

# Futureproof your workforce

AUSTRALIAN SCHOOL-BASED APPRENTICESHIPS

## Developing your future workforce

A great way to build the human capital and increase productivity in your business is to recruit and retain young people in the workforce. This can help address common business challenges such as skills shortages and issues around an ageing workforce. If you're passionate about helping young people in your local area, then school based apprenticeships and traineeships could be just for you.

## Features of an Australian School-based Apprenticeship (ASbA)

An Australian School-based Apprenticeship or Traineeship, is an employment-based training arrangement where a Year 10, 11 or 12 student, as an apprentice or trainee, has the opportunity to combine employment with training and school. This provides students with a "Learn and Earn" pathway that offers them a head start in a chosen career.

An ASbA allows students to continue school and complete their Tasmanian Certificate of Education (TCE), at the same time undertaking a Vocational Education and Training (VET) nationally recognised qualification in either a Certificate I, II, or III whilst in paid employment.

School-based apprentices/trainees participate in a minimum of 7.5 hours paid employment per week during school term time and are able to work additional hours during the school holiday periods.

At work, they will develop their work skills under the guidance of an employer, while a Registered Training Organisation (RTO) provides the formal training required for the School-based apprentice/trainee to complete a VET qualification.

School-based apprentices/trainees are paid for the time spent at work with their wage calculated as a percentage of the full-time apprentice/trainee wage, as outlined in the relevant employment agreement or award.



Find talented  
**future employees**  
for your business

## ASbA Ecosystem

### ASbA STUDENT

- Agrees to attend work and school when required.
- Attends regular meetings with ASbA facilitator.
- Commit to complete training as required under the apprenticeship contract.

### EMPLOYER

- Agrees to employ student as an ASbA.
- Ensures that the ASbA hours of employment are provided.
- Provides continuous support to ASbA student while on the job.

### SCHOOL/ COLLEGE

- Provides support and pastoral care to ASbA students.
- Manages and adjusts ASbA student timetables if required.
- Monitors ASbA student attendance.

### APPRENTICESHIP NETWORK PROVIDER (ANP)

- Facilitates the signing and registration of the training contract.
- Supports and assists the ASbA student.
- Provides information about apprenticeships and traineeships.

### REGISTERED TRAINING ORGANISATION (RTO)

- Develops a training plan in partnership with the employer and ASbA student.
- Delivers nationally recognised training and assessments services.
- Supports the ASbA student through their training.

ASbA team wrap-around support



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

## Financial Incentives For Business

Speak with an Apprenticeship Network Provider (ANP) to find out which Australian Government Apprenticeship financial incentives apply.



## Apprentice/Trainee - Responsibilities

- Comply with the training contract obligations and terms
- Continue attending school or college while on their ASbA
- Be enrolled with the selected RTO
- Comply with all school/college, work and training responsibilities as agreed upon with school, training plan and the training contract
- Comply with the workplace policies, procedures and codes.



## Employer Responsibilities

- Comply with the policies that mandate School-based apprentice/trainee and the hours of work. Minimum of 7.5 hours paid employment per week during school terms. (Additional hours can be work during holiday times)
- Register an ASbA through an Apprenticeship Network Provider (ANP)
- Consult with a RTO to negotiate the qualification and the delivery of training, and the setting up of a training plan
- Provide ongoing support and supervision to the School-based apprentice/trainee as they develop their work skills.

## Information and Support

The Department of Education ASbA team provides ongoing support for all ASbA students in Government Schools and Colleges.

The Department of Education ASbA team is available to provide information and assistance to all businesses that are keen to recruit young people into their workforce under an ASbA.



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 bought 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*



## Contact Information

Australian Apprenticeships and Traineeships  
to School-aged Learners Team  
Department of Education  
GPO Box 169, Hobart, Tas. 7001  
Phone: (03) 6165 5404  
Email: [asba.admin@education.tas.gov.au](mailto:asba.admin@education.tas.gov.au)