School Based Traineeships in NSW 2006 Guidelines
Acknowledgement

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1 Overview

These Guidelines set out the requirements for the implementation of school-based traineeships in NSW. School-based traineeships provide students with the opportunity to include a recognised Vocational Education and Training (VET) qualification within their Higher School Certificate (HSC) while combining this with paid employment and training.

2 Applicability

These requirements apply to all school-based traineeships for students:

- enrolled at a NSW government school
- enrolled at a NSW non-government school
- undertaking their HSC at a TAFE NSW college.

School-based traineeships are available to students in years 11 and 12.

Under certain conditions, students for their School Certificate are able to undertake accredited vocational education and training during year 10 (Stage 5). Only these students can commence a school-based traineeship in Year 10. Board of Studies Liaison Officers http://www.boardofstudies.nsw.edu.au/ can advise on eligibility to commence accredited vocational education and training in Year 10.

These requirements also apply to school-based traineeships for students employed as school-based trainees in NSW but undertaking their senior secondary certificates in other states.

3 Superseded Documents

These Guidelines replace:

*Part-time Traineeships in NSW Schools 2000, Vocational Programs for Schools Unit, NSW Department of Education and Training, 1999*

4 Context

School-based traineeships are employment based training programs approved under the *Apprenticeship and Traineeship Act 2001* http://www.legislation.nsw.gov.au/maintop/scanact/inforce/NONE/. They must meet the requirements articulated in the Act including the roles and responsibilities of employers and trainees who are party to training contracts. They must also meet the requirements of *A Guide to Apprenticeships and Traineeships in NSW* http://apprenticeship.det.nsw.edu.au/html/employer.htm which supports the Act.

The *Education Act 1990* (NSW) delegates to the Board of Studies NSW responsibility for curriculum and for the development and conduct of examinations leading toward the award of the School Certificate and the Higher School Certificate. The requirements for secondary education are published by the Board of Studies in the *Assessment, Certification and Examination (ACE) Manual* http://www.boardofstudies.nsw.edu.au/manuals/acemanual.html
The apprenticeship and traineeship system in NSW is administered by the NSW Department of Education and Training in accordance with the *Apprenticeship and Traineeship Act 2001*.

## 5 Guidelines Statement

### Requirements of school-based traineeships

School-based traineeships must:

- provide paid employment under an appropriate industrial arrangement
- operate within a training contract signed by the employer, the trainee and the parent (or guardian) and the nominated school system representative, which is then registered with the NSW Department of Education and Training
- complete training that is delivered by a registered training organisation (RTO), that meets the requirements of a declared traineeship in NSW and leads to a nationally recognised qualification, which is specified in the Vocational Training Order (VTO) and is detailed in the training plan
- contribute unit credit toward the Higher School Certificate for the formal training component.

### Outcomes of school-based traineeships

The successful completion of a school-based traineeship leads to the following outcomes:

- a nationally recognised VET qualification under the Australian Qualifications Framework (AQF)
- a Certificate of Proficiency
- unit credit toward the Higher School Certificate
- an option to include the examination result for courses from the Board of Studies NSW Industry Curriculum Framework courses in the calculation of the UAI.

### Approved school-based traineeships

The Department of Education and Training, in conjunction with industry representative bodies, has identified those industry qualifications that are available for school-based traineeships. School-based traineeships must be selected from the Training Market list showing *What Apprenticeships and Traineeship qualifications are available under User Choice* [https://www.det.nsw.edu.au/trainingmarket/apprtrn/apprtrn.htm](https://www.det.nsw.edu.au/trainingmarket/apprtrn/apprtrn.htm)

## 6 Procedures and Standards – Employment under Appropriate Industrial Arrangements

It is a requirement of school-based traineeships that trainees receive paid employment under the appropriate industrial arrangements, that is an industrial award or workplace agreement under the Federal or a State legislation to which the employer is respondent.
To establish a school-based traineeship, an appropriate industry arrangement must be in place and the employer must be respondent to that award or agreement or Federal workplace agreement. Provisions for school-based trainees are being introduced progressively through the variation and development of appropriate industrial awards and workplace agreements. For further information regarding wages and training conditions for NSW School-based Trainees please refer to the Guide for Wages and Training Conditions on the Apprenticeships and Traineeships website.


Some employers may be prepared to make alternative arrangements such as registering a part time work agreement with the NSW Industrial Relations Commission http://www.industrialrelations.nsw.gov.au/awards/index.html in order to employ a school-based trainee.

Trainees may be paid a wage that reflects the time they spend in training and at work. Wages vary according to the industry in which the trainee is employed, the stage the trainees have reached and the skills they have acquired. Employers will need to pay trainees at least the wage rate set out in the state or federal industrial award or workplace agreement under which they have been employed.

School-based trainees working part-time are not required to spend more than 7.6 hours per week on on-the-job or off-the-job training during examinations or the preparation periods leading to them. They may work full-time during school vacations and after the HSC. More specific information on working hours is in each industrial award or workplace agreement.

7 Procedures and Standards - Training Contracts

It is a requirement of school-based traineeships that they operate within a training contract signed by the employer, the trainee and the parent (or guardian), the school system authority and registered with the NSW Department of Education and Training.

A Training Contract is an agreement between an employer and the trainee that explains:

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

Developing Training Contracts


The employer is responsible for completing the training contract. Generally, the employer will choose a New Apprenticeship Centre (NAC) to facilitate this process.

Where school-based trainees are employed by group training organisations, it is the responsibility of the group training organisation to ensure that appropriate employment and training opportunities are available through host employers. If the trainee is
employed by a group training organisation, the initial host employer of the trainee must be identified on the training contract.

The training contract must include a training plan that sets out the proposed combination of school, work and training that the trainee will undertake. See Section 9 Procedures and Standards – Training Plans.

The training contract must be signed by the employer, the trainee and a parent (or guardian) if the trainee is under 18 years of age.

The training contract must be submitted to the employer’s preferred New Apprenticeships Centre (NAC).

**Duration of the training contract**

The training contract for school-based trainees in NSW is for a nominal duration as indicated on the training contract signed by each of the parties and submitted to the New Apprenticeship Centre (NAC).

School-based trainees generally undertake their traineeship at Certificate II or Certificate III level over a period of between 15 and 30 months during years 11 and 12.

If students are completing their HSC over two years, the school-based traineeship must be completed within 24 months. However if required the work component of the traineeship can extend to 30 months as a maximum.

Year 10 students from Country Areas Program (CAP) schools, students with special approval to begin a school-based traineeship in Year 10 and students accumulating their HSC over three years have the option to complete the work and training component of their traineeship in 36 months.

All of the formal training components of the training contract which supports the traineeship must be delivered by the end of term 3 of the HSC year to ensure the student receives the VET credentials as part of their HSC. Further information will be found on the *HSC Event Timetable* on the Board of Studies NSW website. [http://www.boardofstudies.nsw.edu.au/events/index.html](http://www.boardofstudies.nsw.edu.au/events/index.html)

Successful completion of the formal training and attainment of a qualification from the RTO does not mean that the training contract has been completed. Trainees, and their employers, continue to be bound by the terms of their training contract until the date of completion specified in the training contract and the completion of the on-the-job training component of the traineeship.

**Early Completion**

Trainees who have successfully completed the formal training for their school-based traineeship and want to complete their training contract before the date specified on the training contract, should seek agreement from the employer to vary their training contract. Requests for early completion of a training contract may be approved when:

- The request is supported by both parties
- The learner has successfully completed the appropriate qualification through the nominated RTO
• The employer considers the learner has achieved a level of competence at the required industry standard
• The written request is received by the DET State Training Centre prior to the nominal completion date.

Training contracts can be varied by the Department with the agreement of all parties. To vary the training contract the employer should contact the NAC nominated on the original contract. Further information about how the vary a training contract or training plan can be located at the Apprenticeships and Traineeships website.


8 Procedures and Standards – User Choice of Registered Training Organisations (RTOs)

Under the NSW Training Market commitment, employers have the capacity to select their preferred public or private training provider. Employers should contact their preferred New Apprenticeships Centre to nominate a suitable RTO for each school-based trainee.

The Education Act 1990 precludes any institution other than a school or a TAFE NSW institute, college or campus from offering the HSC. However, private and community training providers may, deliver HSC VET courses on behalf of the school, if they meet the requirements specified for private and community providers.


Schools

All schools may deliver the vocational education and training courses for their students undertaking a school-based traineeship as part of their HSC provided the relevant school sector RTO has the scope to deliver the qualification. For information about how to determine scope of registration for the relevant qualification contact the regional vocational education consultant (for government schools), diocesan advisor (for Catholic schools) or the AIS (for independent schools). For further information refer to the National Training Information Services.


TAFE NSW

TAFE NSW delivers vocational education and training courses for students undertaking the HSC. TAFE delivered HSC VET courses (TVET) enable senior secondary school students to study courses developed or endorsed by the Board of Studies at a TAFE NSW institute while completing their HSC at school. TVET courses must meet the requirements of the current TAFE Delivered HSC VET Courses (TVET) Program, Guidelines, 2006 https://www.det.nsw.edu.au/vetinschools/tvet/index.htm.

Private or Community Training Providers (RTO)

All private or community RTOs seeking to provide training to school-based trainees must be listed on the DET NSW Approved Providers List (APL) and have approval to deliver to school-based trainees. A copy of the 2006 APL Contract and Program Requirements is located on the Training Market website

Inclusion on this list assures that the provider has:

a) the appropriate traineeship qualification in its scope of registration

b) agreed through the Training Market contract with DET NSW [https://www.det.nsw.edu.au/trainingmarket/tmtender/tmtender.htm#tender2004] to comply with all requirements set by the Board of Studies NSW

c) current adequate public liability insurance cover for students to attend courses on its premises and has indemnified the school and school system against any liability for injury to a student at the provider's premises.

**Fees**

School-based trainees are exempt from the fee at enrolment that applies to other trainees commencing training on or after the 1 January 2004. Trainees or their employer must not be subjected to any fees or charges by the RTO in relation to any aspect of the delivery of the training. This includes any fees or charges for administration or learning resource materials such as textbooks, workbooks, safety equipment or other equipment such as tools and uniforms required for the training. The cost of such items has been included in the pricing arrangements determined under the program.

**Reporting**

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

- submission of HSC VET Board Endorsed Courses to the appropriate school sector authority for endorsement
- student entries into courses
- nominating and reporting completion of units of competency via eBOS/VCS
- advice regarding “N” determinations, where students have not met the HSC course completion requirements.

The NSW Department of Education and Training provides advice to private or community training providers about their requirements for:

- satisfactory completion of the HSC
- course delivery
- assessment, including optional HSC examinations
- reporting and credentialing

**Approved Providers List**

It is necessary for Registered Training Organisations (RTOs) other than schools and TAFE to tender for inclusion on the Approved Providers List (APL) where the RTO is to provide structured training to trainees from government schools only.
Inclusion on the APL provides the mechanism to pay for the structured training since schools and TAFE are funded under separate arrangements. It also specifies the requirements for satisfying the Higher School Certificate.

Where RTOs are providing structured training to trainees from independent schools, the RTO will need to enter directly into an agreement with the trainee’s school specifying reporting arrangements and identify a schedule for payment for the structured training.

9 Procedures and Standards - Training Plans

It is a requirement for school-based traineeships that a training plan is developed by the RTO to meet the requirements of a recognised traineeship in NSW and to lead to the nationally recognised qualification specified in the Vocational Training Order and provide appropriate HSC unit recognition.

The requirements of training plans

School-based traineeship training plans need to be flexible because trainees are undertaking studies towards the HSC.

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

Prior to the 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 trainee.

The NSW Training Plan for school-based traineeships http://apprenticeship.det.nsw.edu.au/html/trainingplansummary.htm outlines how the work based training and formal training requirements of the traineeship will be completed. The training plan must specify:

- the employer, the trainee and the RTO
- the title and level of the qualification to be attained
- the units of competency that the trainee must complete to attain the qualification
- the relevant HSC VET course/s
- the learning resources that will be provided to the trainee
- any additional support that the trainee may require, if there are identified barriers to learning
- the dates on which the RTO plans to monitor and assess the trainee’s progress
- the arrangements the RTO will use to report back to the employer and trainee on their progress.

The training plan must be broadly consistent with one of the options in the publication How to complete a traineeship as part of the HSC http://apprenticeship.det.nsw.edu.au/html/school.htm
Specifying hours in the training plan

A school-based trainee must complete the hours of work and training that are required of a full-time trainee in the same traineeship. If a full-time traineeship was for a nominal term of twelve months, then the equivalent school-based traineeship is required to undertake 1500 to 1600 hours of work and training. These hours are made up of a formal training component with the remainder logged as work time, including on-the-job training.

The hours of employment each week varies according to the industry but range from 10 hours per week up to 30 hours per week.

Trainees may complete the work requirement of their school-based traineeship during school time, after school, on weekends, during school vacations, and if required, after their HSC examinations. However, they are not required to attend work or formal training for more than 7.6 hours per week during examinations or the preparation periods before examinations.

Submitting training plans

The RTO must develop a School-based Traineeship Training Plan [link to Apprenticeship website] in consultation with the employer and the trainee to meet the requirements of the Vocational Training Order (VTO). The Training Plan must be endorsed by:

- parent (or guardian)
- school principal
- Vocational education consultant (for trainees in departmental schools)
- Diocesan VET Advisor (for trainees in Catholic schools)
- RTO
- employer
- trainee

When a training plan is completed, the RTO submits the training plan to the employer to be attached to the training contract and submitted to the employer’s preferred New Apprenticeships Centre. Each party should retain a copy for their records.

Pathways for training delivery

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

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

(See Appendix 1 Definitions)
**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 trainees; assistance with note taking for visually impaired trainees; assistance for trainees residing and undertaking a traineeship in rural and remote locations; and support and guidance for women taking traineeships in non-traditional areas.

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

Schools as delivery sites for their RTOs need to contact their local school sector support person to access equity assistance.

Where TAFE NSW is the RTO, disability support may be available in line with current arrangements for non-trainee school students, outlined in the *TAFE delivered HSC VET (TVET) Program, Guidelines, 2006.* [https://www.det.nsw.edu.au/vetinschools/tvet/](https://www.det.nsw.edu.au/vetinschools/tvet/)

Where private or community RTOs are used, equity assistance payment 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 begins. Assessment of the eligibility of the 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.


**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.

**10 Procedures and Standards - Enrolment in HSC VET courses**

It is a requirement of school-based traineeships that the formal training contribute unit credit toward the Higher School Certificate.

**Students enrolled in schools or TAFE NSW institutes in NSW**

For school-based trainees enrolled in schools in NSW, the formal training component MUST contribute to the Higher School Certificate. It must meet both the requirements of the Apprenticeship and Traineeship Act 2001 and the *Board of Studies NSW Guidelines for VET courses* [http://www.boardofstudies.nsw.edu.au/manuals/#vetboardendorsedcourses](http://www.boardofstudies.nsw.edu.au/manuals/#vetboardendorsedcourses)

Students undertaking school-based traineeships must be enrolled in appropriate HSC VET courses where the training is provided by one of the following:

- the school as a delivery site of the RTO
- a TAFE NSW college or campus as a delivery site of the RTO
- a private or community RTO.
In some instances the school-based trainee may need to be enrolled in:

- additional units of competencies to enable the completion of the full AQF qualification identified in the Vocational Training Order (where the available Board endorsed course does not fulfil the requirements of the full qualification)
- a locally designed *Board Endorsed Course* to support particular employment or workforce needs.

Generally, the formal training component of a school-based traineeship contributes towards the total required subject units for the trainee’s preliminary and HSC years. This varies between qualifications. The total units required for students to complete their HSC is 22 units.

If these units of study in the HSC form part of an industry curriculum framework course, then four (4) of the units may count towards the University Admissions Index (UAI). For further information contact the Vocational Education in Schools Directorate or the NSW Board of Studies.

- The Board of Studies has an agreement with TAFE NSW to accredit courses delivered and conducted by TAFE NSW towards the HSC.
- If TAFE NSW delivers the whole course, the college takes responsibility for duty of care for students and reports directly to the Board student entries, units of competency and “N” determinations.
- If TAFE NSW delivers only part of the course, the school monitors course implementation, retains responsibility for the duty of care for students and reports directly to the Board student entries, units of competency and “N” determinations (as outlined below for private and community training providers). Information on shared delivery between schools and TAFE NSW is provided in the *TAFE delivered HSC VET (TVET) Program, Guidelines, 2006*. [https://www.det.nsw.edu.au/vetinschools/tvet/](https://www.det.nsw.edu.au/vetinschools/tvet/)

- Private and community training providers must advise the school, either in writing or through the Board of Studies NSW eBOS facility the units of competency that have been completed by each trainee. The trainee’s school retains responsibility for communicating with the Board of Studies, including entry of student data into the eBOS/VCS, for the purpose of HSC credentialing of the course. Private providers may also access eBOS to enter competency data, after which the trainees’ school will approve that data.
- As a minimum, private or community training providers are required to provide written reports on attendance and progress once each semester to the school where the trainee is enrolled for the HSC.

**Students enrolled in schools or TAFE in other states**

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

In these cases, the school-based 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.
Part-time trainees who are NOT school-based trainees

A student who undertakes a traineeship that does NOT contribute unit value to the HSC, or an equivalent senior secondary certificate, is a part-time trainee.

Part-time trainees are NOT school-based trainees and are NOT covered in these guidelines.

11 Responsibilities and Delegations

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

State Training Authority

The NSW Department of Education and Training as the state training authority is responsible for the administration and regulation of training in NSW.

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 administering school-based traineeships in NSW under the Apprenticeship and Traineeship Act 2001 and the Education Act 1990 NSW.

Board of Studies NSW

The Board of Studies NSW develops or approves curriculum and awards the senior secondary school credential, the Higher School Certificate (HSC).

Schools, TAFE NSW colleges and campuses and private or community providers as the RTO providing training

RTOs, registered or recognised by NSW Vocational Education and Training Accreditation Board (VETAB), 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 traineeship.

RTOs must deliver training that meets the requirements of the Higher School Certificate including preparation for the optional HSC examination if appropriate. Courses must be developed or endorsed by the Board of Studies NSW.

RTOs other than schools or TAFE NSW must be approved to provide training to school-based trainees and be listed on the NSW DET Training Market Approved Providers List (APL) for school-based trainees. [https://www.det.nsw.edu.au/trainingmarket/tmtender/tmtender.htm](https://www.det.nsw.edu.au/trainingmarket/tmtender/tmtender.htm)
**Schools**

The school-based trainee’s enrolling school retains responsibility for the Higher School Certificate regardless of RTO, including:

- entry into the appropriate VET courses via Schools Online
- submission of Board Endorsed Courses (BECs) where required
- entry of units of competency entered and achieved via eBOS/VCS
- advice concerning “N” determinations where the school-based trainee has not met the HSC course completion requirements.
- school principal endorsement of the training plan to certify that the school-based traineeship is an integral part of the student’s HSC program of study.

**New Apprenticeships Centres**

New Apprenticeships Centres provide New Apprenticeships information and services to employers and people interested in becoming a school-based trainee. A New Apprenticeships Centre is the first point of call for information on New Apprenticeships.

The responsibilities of New Apprenticeships Centre include:

- providing information on school-based traineeships to employers and other interested people
- marketing and promoting school-based traineeships in the local area
- assisting employers to complete the training contract
- working with the State Training Authority 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.

**Employers**

The employer of a school-based trainee must, in accordance with the relevant training plan, take all reasonable steps to enable the trainee to:

- receive the work-based component of the required training, in particular by providing all necessary facilities and opportunities to acquire the competencies of the vocation concerned in accordance with occupational health and safety legislation requirements and responsibilities, and
- obtain an appropriate qualification for that vocation, in particular by:
  - releasing the trainee as required for attendance at the relevant registered training organisation, and
  - liaising with the relevant registered training organisation in relation to the trainee’s attendance and participation in the training provided by the relevant registered training organisation.

is responsible for notifying within fourteen days, the Commissioner for Vocational Training (through a State Training Centre) of any:

- injury to a trainee that would affect the trainee’s ability to complete the school-based traineeship
- change to the training contract.

**Trainees**

A school-based 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.

A school-based trainee must, in accordance with *Your guide to apprenticeships and traineeships in NSW* [http://apprenticeship.det.nsw.edu.au/html/guide.htm](http://apprenticeship.det.nsw.edu.au/html/guide.htm) make all reasonable efforts to:

- follow any lawful instruction of their employer or workplace supervisor
- abide by the policies and procedures of the workplace and become a valuable employee.

**Parents (or guardians)**

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

- sign the training contract
- uphold the trainee’s responsibilities until the trainee turns 18.

### 12 Monitoring, Evaluation and Reporting Requirements

The NSW Department of Education and Training periodically monitors and reviews the School-based 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.

### 13 Associated Documents and Forms

**Relevant legislation**

Apprenticeship and Traineeship Act 2001  

Education Act 1990  
Industrial relations Act 1996

**Relevant documents**

*Assessment, Certification and Examination (ACE) Manual 2002*

*BOS Statement of Equity Principles*

*National Guidelines for School-based New Apprenticeships*
http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/

*NSW Apprenticeship and Financial Incentives*

*School-based traineeships currently available for study*

*TAFE Delivered HSC VET (TVET) Program 2004*

**Relevant forms**

*NSW School-based Traineeship Training Plan form*

**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 Traineeship*

*NSW DET Training Market*

*Office of Industrial Relations*

*Vocational Education and Training Accreditation Board*

*Vocation Education in Schools Directorate Intranet*

*Vocational Education in Schools Directorate Internet*
14 For Further Information

Senior Coordinator, School-based traineeships in NSW Program
Vocational Education in Schools Directorate
NSW Department of Education and Training

vetinschools@det.nsw.edu.au

15 Appendices

Appendix 1  Definitions
Appendix 2  Establishing new School-based Traineeships
Appendix 3  Checklist for implementing school-based 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.
(School-based Traineeships in NSW – Guidelines)

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 Department of Education and Training to provide training for school-based traineeships. NSW schools as delivery sites of RTOs and TAFE NSW Institutes are not included on this list.

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

Australian Qualifications Framework (AQF)
The AQF is a comprehensive policy framework defining all qualifications recognised nationally in post-compulsory education and training within Australia. It includes guidelines that define each qualification together with principles and protocols covering articulation, issuance of a qualification and transition arrangements. In this program it refers to the qualification level of the Traineeship.

Board Endorsed Courses (BECs)
These are courses endorsed by the Board of Studies to cater for HSC candidates in areas of specific need not served by Board Developed courses. There are three types of BECs. Content Endorsed Courses (CECs) are developed by the Vocational Education in Schools Directorate in collaboration with TAFE NSW, Locally Designed courses are developed by an individual school or a group of schools and University Developed courses are developed by universities in collaboration with an individual school, a group of schools or a school system. All BECs must be endorsed by the Board before implementation.

Board of Studies NSW
The Board of Studies NSW is established under the Education Act 1990 (NSW). It is responsible for 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 of Completion
This certificate is awarded to trainees who successfully complete their training contract 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 to trainees who successfully complete 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. (Retail Framework Stage 6 Syllabus p 39)

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. (ANTA – Glossary)

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, 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 or internet delivery.

eBOS/VCS
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.

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 and 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 NSW Board of Studies.

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.

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.

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 at the workplace away from the work site.

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.

**New Apprenticeships Centres (NACs)**
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 NACs 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 DET through a NAC.

**N determination**
The Board has delegated to principals the authority to determine if students seeking the award of the Higher School Certificate 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 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 any Board credential.

**Nominal term**
The term specified for a 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 takes place away from a person’s job, usually off the premises, for example at TAFE, but may be on the premises, for example in a special training area. *(ANTA – glossary)*

**On-the-job**
Training undertaken in the workplace as part of the productive work of the learner. *(ANTA – glossary)*

**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 or community 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. *(Retail Framework Stage 6 Syllabus p 39)*

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 traineeship
A school-based traineeship provides a student with the opportunity to include a recognised Vocational Education and Training (VET) qualification within their Higher School Certificate (HSC) while combining this with paid employment and training.

School-based 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 Higher School Certificate.

State Training Authority
See DET.

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 *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 New Apprenticeships system. *(ANTA Glossary)*

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. It 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 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 (refer to the Assessment, Certification and Examination (ACE) Manual 2002, section 11.4.1).

**Vocational Education and Training**

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 or, 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 new school-based traineeships

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

Exploring support for future school-based traineeships

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

Genuine employment opportunities with employers should exist, including host employers in the case of group training groups.

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

The identified employment opportunities must match with a traineeship from the list of available traineeships and the traineeship must be supported by developed or endorsed HSC courses whether provided by a school, a TAFE NSW college or campus or a private or community registered training organisation.

Developing school-based traineeships

HSC courses must be based on industry curriculum frameworks or TAFE delivered Vocational HSC Courses, where available. Schools need to consider carefully the support to be provided to school-based trainees including staff roles and responsibilities and timetable structures or other flexible practices.

The employer must identify an RTO with the appropriate scope of registration and approval to deliver the formal training component of the school-based 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 TAFE delivered HSC VET (TVET) program

  or

- a course different from those contained in the TVET program. 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 for each cohort of students. The proposal needs approval from the school system authority before it is submitted to the Board of Studies for endorsement. The Board of Studies confirms in writing to the school endorsement of the Board Endorsed Course.

Where a private or community 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 for endorsement. The
Board of Studies confirms in writing to the school endorsement of the Board Endorsed Course.

**Implementing new school-based traineeships**

The employer and school(s) need to promote to students the opportunity of employment as a school-based trainee.

The employer needs to recruit trainees through an appropriate personnel selection process. Corporate Partners such as McDonalds, Big W, NRMA and Toyota T3 have developed suitable models of appropriate selection processes. 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 trainee complete and sign a Training Contract. The employer lodges it with the Training Plan at their chosen New Apprenticeships Centre (NAC). The NAC submits the training contract to a State Training Centre for approval.

The employer and RTO develop a training plan which must be endorsed by the school. (For more information see Section 9 – Training Plans).

The school enrols school-based trainees in the appropriate HSC courses.

**Purchasing Arrangements for school-based traineeships**

Where the employer has identified the private or community provider as the RTO, payment will be made to the RTO following the lodgement of the Training Contract and Training Plan through the appropriate NAC to their local State Training Centre. Payment for training of school-based trainees is made upon commencement of training and e-lodgement of required statistical data to State Training Services. Price rates for training are determined in the NSW Training Market’s *2006 Apprenticeship and Traineeship Program Price Rates and Delivery Hour Range.*


Where TAFE NSW is used as the provider, the school-based trainee is enrolled as a TVET student.
Appendix 3 Checklist for implementing school-based traineeships

<table>
<thead>
<tr>
<th>Obtaining approval for a school-based traineeship</th>
<th>Responsibility</th>
<th>Task completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>The employer negotiates with the trainee and completes the Traineeship Training Contract form obtained from the New Apprenticeship Centre of the employer’s choice.</td>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>A training plan for the school-based training arrangements must be prepared by the RTO and endorsed by the trainee, school sector authority, principal and employer.</td>
<td>RTO</td>
<td></td>
</tr>
<tr>
<td>The employer submits the training contract with the attached training plan to their nominated New Apprenticeship Centre.</td>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>The New Apprenticeship Centre checks the training contract and training plan and attachment and then submits them to DET State Training Centre for approval of the school-based traineeship.</td>
<td>New Apprenticeship Centre</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After approval of a school-based traineeship</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The employer receives an approval letter from DET State Training Centre.</td>
<td>State Training Centre</td>
<td></td>
</tr>
<tr>
<td>The training contract becomes binding from the time the employer is notified by the approval letter or at the end of the probationary period. This period varies from one to three months depending on the duration of the training term, whichever is the later. The date the training contract becomes binding is specified in the approval letter.</td>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>The employer may check with the New Apprenticeship Centre regarding their eligibility for Commonwealth incentive payments.</td>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>Trainees should also check with the New Apprenticeship Centre regarding their eligibility for travel and accommodation allowances to attend off-the-job training.</td>
<td>Trainee</td>
<td></td>
</tr>
<tr>
<td>Check with the New Apprenticeship Centre regarding any additional information that may be required.</td>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>Trainee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtaining approval for a school-based traineeship</td>
<td>Responsibility</td>
<td>Task completed</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
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</tr>
<tr>
<td><strong>Implementing a school-based traineeship</strong></td>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>The employer should check regularly with the RTO to make sure that the trainee is attending off-the-job training and is making satisfactory progress with their formal training.</td>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>The employer should advise DET State Training Centre and the New Apprenticeship Centre immediately if the employer or the trainee wishes to make changes to the training contract. Changes may be necessary because of mutual cancellation, transfer or suspension of the training plan due to a change of RTO, a change of qualification or a change in mode of delivery.</td>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td><strong>Completion of a school-based traineeship</strong></td>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>DET State Training Centre will send a completion letter to the employer when the traineeship is nearing completion.</td>
<td>State Training Centre</td>
<td></td>
</tr>
<tr>
<td>The employer must sign the letter and return it through the New 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) and a statement that the trainee has successfully completed the appropriate training and is eligible to receive their qualification.</td>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td><strong>After completion of a school-based traineeship</strong></td>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>The employer should ensure that the trainee receives his/her certificate.</td>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>The employer should advise the trainee to apply for a licence if required by the industry.</td>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>The employer should check with the New Apprenticeship Centre to see if they are entitled to any incentive payments that are available at the completion of the traineeship.</td>
<td>Employer</td>
<td></td>
</tr>
</tbody>
</table>