



Futureproof your workforce

Australian School-based Apprenticeships

Developing your future workforce

A great way to strengthen your workforce is to recruit, develop, and retain young people. Employing a young apprentice or trainee will allow you to:

- futureproof your workforce
- nurture emerging talent
- increase productivity in your business
- address common business challenges such as skills shortages
- provide an opportunity to a young person in your local area.



Find talented
future employees
for your business.

Features of an Australian School-based Apprenticeship (ASbA)

An Australian School-based Apprenticeship or Traineeship is an employment-based training arrangement. An ASbA allows students in Years 10-12 to 'Earn while they Learn'. They can combine employment (as an apprentice or trainee) with training and school, and get a head start in a chosen career.

An ASbA allows students to:

- continue school and complete their Tasmanian Certificate of Education (TCE)
- earn a nationally-recognised Vocational Education and Training (VET) qualification at either a Certificate II or III level
- gain workplace experience in paid employment.

Students doing an ASbA must undertake at least 7.5 hours' paid employment per week during school term. During school holidays they are able to work extra hours.

In the workplace, they will develop their work skills under the guidance of your business. They will also complete formal training with a Registered Training Organisation (RTO) to earn their VET qualification.


ASbA students receive pay for the work and training they complete. Wages are calculated as a percentage of the full-time apprentice/trainee wage, as outlined in the relevant employment agreement or award.

Apprenticeship Team wrap-around support

- Supports learners.
- Supports schools and colleges.
- Provides triage support to all stakeholders.

- Manages and monitors ApTSL contracts and School Endorsement Forms.
- Escalates and facilitates concerns and issues.

STUDENT/PARENT	SCHOOL/COLLEGE	EMPLOYER	APPRENTICESHIP/ TRAINEESHIP PROVIDER	REGISTERED TRAINING ORGANISATION (RTO)
<ul style="list-style-type: none"> • Agrees and accepts the training contract. • Agrees to attend work and school when required. • Contacts the School Facilitator at their school or college if there is a problem. • Notifies employers, school/college, RTO of schedule changes or missed hours. • Attends regular meetings with School Facilitator. • Commits to completing training as required under the training contract. 	<ul style="list-style-type: none"> • Provides support and pastoral care to school-based learners. • Manages and adjusts timetable if required. • Completes School Endorsement Forms. • Works with the learners to re-engage at school/college on contract end or cancellation. 	<ul style="list-style-type: none"> • Selects and employs learner. • Selects ANPs to sign up learner. • Selects RTO to deliver the qualification. • Provides support to learners on the job. • Ensures hours worked fit the training contract and school timetable. 	<ul style="list-style-type: none"> • Provides information on apprenticeships and pathways. • Facilitates signing and registration of the training contract. • Supports and assists employers. • Facilitates changes to training contract hours. 	<ul style="list-style-type: none"> • Provides accredited training. • Develops a training plan with employers and learners. • Supports learners through their training. • Reports on learner progress.



Provide skills
and training
to young
people in **your**
community.

Financial Incentives For Business

Businesses may be eligible for financial incentives to employ apprentices. Speak with an [apprenticeship/traineeship provider](#) to find out which Australian Government Apprenticeship financial incentives may apply. You can also use the [Australian Apprenticeships Incentives Explorer](#) for more information.

Employer Responsibilities

- Comply with the [policies that mandate ASbAs](#)
- Provide a minimum of 7.5 hours paid employment per week during school terms. Additional hours can be worked during school holidays
- Register an ASbA through an apprenticeship/traineeship provider.
- Collaborate with a Registered Training Organisation to negotiate the qualification and the delivery of training, and create a training plan
- Offer consistent support and supervision throughout the learner's skill development journey.
- Provide a safe working environment. This includes compliance with Work Health and Safety laws and the *Child and Youth Safe Organisations Act 2023*.


Apprentice/Trainee - Responsibilities

- Manage all school/college, work and training responsibilities. These will be agreed upon with the school and outlined in the training plan and training contract
- Comply with the obligations of the training contract
- Continue attending school or college while on their ASbA
- Enrol with the selected RTO
- Comply with the workplace policies, procedures and codes
- Complete mandatory Safe Organisation training module on Appropriate and Inappropriate Behaviours in the Workplace.

Information and Support

The Department for Education, Children and Young People (DECYP) Apprenticeships Team supports all ASbA students in Government schools and colleges.

We are available to information and assistance to all businesses looking to recruit a school-based Apprentice or Trainee. We can be contacted on asba.admin@decyp.tas.gov.au or 03 6165 5404.



Get the skills
you want in
your workforce.



Key to resource business planning

"ASbA is a key component of our future resource business planning. We strongly believe in the model of ASbA and it is incorporated in all of our workforce modelling.

As an ever growing Tasmanian transport business, we are keen to continue to provide ASbAs to young students in our community. We want to open the doors for students to experience a pathway into the vibrant and critical transport and logistics industry."

JOANNE TYE

HR/Compliance Manager - SRT Logistics Pty Ltd

ASbA brought youthful diversity to our workforce

"The support from the Department of Education ASbA team was invaluable in helping us navigate the process for employing school-based trainees.

School-based Apprenticeships brought youthful diversity to our workforce. It has been beneficial for the young people and also rewarding for our team supporting them."

ANNE HOYLE

Human Resource Officer - Port Arthur Historic Site Management Authority

Having trainees in our workforce has been very rewarding



"At Brighton Council we have found having school-based trainees as part of our workforce to be very rewarding.

Brighton Council is highly committed to supporting our students and we find ASbAs a perfect way to support some of them in their career pathways, and of course, they provide a great contribution to our team."

JAMES DRYBURGH

Chief Operations Officer - Brighton Council

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Contact information

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