




**NEWMAN**  
Senior Technical College

# An Employers Guide

TO SCHOOL-BASED TRAINEESHIPS

[newman.nsw.edu.au](http://newman.nsw.edu.au)



School-based  
Traineeships allow  
students to work for  
an employer like you  
and train towards a  
recognised qualification  
while completing  
their Higher School  
Certificate.

# What is a School-based Traineeship (SbT)?

A School-based Traineeship (SbT) allows Year 11 and 12 students to work for a business as paid employees and undertake training to gain a national qualification. Training and work are factored into the students timetable to assist the trainee in completing their Higher School Certificate.

School-based Traineeships provide a crucial opportunity to up skill businesses and invest in young talent and provide an invaluable opportunity to strengthen your business.

## WORK EXPERIENCE

You find your future trainee through the Newman Workplace Learning Program to see if the student suits your business **(at no cost)**.

## DEVELOP LOYAL & MOTIVATED STAFF

By giving a young person a start on their career you will develop loyal & motivated staff.

## CONTRIBUTING TO THE COMMUNITY

Employers can make a real difference by encouraging young people to work towards their future goals and giving them a realistic exposure to your industry or sector.

## SAVE MONEY

You can save money in recruitment and training of future employees.



# Benefits...



Businesses may receive  
**\$5500**  
to help the cost of employing  
a School-based Trainee.

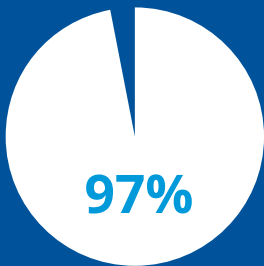


**20+ jobs** weekly are advertised  
to Newman students for  
employment within the local  
community

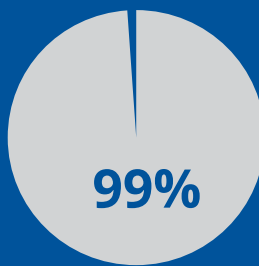
**79 SbAT's**  
were employed in 2017  
through Newman College  
*Thank you Port Macquarie*



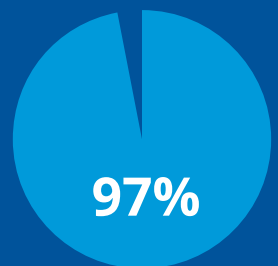
**98%** of local businesses who  
employ a Newman  
School-based Apprentice or Trainee  
find it **beneficial** to the **employer**  
and the **student**



**97%** of employers  
found the process  
of employing a  
School-based trainee  
**straight forward**



**99%** of employers  
agree that the  
Newman School-  
based Apprentice  
or Trainee is **well  
supported**



**97%** of School-  
based Apprentices  
or Trainees are  
discovered through  
the College  
**Workplacement  
Program**



# How do SBT'S work?



## School-based Traineeship

- Complete **Year 12** HSC Studies
- Completes Certificate II or Certificate III



SCHOOL-BASED TRAINEESHIP

POST

## School-based Traineeship

- Commence **Year 11** HSC Studies
- Commences Certificate II or Certificate III
- Commences paid employment on a 1 day per week, weekends and school holidays.



## Post HSC and Post School-based Traineeship

- Trainee is available for ongoing employment and training

School-based Traineeships are a  
*smart way*  
to recruit and trainee employees to meet  
the future need of your business.



## What does the Employer have to do?

If you decide to employ a School-based Trainee your business will be required to give the trainee every opportunity to learn the skills and acquire the knowledge of the trade, provide a fair and safe working environment, pay wages for the time that is worked and give feedback on the students progress to the student and school.

An employer should also;

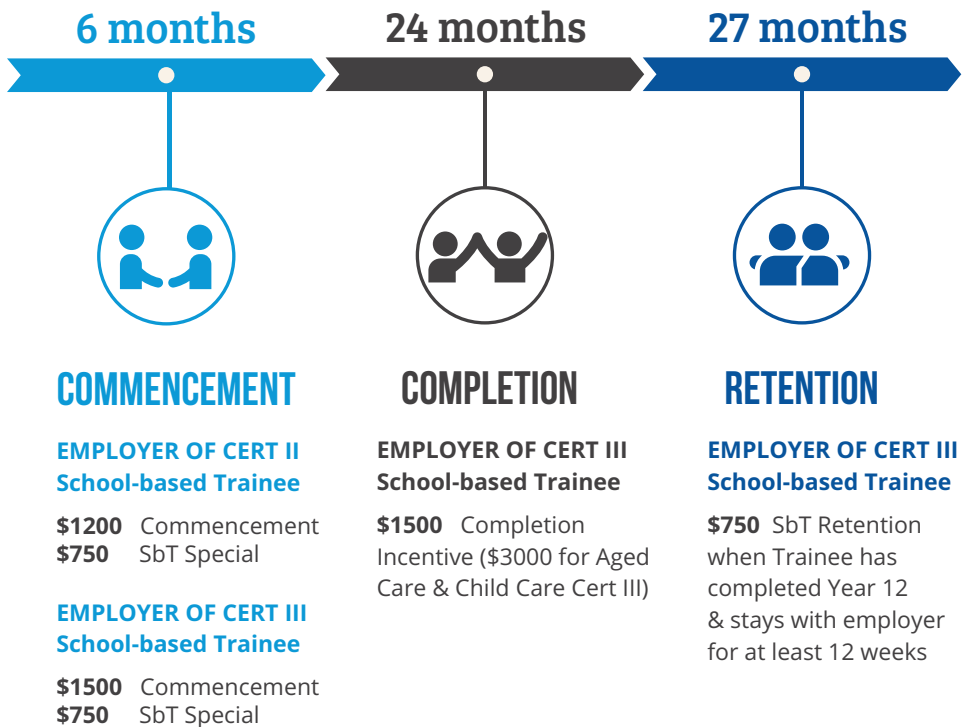
- Assist with delivering of training as outlined in the training plan
- Provide a work environment free from any form of harassment
- Observe the apprentice's progress and confirm that they are developing the required skills and knowledge
- Liaise when necessary with Newman Senior Technical College with regard to assessment of the trainee on-the-job

You are not obliged to offer ongoing employment after the completion of the traineeship. However, as you have spent time training a person to become a productive employee, you may find it worth your while keeping them on.

# There are Government Incentives!

The government encourages employers to open up genuine Traineeship opportunities through the provision of financial incentives and other benefits including;

A list of other benefits and incentives is listed below.







## How much will it cost me?

You will pay your School-based Trainee (SbT) only for the time they spend working. SbT's do not get paid for undertaking off-the-job training, but are paid an extra amount per hour in lieu of this. Most Awards now include an hourly pay rate for SbT's.

Fair Work Ombudsman (phone: 131394 or visit [www.fairwork.gov.au](http://www.fairwork.gov.au)) will help you determine the correct hourly pay rate for a SbA in your industry.



**Year 11 Approximately \$9.47/hour**



**Year 12 Approximately \$10.44/hour**

This is an indication only of the hourly rate and needs to be confirmed.

## WAITING PERIODS

There is a three month waiting period before an employer or apprentice can apply for an Australian Government Commencement Incentive for an Apprentice.



**HOLIDAYCOAST**  
credit union

## How to employ a School-based Trainee...

1. **Identify a suitable part-time position**
2. **Make contact with the Career Development Team.** Our team will help find a suitable trainee for your business.
3. **Select the young person** Don't forget you can trial the student first to ensure they are the right fit for your business.
4. **Choose an Australian Apprenticeship Support Network.** The Apprenticeship Support Network indentures your School-based Trainee.
5. **Get Started.** Congratulations you have employed a School-based Trainee ready to improve your bottom line!



# Australian Apprenticeship Support Network

The Australian Apprenticeship Support Network (AASN) will provide information on Apprenticeships. They will provide you and your Trainee with support in relation to Commonwealth Employer Incentives and Living Away From Home Allowances and ensure lodgement of the "Training Contract" with the Department of Industry -State Training Services.

Below is a list of AASN's in the Port Macquarie region.

PROVIDER	CONTACT	ADDRESS	TELEPHONE
<b>MEGT</b> 13 63 48	Frances Jaeger	Shop 7, 14 Clarence St, Port Macquarie 2444	0400 607 873
<b>Apprenticeship Support Australia</b> 1300 363 831	Annelies Voorthuis	222/39 Grafton Street Coffs Harbour 2450	0400 109 711
<b>Sarina Russo</b> 1300 178 776	Jenny McKenzie	77 Hastings River Dr Port Macquarie 2444	0475 988 564
<b>Verto</b> 1300 302 977	Toni Wailes	Colonial Arcade Port Macquarie 2444	0429 363 019

Go to [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au) for more information

*"It all started  
with taking  
a chance"*

Jo Bloggs, xyz Carpentry

# What's required...

The School-based Trainee is required to complete **100 days** work over Year 11 and 12.



## Any Questions? Call Us

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