



NEWMAN
Senior Technical College



SCHOOL- BASED APPRENTICESHIPS & TRAINEESHIPS

An Employers Guide

INVEST IN A SCHOOL-BASED APPRENTICE OR TRAINEE AND
REAP THE REWARDS

newman.nsw.edu.au

Taking on a School-based Apprentice or Trainee offers an opportunity to recruit motivated young staff before they finish high school to meet the current and future needs of your business. Providing a part-time job opportunity for young people gives them an advantage to kick start their career, while they complete their HSC!



"It all started with taking a chance"

Mitchell Joyce, Joyce Constructions

What is a School-based Apprenticeship/Traineeship (SbAT)?

School-based Apprenticeships and Traineeships (SbAT) are similar to regular Apprenticeships or Traineeships. They provide students in Year 11 and 12 with the opportunity to achieve a nationally recognised Vocational Education and Training (VET) Qualification, along with their HSC.

As an employer, your Apprentice or Trainee will engage in a combination of specialised industry training, schoolwork and one day per week in paid employment where they will learn the requirements of your business.

School-based Apprenticeships and Traineeships allow businesses to invest in and develop young talent, strengthening their workforce and supporting their local community. At the same time, students can mature and thrive in a supportive college environment that prepares them for life beyond school

WORK PLACEMENT

You can find your future Apprentice/Trainee through the Newman Workplace Learning Program to see if the student suits your business or if the business suits the student.

DEVELOP LOYAL & MOTIVATED STAFF

By giving a young person a start in their career you develop loyal and motivated staff.

CONTRIBUTING TO THE COMMUNITY

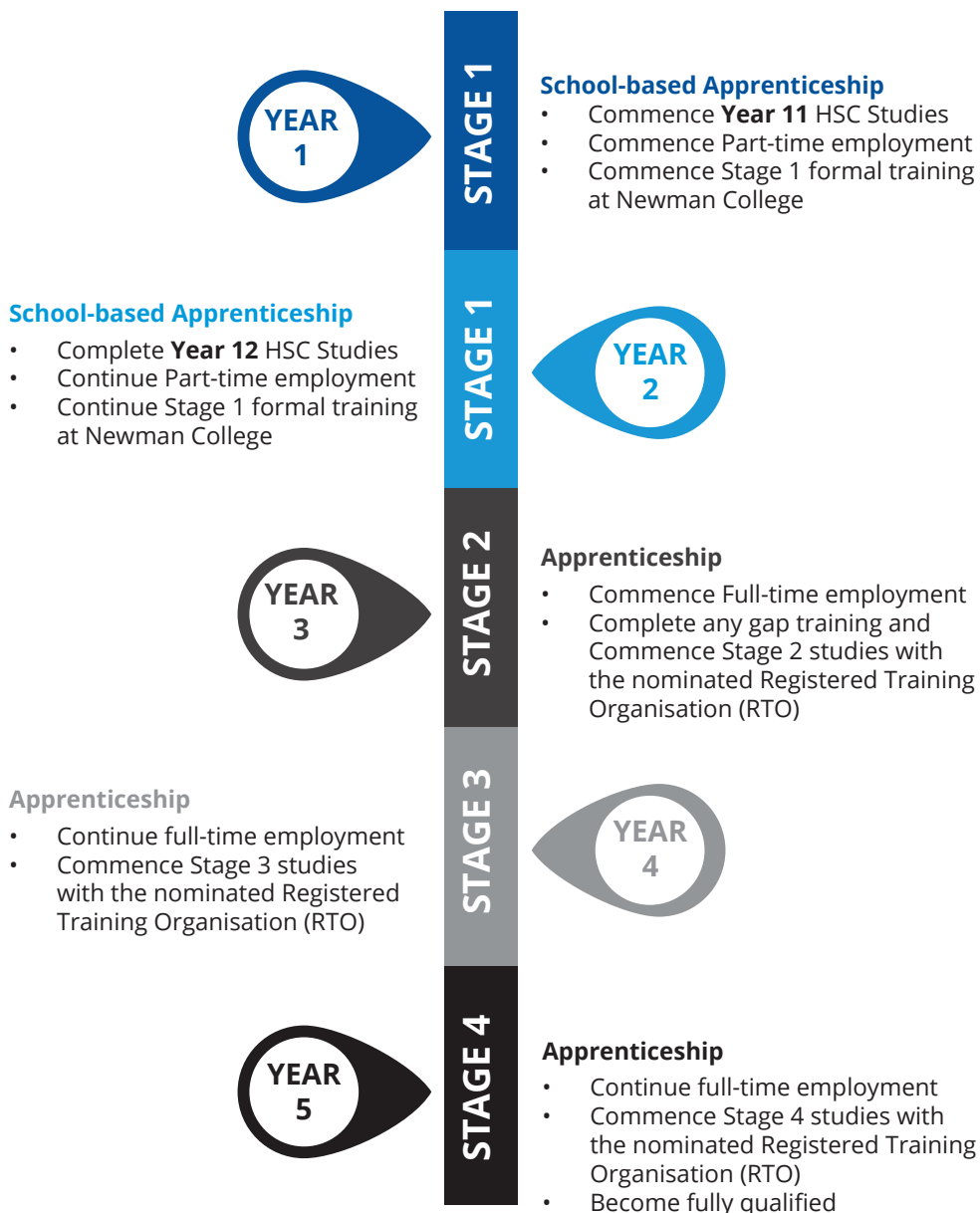
Employers can make a real difference by encouraging young people to work towards their future goals and giving them realistic exposure to your industry or sector.

SAVE MONEY

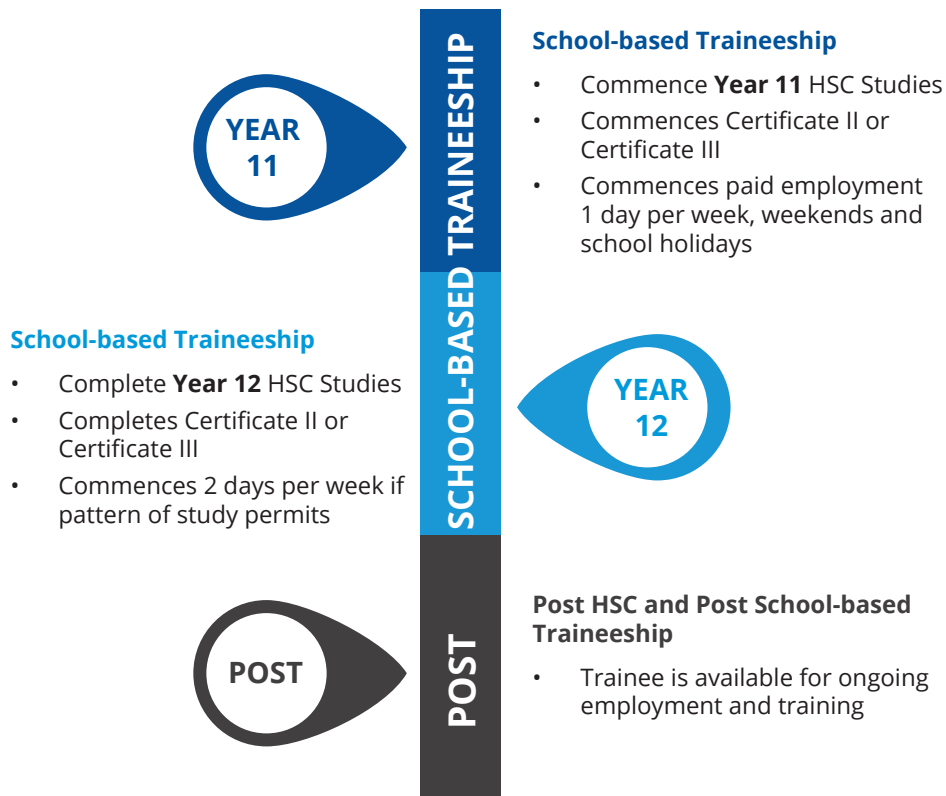
You can save money in recruitment and training of future employees.



How does a School-based Apprenticeship work?



How does a School-based Traineeship work?



School-based Apprenticeships and
Traineeships are a
smart way
to recruit and train employees to meet the
future needs of your business.

Benefits...



Businesses may be eligible to receive incentives to help the cost of employing a School-based Apprentice

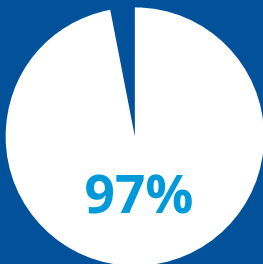


Meet the current and future **skills needs** of your business

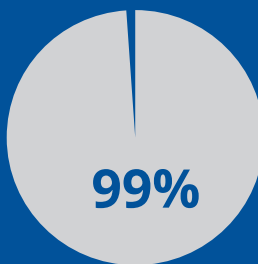
Give a young person realistic exposure to your industry



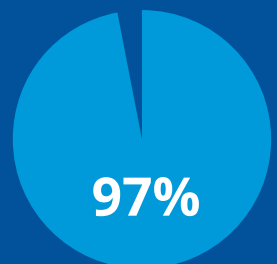
98% of local businesses who employ a Newman School-based Apprentice or Trainee find it **beneficial** to the **employer** and the **student**



97% of employers surveyed found the process of employing a School-based Apprentice or Trainee **straight forward**



99% of employers surveyed 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**



Australian Government

**Department of Education,
Skills and Employment**

There are Government Incentives!

Financial Support for employers

Effective 1 July 2024

From 1 July 2024, the Department of Employment and Workplace Relations is engaging Apprentice Connect Australia Providers to deliver focussed help to better support Apprentices and Trainees and their employers from before the Apprenticeship starts to its successful completion. Payments available are payable in respect of an Australian Apprentice whose employment and training arrangements are formally approved by the State Training Authority and the criteria for the payment is met.

Priority Hiring Incentive

What is it?

The Priority Hiring Incentive is a payment for employers of Australian Apprentices training towards an occupation and qualification at a Certificate level III or above listed on the Australian Apprenticeships Priority List. You may be eligible to receive a Priority Hiring Incentive of up to \$5000 in the first year of an apprenticeship, paid over two instalments of

- \$2,000 at 6 months and \$3,000 at 12 months (full- time)
- \$1,000 at 6 months and \$1,500 at 12 months (part-time)

Am I eligible?

The Australian Apprenticeships Incentive System focuses on priority occupations, which your Australian Apprenticeship Support Services will be able to advise you on your eligibility. You can use the **[Priority List Explorer](#)** to see which occupations and qualifications qualify for support.

Employer Responsibilities

As an SbAT employer, it is your responsibility to provide the employee with opportunities to learn essential skills and gain knowledge about the service or trade. Furthermore, you are required to maintain a fair and safe working environment, compensate for the hours worked, and offer feedback on the student's progress to both the student and their school.

As an employer you must provide your SbAT the following:

- Meet all legal obligations as outlined in the training plan
- Provide a safe work environment
- Support structured learning
- Provide supervision and support
- Supervisors in the workplace must be trade qualified in the vocation of the apprenticeship or traineeship
- Advise the SbAT of their legal rights and responsibilities

How much will it cost you?

You will pay your SbAT only for the time they spend working.

Please visit the Fair Work Ombudsman NSW or call 13 13 94 to help you determine the correct hourly pay rate for an SbAT in your industry award.

<https://www.fairwork.gov.au/>

Student Responsibilities

A **School-based Apprentice** is required to complete the following paid work days over Years 11 & 12:

180 days – Electrotechnology

180 days – Plumbing

144 days – Construction

130 days – Automotive

100 days – Metal & Engineering trades

A **School-based Trainee** is required to complete a minimum of **100 days'** paid work over Years 11 and 12.



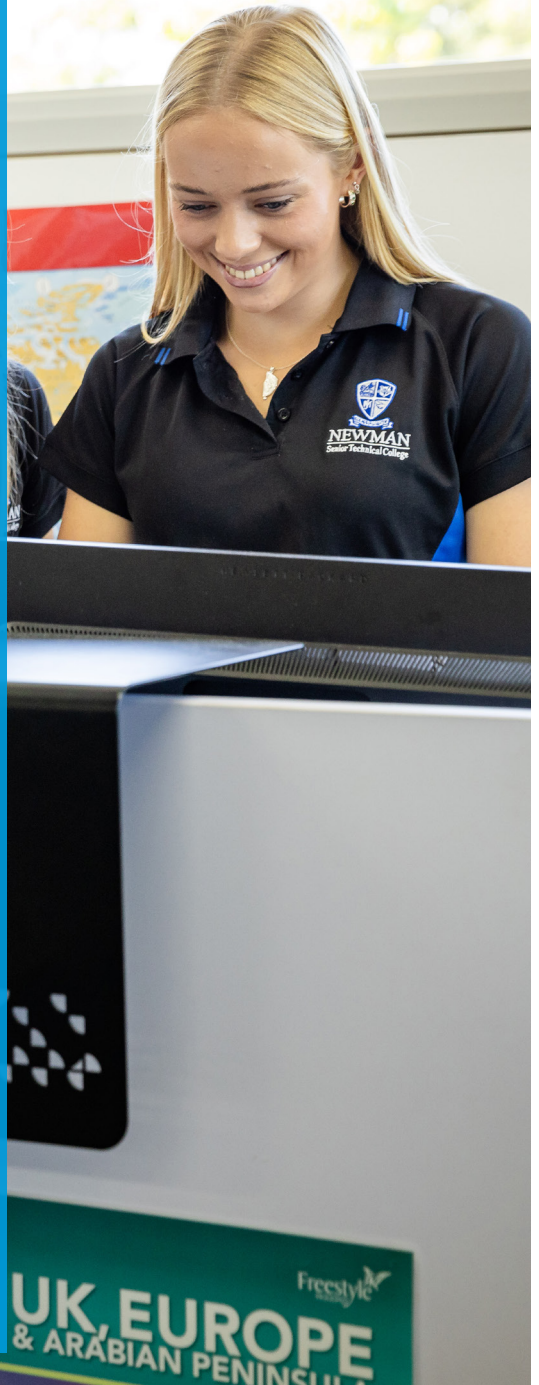
Working together as a team!

As the Registered Training Organisation, Newman Senior Technical College, will deliver the formal training to the SbAT. A qualified teacher who specialises in the relevant industry, will provide the employer with regular updates on the SbATs progress with their course work. Additionally, the teacher will visit the employer with the training plan to have units of competency signed off upon completion.

Most SbATs will start with limited work experience and will require close supervision in the workplace. The more support you provide them, the more value they can bring to your business. It is essential to communicate your expectations upfront, including the company's rules and Work Health and Safety protocols.

How to employ a School-based Apprentice or Trainee?

1. Identify a suitable part-time position in your business
2. Contact the Industry Liaison Officer for assistance in finding a suitable Apprentice/ Trainee for your business.
3. Employers can trial a student through the work placement program to find the right student they would like to offer the SbAT opportunity to. The work placement program enables them to identify the right candidate to meet their business goals.
4. Engage the services of an Apprenticeship Connect Australia Provider. ACAPs provide you with information about employing an SbAT and lodge the contract with Training Services NSW for approval.
5. Nominate a start date and commence the School-based Apprenticeship or Traineeship.



Apprentice Connect Australia Provider

To hire an Australian Apprentice or Trainee, you must first meet with an Apprentice Connect Australia Provider. These providers deliver free support to Apprentices, Trainees and their employers. They will help you to understand your responsibilities as an employer and provide support in relation to any Commonwealth Employer Incentives you may be entitled to. As a part of their services, they provide ongoing tailored support and assistance for the journey of the Apprenticeship or Traineeship including lodgment of the training contract.

Below is a list of Apprentice Connect Australia Provider's in the Port Macquarie region.

PROVIDER	CONTACT	ADDRESS	TELEPHONE
MEGT 13 63 48	Jackie Shay	Shop 7, 14 Clarence St Port Macquarie 2444	jacquelineshay@megt.com.au 0427 003 469
Apprenticeship Support Australia 1300 363 831	Melissa Davis	146-148 Gordon St Port Macquarie 2444	Melissa.davis@businessnsw.com.au 0400 109 711
MAS National	Zali Beach	40 Gordon St Port Macquarie 2444	Zali.beach@masnational.com.au 0429 363 019
Busy at Work	Allan Campbell	Head office QLD	allan.campbell@busyatwork.com.au 0429 634 938

Go to www.australianapprenticeships.gov.au for more information

Any Questions? Call

Julie Davis-Chaplin

Industry Liaison Officer

Newman Senior Technical College

6580 3800 | 0427 070 293

julie.davischaplin@lism.catholic.edu.au



NEWMAN
Senior Technical College

REGISTER YOUR INTEREST AS AN EMPLOYER!

Are you looking to
Expand your team?



Use the QR Code to find out how to host a
workplacement student, employ a School-based
Apprentice/Tainee or find your next
full-time or casual employee.