

Australian School-based Apprenticeship Policy

[This document is under review but should be considered current.]

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1. Purpose

The purpose of this policy is to; ensure that Department of Education (DoE) principals and staff of secondary schools and colleges are fully informed of the school responsibilities and requirements associated with a school student participating in a school based apprenticeship; and provide direction in relation to the commencement, registration, variation and completion requirements of a School-based Apprenticeship.

2. Policy Statement

DoE is committed to the support and delivery of high quality Australian School-based Apprenticeships that engage and support our students in ways that inspire them and enable to participate fully in education and training up to and beyond Year 12 or equivalent and to successfully complete their school-based apprenticeship.

This policy supports and further clarifies the intention of the:

- *Education Act 2016 (the Education Act)*
- *Training and Workforce Development Act 2013*

The policy will support DoE's Australian School-based Apprenticeship Guidelines (which are currently under development).

This policy supports the goals under the *2018-2021 DoE Strategic Plan*

Access, Participation and Engagement – Everyone is participating and engaged in learning and able to pursue life opportunities

Wellbeing – Learners are safe, feel supported and are able to flourish, so they can engage in learning

Literacy and Numeracy – Learners have the skills and confidence in Literacy and Numeracy to successfully participate in learning, life and work

Scope

This policy applies to all schools and employees of DoE and in particular those who are working with students who are undertaking an Australian School-based Apprenticeship.

3. Principles

This policy is underpinned by a set of principles that ensure delivery of quality assured and outcome focused ASbAs in Tasmanian DoE Schools and Colleges.

3.1 Overarching Principles

- Schools effectively manage ASbA students.
- Attendance and engagement are critical factors in determining student success.
- High-quality support and management of ASbAs engage and support our students to achieve valuable education and training outcomes.
- ASbA guidance is provided to students.
- ASbA Learning opportunities are aspirational, tailored and targeted to the student.
- Schools support flexible and responsive school-based apprenticeship learning and training pathways that encourage lifelong learning.

- School-based apprenticeship pathways support the engagement, retention, transition and skills development of our students.

4. Roles and Responsibilities

4.1 Secretary and Deputy Secretaries

The Secretary and Deputy Secretaries are to:

- ensure relevant Acts are adhered to
- oversee the implementation of this policy
- oversee the development of strategies and their implementation

4.2 Learning Services

Learning Services are to:

- ensure that school leaders have timely, relevant and appropriate opportunities to be familiar with and enact the policy and relevant strategies

4.3 School and College Principals

School and college Principals are to:

- implement the policy and ensure that staff have timely, relevant and appropriate opportunities to be familiar with and enact the policy and relevant strategies
- ensure all school responsibilities are met as stipulated in the [Tasmanian Traineeships and Apprenticeships Committee \(TTAC\) School-based Apprenticeship policy](#) and DoE Australian School-based Apprenticeship School Guidelines and requirements (under development).
- develop a school based response that ensures the provision of high quality School-based Apprenticeships pathways
- ensure the provision of effective school-based support services, including, pastoral care, monitoring and management of school-based apprentices, including reacting to poor school attendance

4.4 School and College teachers

Teachers are to:

- ensure all school responsibilities are met as stipulated in the [Tasmanian Traineeship and Apprenticeships Committee \(TTAC\) School based Apprenticeship policy](#) and DoE Australian School-based Apprenticeship School Guidelines (under development).
- identify and support student at risk of not effectively engaging in and continuing with their learning or School-based Apprenticeship

4.5 Support staff

Support staff are to:

- support the delivery of high quality education programs through the provision of timely and tailored support to students and groups of students that require it

4.6 Parents

Parents are to:

- ensure their children attend school and where relevant participate in education and training in accordance with the requirements of the School-based Apprenticeship

5. Related policies

- Attendance Policy and Process
- Years 9-12 Education Framework 2018-2022

6. Related procedures

- Learning Plan Procedure
- Enrolment Procedure
- DoE Australian School-based Apprenticeship School Guidelines (under development)
- Tasmanian Traineeship and Apprenticeships Committee Policy 12-School Based Traineeships and Apprenticeships.

7. Supporting information/tools

- Child and Student Wellbeing Strategy 2018-2021
- *2018-2021 DoE Strategic Plan*
- Infosheet Teaching Learning School Work K-10
- Infosheet Teaching Learning School Work Senior Secondary Students
- ASbA Employer Flyer
- ASbA Student Flyer
- ASbA Progression Guides

8. Definitions

Australian School-based Apprenticeship (ASbA)

A collective term used in this policy referring to a school-based apprenticeship or traineeship. A school based apprenticeship is a paid employment based training program for full time school students who are 15 years of age or older. A school based apprenticeship must be undertaken in accordance with the requirements of the Tasmanian Traineeship and Apprenticeships Committee Policy 26-School Based Traineeships and Apprenticeships.

Tasmanian Traineeships and Apprenticeships Committee (TTAC)

Administers vocational placements and training agreements. TTAC have endorsed a policy mandating minimum requirements for training plans for all apprentices and trainees, including School-based Apprentices. The TTAC policy has implications for DoE schools.

9. Legislation

- *Education Act 2016 (the Education Act)*
- *Training and Workforce Development Act 2013*

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