What is an Australian School-based Apprenticeship, or ASbA?

A school-based traineeship or apprenticeship is paid, employment-based training arrangement where Year 10, 11 or 12 students are able to combine work, training and education to gain a nationally recognised qualification, usually at Certificate II or III level – across almost every industry sector and training package.

- **work** – ASbA students work between 7.5 and 15 hours in the workplace each week during school terms. This can be one or two days at work in school time or after school hours and on the weekend. There is an expectation that the ASbA student will work additional hours in term breaks in order to meet the required minimum total number of hours of employment in the Training Contract.

- **training** – ASbA students will sign a Training Plan with the employer and a Registered Training Organisation (RTO) who is responsible for the training and assessment against the requirements of the Vocational Education and Training (VET) ASbA qualification. ASbA students will be paid for any training in the workplace or off-site.

- **education** – ASbA students commit to attending school when timetabled to do so, and studying subjects that are complementary to the ASbA qualification that contribute towards the Tasmanian Certificate of Education (TCE). Every unit of competency achieved over the course of the contract will contribute points to the ASbA student’s TCE and by the end of year 12, students have the opportunity to gain dual qualifications – VET and the TCE.

What are the responsibilities of an ASbA employer?

As the employer, you will:

- ensure that the ASbA student has between 7.5 and 15 hours of work every week during school terms, and additional hours in term breaks. ASbA students must have a Training Contract approved by Skills Tasmania, and be employed under an award or other appropriate industrial agreement. Employers may choose to contact Fair Work Australia [www.fairwork.gov.au](http://www.fairwork.gov.au) for specific advice regarding wages and conditions. All ASbA Training Contracts also require endorsement by the student’s school prior to registration of the training contract – this process is undertaken by the Apprenticeship Network Provider (ANP).

- ensure there is a Training Plan in place and negotiate with the RTO to ensure the ASbA student regularly receives training and appropriate support towards the ASbA qualification.

- ensure that the hours of work can be flexibly negotiated to best fit with the ASbA student’s school/college timetable, subject selections and exam periods.

Start-up process for employers
What are the school/college’s responsibilities?

Every school/college will have appointed an ASbA Facilitator who will:

• receive the correspondence from the Apprenticeship Network Provider (ANP) seeking endorsement for the ASbA opportunity, and manage the administrative and pastoral care responsibilities on behalf of the ASbA student’s school, including timetabling arrangements and negotiating work hours with the employer.

• work out how many points the ASbA training and qualification will contribute to the TCE in years 11 or 12, and what are the best subjects for the ASbA student to do at the same time.

• organise regular meetings with the ASbA student to identify any issues with regard to attendance and participation, or help resolve or refer any work related concerns, and liaise with the ANP, the RTO, the employer and the DoE ASbA Unit as required.

Who else is involved?

The employer contacts an Apprenticeship Network Provider (ANP) who is responsible for:

• organising the sign-up of the Training Contract and endorsement paperwork for all stakeholders, and lodges the Training Contract with Skills Tasmania for approval and registration.

• providing information and assistance to employers, ASbA students and parents, and helping to resolve any workplace related issues that have been identified by the employee, employer or school/college.

It is the employer’s responsibility to contact one of the three ANPs listed below, to start the process.

The three Apprenticeship Network Providers operating in Tasmania to assist employers are:

• MEGT: 13 69 63
• BEC/MAS: 1300 139 566
• JobNet: 1300 367 776

As mentioned, the Registered Training Organisation (RTO) develops a Training Plan in conjunction with the employer, and conducts the training and assessment for the ASbA qualification.

Staff from the Department of Education ASbA Unit and/or Skills Tasmania are also available to answer any questions or concerns students, parents, DoE staff or employers may have about the ASbA qualification and process.

Where can you access more information about ASbAs?

• DoE ASbA Team – 6165 5404 or email asba.admin@education.tas.gov.au


• Skills Tasmania – 1800 655 846, and website: www.skills.tas.gov.au/apprenticeshipstraineeships/schoolbased