# Responsibilities relating to school-based apprenticeships and traineeships

School-based apprenticeships and traineeships (SATs) are negotiated between the student, parent/carer, employer, supervising registered training organisation (SRTO) and school with the assistance of an Australian Apprenticeship Network (AASN) Provider. All SAT stakeholders have responsibilities.

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|  The **principal or nominated officer**:* ensures that students undertaking SATs understand their commitment to school, employment and training under the training contract
* ensures that students are aware of State Government funding implications for SATs
	+ provides information requested by the AASN to allow the facilitation of a sign up a meeting between the employer, student, parent/carer (if applicable and appropriate) and the SRTO as SAT stakeholders
* ensures that the SAT forms an appropriate component of a student’s overall school program
* ensures a schedule of school studies, training and employment is developed for each student involved in a SAT
* facilitates processes to apply for tutorial assistance for students with additional needs
* works with the SRTO and employer to ensure students with any additional needs are supported, including reasonable adjustments to support students with disability
* monitors the progress of the school-based apprentice or trainee during the SAT
* facilitates processes to apply for travel and accommodation financial assistance for apprentices/trainees.
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| The **student (apprentice/trainee)**: * understands their responsibilities in relation to undertaking a SAT
* is aware of State Government funding implications for SATs
* commits to their training contract by participating in employment, training and school as per their negotiated schedule
* informs the SATs coordinator if they have any concerns about their employer, SRTO or school program
* is aware of the processes for applying for travel and accommodation financial assistance.
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| The **parent/carer**:* ensures they understand the commitment the student is making under the SATs training contract in relation to school, employment and training
* is aware of how the SAT is funded and understand the implications on student eligibility for future funding
* supports their student’s participation in a SAT and provide consent (if applicable and appropriate).
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| The **employer**:* negotiates a schedule which enables the student to combine regular work, training and school
* commits to, and provides the apprentice or trainee with the minimum paid work requirements for each 12-month period
* provides work place training for all competencies under the training plan
* commits to continuing the apprenticeship or traineeship under full-time or part-time arrangements post Year 12 (if the SAT is not yet completed).
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| The **SRTO**:* negotiates a schedule with the student, parent/carer, employer and school which will enable the student to participate in training days and/or blocks
* develops a training plan in consultation with all stakeholders
* delivers institutional training within established limits to school-based apprentices and trainees
* ensures reasonable adjustments are made to support students with disability to access and participate in a SAT on the same basis as a student without disability.
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