Checklist for School-based apprenticeships and traineeships procedure

This checklist guides the principal or nominated officer to complete the steps involved for schools in supporting a student during the sign-up process for a school-based apprenticeship or traineeship (SAT).

This checklist is intended to be used in conjunction with the [SATs procedure](https://ppr.mpe.qed.qld.gov.au/pp/school-based-apprenticeships-and-traineeships-procedure).

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| **Prior to registration of the SAT** |
|[ ]  Consider the language needs of parents and students when developing SATs information |
|[ ]  Provide information about participation in a SAT to the student and parent/carer |
|[ ]  Confirm that the student has identified a SAT as an intended learning option in their SET plan |
|[ ]  Confirm that the student meets the entry requirements for participation in a SAT |
|[ ]  Indicate school support for the proposed SAT |

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| **Registration of the SAT** |
|[ ]  Provide information requested by the AASN to allow the facilitation of a sign up a meeting |
|[ ]  Contribute to the schedule of school studies, training and employment for the SAT |
|[ ]  Retain a copy of the schedule in OneSchool |

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| **During the SAT** |
|[ ]  Record the student on the roll with the absence reason code ‘F — Off Campus Activity’ on the days the student is scheduled to be at work or training |
|[ ]  Monitor the progress of the student throughout Years 10 to 12 |
|[ ]  Monitor adherence to the schedule of school studies, training and employment |
|[ ]  Negotiate changes to the schedule as required  |
|[ ]  Facilitate the review and refinement of the student’s [SET plan](https://ppr.mpe.qed.qld.gov.au/pp/senior-education-and-training-set-planning-procedure) as necessary |
| Information about processes for changes and completion of the SAT, travel and accommodation financial assistance and tutorial assistance can be found in the SATs procedure.  |