, 2007*: *https://www.det.nsw.edu.au/vetinschools/index.html*

10.2.3 Private Registered Training Organisations (RTOs)

Private training providers must advise the school, either in writing or through the Board of Studies NSW *eBOS RTOs Online* facility of entries for the qualification and units of competency being studied and the unit of competency outcomes.

The apprentice or trainee's home school retains responsibility for providing information to the Board of Studies NSW for assessing, reporting and credentialing of the course, including confirming qualification and unit of competency data entered through *eBOS RTOs Online* via *eBOS Schools Online*.

As a minimum, private training providers are required to provide written reports on attendance and progress once each semester to the home school.

Further information is available in the Board of Studies' *Assessment, Certification and Examination (ACE) Manual* located at *http://www.boardofstudies.nsw.edu.au/manuals/acemanual.html*

10.3 Students enrolled in schools or TAFE in other states

In a very small number of cases students are employed in school based apprenticeships or traineeships program in NSW whilst completing a senior secondary certificate at a school or TAFE in a state or territory other than NSW.

In these cases, the school based apprenticeship or traineeship must meet both the requirements of the NSW *Apprenticeship and Traineeship Act 2001* and the senior secondary certificate requirements for the state or territory where the student is enrolled.

10.4 Part-time Apprentices or Trainees who are NOT school based

A student who undertakes an apprenticeship or traineeship that does NOT contribute unit value to the HSC, or an equivalent senior secondary certificate, is NOT covered by these guidelines.

11 Industry-based Learning Course

A Board Endorsed Course in *Industry-based Learning* is available to give HSC unit credit for the 'on-the-job' component of school based apprenticeships and traineeships. This HSC unit credit would be in addition to the unit credit for the formal 'off-the-job' training that students already receive through their HSC VET courses.

The *Industry-based Learning* Stage 6 Course Description is available to students with an approved school based apprenticeship or traineeship Training Contract and who are also entered for the appropriate HSC VET course(s) for the formal off-the-job training component of the school based apprenticeship or traineeship.

The new *Industry-based Learning* course may be credited for a minimum of two (2) units and a maximum of four (4) units out of the 22 units required for the HSC. The unit credit from this course may be counted in either the Preliminary and/or HSC pattern of study.

The course includes a set of objectives and outcomes covering knowledge, skills, understanding, values and attitudes.

Students will be required to present for assessment evidence of their industry-based learning throughout the duration of the course. This evidence will include a log of tasks and activities related to the course outcomes and a reflective and self-descriptive journal of learning which has occurred in the workplace.

Students must submit their evidence for assessment on a regular basis (6-10 times across a two year period).

Schools must seek endorsement from the Board of Studies NSW to be able to enter students into the *Industry-based Learning* course process.

Further information on the *Industry-based Learning course* is available on the Board's website at
http://news.boardofstudies.nsw.edu.au/voc_ed/index.html

12 New Entrant Traineeship Eligibility – School Leavers

Restrictions on new entrant traineeship eligibility do not apply to school students.

A school leaver is eligible to be approved as a new entrant trainee if they have worked for their current employer for less than 12 months part-time or casually since completing a school based traineeship. Any employment with this employer while they were a school student or school based trainee is to be disregarded for the purposes of determining new entrant eligibility. All educational institutions approved by the Board of Studies NSW to deliver the Higher School Certificate, including Australian Technical Colleges, are considered to be "schools" for the purpose of determining new entrant traineeship eligibility.

Further information regarding New Entrant Traineeship eligibility is found at: *http://Apprenticeship.det.nsw.edu.au/html/advins/atadg030.htm#226*

13 Responsibilities and Delegations

Implementing school based apprenticeships and traineeships in NSW requires a range of parties to work together.

13.1 State Training Services

State Training Services, a part of the NSW Department of Education and Training, is responsible for the administration and regulation of apprenticeship and traineeship training in NSW. Support for employers, apprentices and trainees is provided through nine State Training Centres across NSW. State Training Centres can provide information and advice about obligations under Training Contracts and help in resolving workplace disputes or training issues.

State Training Centres also offer specialist advice about school based apprenticeships and traineeships to students and their parents/guardians, employers and schools through their Independent Industry Support Service (IISS). The IISS also plays an important role in brokering employment placements for students or employers who are interested in undertaking a school based apprenticeship or traineeship. Further information on the Independent Industry Support Service can be obtained by phoning 13 28 11 or by visiting *www.skilling.nsw.gov.au*

13.2 School sector authorities

The Department of Education and Training, the Catholic Education Commission and the Association of Independent Schools as school sector authorities are responsible for coordinating school based apprenticeships and traineeships in NSW under the *Apprenticeship and Traineeship Act 2001* and the *Education Act 1990 NSW.*

13.3 Board of Studies NSW

The Board of Studies NSW develops and approves curriculum, including HSC VET courses and the *Industry-based Learning* course and awards the senior secondary school credential in NSW, the Higher School Certificate.

13.4 Training providers: schools, TAFE NSW colleges and campuses and private providers

Training Providers are registered and/or recognised by the NSW Vocational Education and Training Accreditation Board (VETAB) and are responsible for delivering training and/or conducting assessments and issuing nationally recognised qualifications in accordance with the Australian Quality Training Framework.

RTOs are responsible for providing nationally recognised qualifications as specified in the Vocational Training Order (VTO) for the apprenticeship or traineeship.

RTOs must deliver training that meets the requirements of the HSC including preparation for the optional HSC examination if appropriate.

All locally-designed VET course proposals, including proposals for courses to be delivered by TAFE or other providers outside the school, must be submitted for Board endorsement **annually**. Guidelines for Board Endorsed Course Applications are located at
http://www.boardofstudies.nsw.edu.au/manuals/#vetboardendorsedcourses

RTOs other than the school's RTO or TAFE NSW must be approved to provide training to school based apprentices or trainees and be listed on the NSW DET Training Market *Approved Providers List* (APL) for school based apprentices and trainees located at
https://www.det.nsw.edu.au/trainingmarket/tmtender/tmtender.htm

HSC VET courses must be either developed or endorsed by the Board of Studies NSW.

13.5 Home school of Apprentices and Trainees

The school in which the school based apprentice or trainee is enrolled (the home school) is responsible for ensuring that the requirements of the Board of Studies' *ACE Manual* are met. The home school is responsible for providing the following information to the Board of Studies:

- submission of any *HSC VET Board Endorsed Courses* applications to the Board for endorsement via the appropriate school sector authority
- student entries into the relevant HSC VET courses via *eBOS Schools Online*.

13.6 Australian Apprenticeships Centres (AACs)

AACs provide information and services to employers and people interested in becoming a school based apprentice or trainee. An *Australian Apprenticeships Centre* should be the first point of call for information about apprenticeships and traineeships.
http://www.australianapprenticeships.gov.au/

The responsibilities of Australian Apprenticeships Centres include:

- providing information on school based apprenticeships and traineeships to employers and other interested people
- marketing and promoting school based apprenticeships and traineeships in the local area

- assisting employers to complete the Training Contract
- working with State Training Services to provide an integrated service
- administering Commonwealth incentive payments to employers
- establishing effective relationships with Commonwealth contracted Job Network members, training providers, schools and other organisations.

13.7 Employers

The employer of a school based apprentice or trainee must, in accordance with the relevant Training Plan, take all reasonable steps to enable the apprentice or trainee to complete both formal training and on-the-job training requirements.

Specifically, they are required to:

- provide all necessary facilities and opportunities for the apprentice or trainee to acquire the competencies of the vocation
- provide a workplace that meets occupational health and safety legislation requirements and is free of harassment or discrimination
- release the apprentice or trainee as required for attendance at the relevant registered training organisation
- liaise with the relevant registered training organisation in relation to the apprentice or trainee's attendance and participation in formal training
- provide information about the apprentice/trainee's on-the-job training to support the RTO's assessment of competency.

The employer of a school based apprentice or trainee is also responsible for notifying the Commissioner for Vocational Training (through a State Training Centre) within 14 days of any:

- injury to an apprentice or trainee that would affect the apprentice or trainee's ability to complete the school based apprenticeship or traineeship
- change to the Training Contract.

For more information about employer obligations under Training Contracts see *Your Guide to Apprenticeships and Traineeships in NSW* at *http://Apprenticeship.det.nsw.edu.au/fe.htm*

13.8 Apprentices and Trainees

A school based apprentice or trainee must, in accordance with the relevant Training Plan, make all reasonable efforts to:

- acquire the competencies of the vocation concerned
- obtain an appropriate qualification or qualifications for that vocation
- complete their HSC
- follow any lawful instruction of their employer or workplace supervisor
- abide by the policies and procedures of the workplace and become a valuable employee.

13.9 Parents (or guardians)

Where an apprentice or a trainee is under 18 years of age a parent or legal guardian must:

- sign the Training Contract
- uphold the apprentice or trainee's legal responsibilities as an employee until they turn 18.

14 Duty of Care

Where school based apprentices or trainees are enrolled in NSW government schools the NSW Department of Education and Training has a duty of care to those students that cannot be delegated to any other party.

From 2007 students undertaking school based apprenticeships and traineeships in NSW government schools are included under the provisions of the *Workplace Learning Policy for Secondary Students in Government Schools and TAFE NSW Institutes*. The policy is available at *https://www.det.nsw.edu.au/policies/curriculum/workplace_learn/wrkplc_lern/PD20050016.shtml*

The school based apprenticeship operates under state and federal legislation and involves a range of parties and support mechanisms outside the school. The arrangements mirror those of a non-school based apprenticeship and includes a contract for paid employment and training on the job independently entered into by the student with an employer of their choice. The operation of the school's duty of care is therefore more complex than in regular unpaid workplace learning programs.

Information and advice about the Department's duty of care to school based apprentices and trainees and related matters will be available in a range of resources that can be accessed from the following DET website: *www.sbatinnsw.info*

For advice regarding school based apprentices and trainees enrolled in non-government schools, please contact the relevant education sector.

15 Monitoring, Evaluation and Reporting Requirements

The NSW Department of Education and Training periodically monitors and reviews the *School Based Apprenticeship and Traineeships* program to:

- meet state and national reporting responsibilities
- maintain consistency with legislative and regulatory requirements
- support the current and emerging demands of the labour market
- improve opportunities and outcomes for NSW secondary students.

16 Associated Documents and Forms

16.1 Relevant legislation

Apprenticeship and Traineeship Act 2001
http://www.legislation.nsw.gov.au/maintop/scanact/inforce/NONE/0

Education Act 1990
http://www.legislation.nsw.gov.au/maintop/scanact/inforce/NONE/0

Industrial Relations Act 1996
http://www.austlii.edu.au/au/legis/nsw/consol_act/ira1996242/

16.2 Relevant documents

Assessment, Certification and Examination (ACE) Manual
http://www.boardofstudies.nsw.edu.au/manuals/acemanual.html

BOS Statement of Equity Principles
http://www.boardofstudies.nsw.edu.au/manuals/acemanual.html

http://boardofstudies.nsw.edu.au/jobs/pdf_doc/state_equity_princ.pdf

National Guidelines for School Based Apprenticeships
http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/

NSW Apprenticeship and Financial Incentives
http://www.australianapprenticeships.gov.au/employer/incentives.asp

School Based Apprenticeships currently available for study
https://www.det.nsw.edu.au/trainingmarket/apprenticeships.html#whatapprenticeship

School Based Traineeships currently available for study
https://www.det.nsw.edu.au/trainingmarket/apprenticeships.html#whatapprenticeship

TAFE Delivered HSC VET (TVET) Program 2007
https://www.det.nsw.edu.au/vetinschools/vet/tvet/index.html

16.3 Relevant forms

NSW School Based Traineeship Training Plan form
http://Apprenticeship.det.nsw.edu.au/html/trainingplansummary.htm

NSW School Based Apprenticeship Training Plan form
http://Apprenticeship.det.nsw.edu.au/html/trainingplansummary.htm

VET Board Endorsed Course Application Form
http://www.boardofstudies.nsw.edu.au/manuals/#vetboardendorsedcourses

Industry-based Learning Course Board Endorsed Course Application Form
http://news.boardofstudies.nsw.edu.au/index.cfm/2007/1/8/Industrybased-Learning-Stage-6-Course-Description

16.4 Relevant web sites

Department of Education, Science and Training
http://www.dest.gov.au /sectors/training_skills/policy_issues_reviews/key_issues/nts/

Board of Studies NSW
http://www.boardofstudies.nsw.edu.au

DET Apprenticeships and Traineeships
http://Apprenticeship.det.nsw.edu.au/index.htm

NSW DET Training Market
http://www.det.nsw.edu.au/trainingmarket/

Office of Industrial Relations
http://www.industrialrelations.nsw.gov.au/

RTOs Online
https://bosho.boardofstudies.nsw.edu.au/links/rtosonline.html

Schools Online
https://bosho.boardofstudies.nsw.edu.au/links/schoolsonline.html

Vocational Education and Training Accreditation Board
http://www.vetab.nsw.gov.au/

Vocational Education in Schools Directorate Internet
http://www.det.nsw.edu.au/vetinschools/

Vocation Education in Schools Directorate Intranet
https://detwww.det.nsw.edu.au/directorates/vet_schools/index.html

For Further Information

Vocational Education in Schools Directorate
NSW Department of Education and Training
vetinschools@det.nsw.edu.au

https://www.det.nsw.edu.au/vetinschools/contacts/index.html

Catholic Education Commission
http://www.cecnsw.catholic.edu.au/

Association of Independent Schools
http://www.aisnsw.edu.au/Main/

Board of Studies NSW
http://www.boardofstudies.nsw.edu.au

17 Appendices

Appendix 1 **Definitions**

Appendix 2 **Establishing school based apprenticeships and traineeships**

Appendix 3 **Checklist for implementing school based apprenticeships and traineeships**

Appendix 1 Definitions

Accreditation

The formal recognition that a vocational education and training course conforms to the National Accreditation Principles and to the Australian Qualifications Framework.

Apprenticeship

A structured program that combines paid employment through on-the-job work experience with formal by a Registered Training Organisation (RTO).

Apprenticeship and Traineeship Act 2001

The legislation enacted to govern the apprenticeship and traineeship system in NSW.

Approved Providers List (APL)

A list of training providers that have been approved by the NSW Department of Education and Training to provide training for school based apprenticeships and traineeships. NSW schools as delivery sites of RTOs and TAFE NSW Institutes are **not** included on this list.

Assessment Certification and Examination (ACE) Manual

Provides information regarding the Higher School Certificate under the Education Act. Sections 6 to 11 of the *ACE Manual* set out the rules, requirements and procedures for the Higher School Certificate.

Association of Independent Schools NSW (AIS)

A not-for-profit organisation which supports promotes and represents the interests of member independent schools in NSW.

Australian Apprenticeships Centres (AACs)

Organisations that work exclusively in the apprenticeship and traineeship area and are members of the national job network. Over 80 public and privately owned and operated AACs have been contracted by the Commonwealth government to promote and support apprenticeships and traineeships in NSW free of charge. All applications to establish an apprenticeship or traineeship must be submitted to NSW DET through an AAC.

Australian Qualifications Framework (AQF)

A comprehensive policy framework defining all qualifications recognised nationally in post-compulsory education and training within Australia. The AQF includes guidelines that define each qualification together with principles and protocols covering articulation, issuance of a qualification and transition arrangements. In the school

based apprenticeships and traineeship program the AQF refers to the qualification level of the apprenticeship or traineeship.

Board Endorsed Courses (BECs)

These are courses endorsed by the Board of Studies NSW to cater for HSC candidates in areas of specific need not served by Board Developed courses. There are two types of BECs for school based apprentices and trainees:

- TAFE delivered Content Endorsed Courses (CECs) are developed by the Vocational Education in Schools Directorate in collaboration with TAFE NSW.
- Locally designed courses (LDCs) are developed by an individual school or a group of schools.

All BECs must be endorsed by the Board before implementation.

Board of Studies NSW

The Board of Studies NSW was established under the *Education Act 1990 (NSW).* It is responsible for school curriculum from Kindergarten to Year 12, registration and accreditation of non-government schools, and the assessment and examination of student achievement in the School Certificate and the Higher School Certificate.

Catholic Education Commission NSW (CEC)

The Commission provides leadership in Catholic education, through service to dioceses, religious congregations and parents. It functions through consultation with Diocesan Directors, Religious Institutes, principal and parent associations.

Certificate

This is awarded by an RTO under the Australian Qualifications Framework to students who successfully complete the formal training component of their apprenticeship or traineeship.

Certificate, Completion

This is awarded by the Commissioner for Vocational Training to trainees who have successfully completed their Training Contract term but have not been awarded the appropriate qualification by an RTO. This can be upgraded to a Certificate of Proficiency on request to the NSW Department of Education and Training when the appropriate qualification has been successfully completed.

Certificate, Craft

This is awarded by the Commissioner for Vocational Training to apprentices who have successfully completed their Training Contract term but have not been awarded the appropriate qualification by an RTO. This can be upgraded to a Certificate of Proficiency on request to the NSW Department of Education and Training when the appropriate qualification has been successfully completed.

Certificate of Proficiency

This certificate is awarded by the Commissioner for Vocational Training to apprentices and trainees who have successfully completed the term of their Training Contract and have been awarded the appropriate qualification by an RTO.

Competency Standards

The specification of knowledge and skill and the application of that knowledge and skill to the standard of performance required in the workplace. They define the outcomes for training delivery, assessment and the issuance of qualifications and Statements of Attainment under the Australian Recognition Framework.

Completion Certificate

See Certificate, Completion

Craft Certificate

See Certificate, Craft

Credential

The formal certification issued for successful achievement of a defined set of outcomes, for example, successful completion of a course in recognition of having achieved particular knowledge, skills or competencies; successful completion of an apprenticeship or traineeship.

Department of Education and Training (DET)

The NSW Government department that is responsible for the administration of vocational education and training. Acting in this capacity, NSW DET may also be referred to as the state training authority.

Distance education delivery pathway

A delivery pathway where trainees study outside the workplace or classroom context using any form of self paced learning. It usually takes the form of distance learning using print, multimedia, computer and/or internet delivery.

eBOS/VCS (Vocational Credentialing System)

An online service provided by the Office of the Board of Studies NSW that allows education systems, schools and TAFE colleges as delivery sites of RTOs to maintain and view entry and completion information about VET in schools programs held by the Board of Studies NSW.

Employer

A person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade, and hires one or more employees. *(ABS cat.no.6203.0, Labour Force, Australia, August 1999, p.69)*

Enterprise based delivery pathway

A delivery pathway developed for enterprises delivering structured training to trainees who are employed by the enterprise. This pathway is not available to RTOs which are not enterprises employing their own trainees. Group training companies (GTCs) are not included in the definition of an enterprise.

Equity

Equity in vocational education and training means that there is equitable access to vocational education and training opportunities and that all people are able to participate and gain successful outcomes.

Flexible work based delivery pathway

A delivery pathway involving any structured training and assessment, which occurs wholly or largely through flexible work based training with some level of mixed delivery. The employer is largely responsible for delivery of the structured training component.

Group Training Organisations (GTOs)

Organisations that employ a large number of trainees and apprentices each year. GTOs can place trainees or apprentices with one or several host employers so that the trainees can develop a range of skills and work experience with different companies or businesses.

Higher School Certificate (HSC)

The Senior Secondary School Certificate in NSW that is managed by the Board of Studies NSW.

HSC indicative hours

Hours recognised by the Board of Studies NSW for HSC credit. One (1) unit of credit is assigned to each 60 indicative hours of a HSC VET course.

Host employer

A person or body with whom an apprentice or trainee is placed by a Group Training Organisation for training under a host employment arrangement.

Independent Industry Support Service (IISS)

Support services provided by the NSW Department of Education and Training's State Training Centres (STCs) to promote school based apprenticeships and traineeships to

employers to secure school based apprenticeships and traineeships. The IISS will assist in structuring appropriate employment and training arrangements to meet employment, training and school requirements. It has a further role in providing support to apprentices, trainees and employers during the term of the Training Contract to assist successful completion of the Training Contract.

Industrial arrangement

An industrial instrument within the context of the NSW *Industrial Relations Act 1996*, or an award or agreement made or entered into in accordance with the provisions of the *Workplace Relations Act 1996* of the Commonwealth.

Industry-based Learning course

A Board endorsed course in *Industry-based Learning* is available to give HSC unit credit for the 'on-the-job' component of school based apprenticeships and traineeships.

Institution based delivery pathway

A delivery pathway with structured training and assessment delivered by an RTO on the premises of a school, TAFE NSW college or campus or other training provider. In some instances the structured training is delivered in a dedicated training facility in the workplace.

Internet

A world-wide loose affiliation of interconnected computer networks (involving government, commercial, academic and hobby providers) through which an individual with a personal computer can access services and information. Services available through the internet include, but are not necessarily confined to, electronic mail, Telnet and the World Wide Web (www).

Locally Designed Courses (LDCs)

These are Board Endorsed courses developed locally by a school or group of schools in collaboration with local partners such as employers. Locally Designed courses must be endorsed by the Board before implementation.

N determination (see also unsatisfactory)

The Board has delegated to principals the authority to determine if students seeking the award of the HSC at their school have satisfactorily completed each Board Developed and/or Board Endorsed course in which they are enrolled in accordance with the requirements issued by the Board. If a Principal determines there is not sufficient evidence that a student has applied himself or herself with diligence and sustained effort to the set tasks and experience provided in the course by the school, an “N” determination may be made to indicate non-completion of course requirements (refer to the Board of Studies NSW *Assessment, Certification and Accreditation (ACE) Manual 2002),* section 11.4.1).

Any course for which the principal makes an 'N' determination will not appear on the Board credential.

Nominal term

The term specified for an apprenticeship and traineeship under the relevant vocational training order or the term or duration of a traineeship specified in the Training Contract.

Off-the-job

Training which generally takes place away from a person's workplace, for example at TAFE. Off-the-job training also refers to training undertaken in a dedicated training facility within the work premises.

On-the-job

Training undertaken in the workplace as part of the productive work of the learner.

Part-time work agreement

This is an agreement between an employee and an employer to work different part-time hours from those in the award or enterprise agreement. A part-time work agreement may override awards and enterprise agreements that limit the number of people who can work part-time, the minimum and maximum hours that a part-time employee can work or that set quotas for part-time employees.

Private registered training organisation

This is a person or body which conducts vocational education or training programs and is registered under the *NSW Vocational Education and Training Accreditation Act 1990*.

Qualification

The defined set of competencies that establishes a specified and identifiable point of achievement, relevant to industry and community needs, expressed in accordance with the titles of the AQF.

Registered Training Organisation (RTO)

A training organisation that is registered under the *NSW Vocational Education and Training Accreditation Act 1990* to provide vocational education and training and/or assessment services and to issue nationally recognised qualifications. All RTOs are required to meet the standards of the Australian Quality Training Framework (AQTF). The nationally recognised qualifications an RTO can issue are defined by its scope of registration.

School Based Apprenticeship

A school based apprenticeship provides a student with the opportunity to combine their HSC with paid employment and on-the job- training in a recognised industry or trade

area and formal trade training provided by a registered training organisation. The duration of a school based apprenticeship is generally 4-5 years.

School Based Traineeship

A school based traineeship provides a student with the opportunity to combine their HSC with paid employment and on-the-job training in a recognised vocation and formal VET training provided by a registered training organisation. The duration of a school based traineeship is usually 2 years.

School Based Apprenticeship and Traineeships in NSW Program

This program provides funding for the delivery of selected training for registered trainees in NSW Government, Catholic schools and Independent schools. This training contributes to their HSC.

State Training Authority

See NSW Department of Education and Training.

State Training Centre (STC)

The NSW Department of Education and Training has (nine) 9 State Training Centres in NSW at the following locations:

Chatswood	*Bankstown*	*Lismore*
Parramatta	*Newcastle West*	*Orange*
Wollongong	*Tamworth*	*Wagga Wagga*

Statement of Attainment

A Statement of Attainment is a testamur awarded by an RTO to a student who has successfully completed units of competency from a qualification but has not completed the full qualification.

Trainee

An employee who is employed in a recognised traineeship vocation and has entered into a Training Contract with his or her employer under the *Apprenticeship and Traineeship Act 2001.*

Traineeship

A system of vocational training combining formal off-the-job training at an approved training provider with on-the-job training and practical work experience. Traineeships generally take one to two years and are now a part of the Australian Apprenticeships system.

Training contract

A contract which sets out the terms and conditions of a traineeship under the *Apprenticeship and Traineeship Act 2001.*

Training plan

The Training Plan for a school based traineeship outlines how the work based training and formal training requirements of the traineeship will be completed.

Training packages

An integrated set of nationally endorsed standards, guidelines and qualifications for training, assessing and recognising people's skills, developed by industry to meet the training needs of an industry or group of industries.

Units of competency

Describe the skills knowledge and attitudes required to perform particular kinds of work as set out in a training package. They include performance criteria (which specify the required level of performance), the range of variables (which indicates the context for performance) and the evidence guide (which indicates the context for assessment).

University Admission Index (UAI)

The Universities Admission Index (UAI) is a rank between 0.00 and 100.00 with increments of 0.05. The UAI provides a measure of overall academic achievement in the NSW HSC that assists institutions to rank applicants for tertiary selection. It is calculated by the NSW universities' "Technical Committee on Scaling", independently of the Board of Studies NSW.

Unsatisfactory or "N" determination

An unsatisfactory or "N" (non-completion of course requirements) determination is awarded by a school or TAFE college when an HSC candidate is considered not to have satisfactorily completed the requirements of an HSC course.

Vocational Education and Training (VET)

The delivery of an accredited tertiary education course which is a structured approach to the development and attainment of competencies for a particular AQF qualification to meet the endorsed components of training packages. Where there is no training package, a sequence of training consisting of one or more modules from an accredited vocational education course.

Vocational Training Order (VTO)

A statement of the formal training requirements for each vocation that has been developed in consultation with employer groups, unions and industry.

Appendix 2 Establishing School Based Apprenticeships and Traineeships

When establishing school based apprenticeships or traineeships it is recommended that the following issues are carefully considered:

Exploring support for future School Based Apprenticeships or Traineeships

There needs to be sufficient interest, support and commitment from employers (including group training organisations), students, the community and relevant industrial parties.

Genuine employment opportunities with employers should exist (including host employers in the case of group training organisations) which enable the full range of on-the-job skills acquisition.

An appropriate industrial arrangement must be available to the employer of the apprentice or trainee.

The identified employment opportunities must match with an apprenticeship or a traineeship from the list of those available and the apprenticeship or traineeship must be supported by developed or endorsed HSC courses whether provided by a school, a TAFE NSW college or campus or a private Registered Training Organisation.

Developing School Based Apprenticeships or Traineeships

Appropriate HSC VET courses must be available to give unit credit towards the HSC for the formal training components. HSC VET courses must be based on Industry Curriculum Frameworks or TAFE NSW delivered Vocational HSC Content Endorsed Courses where these are available. If these are not available, then appropriate Board Endorsed VET courses must be used.

The employer must identify an RTO with the appropriate scope of registration and approval to deliver the formal training component of the school based apprenticeship or traineeship.

If a TAFE NSW college is chosen as the training provider, the school and employer need to approach the TAFE Institute to request delivery of the formal training component of the traineeship as specified by the Vocational Training Order. The TAFE Institute then identifies and confirms the appropriate college for delivery of the formal training component via

- a course contained in the suite of TAFE NSW delivered Content Endorsed VET Courses (CECs)

or

- a course different from those contained in the suite of TAFE NSW delivered Content Endorsed VET Courses (CECs). The school would need to submit a VET Board Endorsed Course (BEC) proposal. VET Board Endorsed Courses need to be endorsed by the Board of Studies NSW for each cohort of students. The proposal needs approval from the school system authority before it is submitted to the Board

of Studies NSW for endorsement. The Board of Studies NSW confirms in writing to the school endorsement of the Board Endorsed Course.

Where a private training provider (RTO) is chosen as the training provider to deliver a course other than a Board developed Industry Curriculum Framework course the school needs to submit a proposal for a VET Board Endorsed Course to the Board of Studies NSW. The proposal needs approval from the school system authority before it is submitted to the Board of Studies NSW for endorsement. The Board of Studies NSW confirms in writing to the school endorsement of the Board Endorsed Course.

Board Endorsed course applications forms can be found on the Board of Studies NSW website
http://www.boardofstudies.nsw.edu.au/manuals/be_vet_courses_application_forms.html

Implementing School Based Apprenticeships and Traineeships

The employer and school(s) need to promote the opportunity of employment as a school based apprentice or trainee to school students and their parents and carers.

The employer then recruits apprentices and trainees through an appropriate personnel selection process. Corporate Partners such as McDonalds, Big W, NRMA and Toyota T3 have developed suitable models of selection processes for traineeships. Schools, TAFE NSW colleges and campus and other support personnel may, if invited by the employer, participate in the selection process conducted by employers.

The employer and the apprentice or trainee complete and sign a Training Contract. A Training Plan is developed by the RTO in consultation with the employer and must be endorsed by the school and other relevant parties. (For more information see *Section 9 Training Plans*).

The Australian Apprenticeship Centre submits the Training Contract and Training Plan to the relevant State Training Centre for approval.

The school enrols school based apprentices and trainees in the appropriate HSC courses.

Purchasing Arrangements for School Based Apprenticeships and Traineeships

Where the employer has identified the private provider as the RTO, payment will be made to the RTO following the lodgement of the Training Contract and Training Plan through the appropriate AAC to their local State Training Centre. Payment for training of school based apprentices and trainees is made upon commencement of training and e-lodgement of required statistical data to State Training Services. Price rates for training can be found in the *2007-2008 APL Contract & Program Requirements*
https://www.det.nsw.edu.au/trainingmarket/tenders.html#2007tender

Appendix 3 Checklist for establishing and implementing School Based Apprenticeships and Traineeships

Establishing a school based apprenticeship or traineeship	**Responsibility**	**Task completed**
Negotiate with the student apprentice or trainee to be, and complete the Training Contract form with assistance from the Australian Apprenticeship Centre (AAC) chosen by the employer.	employer	
Prepare a Training Plan for the school based training arrangements in consultation with the employer and apprentice/trainee and obtain endorsement of the apprentice or trainee, parent or guardian (if under 18 years of age), school sector authority, principal and employer.	RTO	
Determine appropriate HSC VET course for the school based training component.	school and/or RTO region or sector representative	
If required, submit application for new Board Endorsed Course through the Regional Vocational Education Consultant, Diocesan VET Advisor or AIS VET Advisor to the Board of Studies NSW for endorsement.	school and/or RTO region or sector representative	
Ensure the employer, RTO and apprentice or trainee is aware of their rights and responsibilities when signing the Training Contract and Training Plan. All parties to the Training Plan and Training Contract must sign before lodgement.	Australian Apprenticeship Centre (AAC)	
Submit Training Contract with attached Training Plan to their nominated Australian Apprenticeship Centre.	employer	
Check the Training Contract, Training Plan and any attachments and submit documentation to DET State Training Centre for assessment of the school based apprenticeship or traineeship Training Contract and Training Plan.	Australian Apprenticeship Centre (AAC)	
An approval letter is sent to the employer and apprentice or trainee, which will notify the date that the Training Contract becomes binding. This date may vary from 1 to 3 months after the commencement date stated on the Training Contract.	State Training Services	
Enter (enrol) student in the appropriate HSC VET course on *Schools online* and identify student as school based apprenticeship or trainee.	school	

Establishing a school based apprenticeship or traineeship	**Responsibility**	**Task completed**
If required, make an application to the Board of Studies NSW to offer the optional Industry-based Learning Board endorsed course.	school	
If required, enter (enrol) student in the optional Industry-based Learning course. (Note the school should sight a copy of the approval letter before entering the student for this course.)	school	
Advice provided to the employer regarding eligibility for Commonwealth incentive payments.	AAC	
Advice provided to the apprentice/trainee of their eligibility for travel and accommodation allowances to attend formal off-the-job training.	AAC	
Advice provided to employer/trainee on any additional information that may be required.	AAC	
Implementing a school based apprenticeship or traineeship	**Responsibility**	**Task completed**
Advise schools either in writing or via *RTOs Online* of the competencies being undertaken by the apprentice or trainee for the relevant HSC VET course. Advise schools of unit of competencies, once achieved by the apprentice or trainee.	Private RTOs	
Advise the Board of Studies NSW via *Schools Online* of the qualification and competencies being undertaken for the apprentice or trainee for the relevant HSC VET course.	school	
For TAFE delivery - advice about the qualification being undertaken and the unit of competency outcomes for the apprentice or trainee for the relevant HSC VET course is transferred directly to the Board of Studies NSW from the TAFE SIS system.	TAFE	
Advise the Board of Studies NSW via *Schools Online* of the unit of competency outcomes achieved by the apprentice or trainee (undertaking training only with school or Private RTO) for the relevant HSC VET course.	school	
Regular checks with the RTO should be made to make sure that the apprentice/trainee is attending formal off-the-job training and is making satisfactory progress with their formal training.	employer	

Changes to the Training Contract	**Responsibility**	**Task completed**
The relevant DET State Training Centre and the Australian Apprenticeship Centre must be advised immediately if the employer or the apprentice or trainee wishes to make changes to the Training Contract. Changes may be necessary because of mutual cancellation, transfer of employer, suspension of the Training Contract due to illness/injury or other circumstances, extension of the term of the Training Contract, suspension of the Training Plan due to a change of RTO, a change of qualification or a change in mode of delivery. The relevant DET State Training Centre to be advised immediately of any injury to an apprentice or trainee that would affect their ability to complete the SBA or SBT.	employer apprentice/trainee employer	
Upon completion of a school based apprenticeship or traineeship	**Responsibility**	**Task completed**
A completion letter is sent to the employer six weeks prior to the nominal completion date of the apprenticeship or traineeship.	State Training Services	
The completion letter must be signed stating that the apprentice or trainee has completed the term of their Training Contract and return it through the Australian Apprenticeship Centre with the requested documents, including a certified copy of the qualification the RTO has issued the trainee (or other documentation from the RTO).	employer	
The apprentice or trainee is provided with his/her apprenticeship or traineeship certificate of proficiency.	State Training Services	
The apprentice or trainee should be advised to apply for a licence, if required by the industry.	employer	
Check with the Australian Apprenticeship Centre to see if they are entitled to any incentive payments that are available at the completion of the apprenticeship or traineeship.	employer	