

APPRENTICESHIPS & TRAINEESHIPS FOR SCHOOL AGED LEARNERS (APTSLS)

Pastoral Care Conversation

Purpose

The purpose of the Pastoral Care conversation is to provide a formal opportunity for the apprentice/trainee:

- to give feedback how they are going in their apprenticeship/traineeship
- to raise any issues that they may be experiencing and;
- to ensure they are provided with appropriate support throughout their apprenticeship/traineeship.

When

The Delivery of Traineeships and Apprenticeships to School-aged Learners Requirements and Guidelines requires School Facilitators to ensure regular documented pastoral care meetings take place at a **minimum once per term**.

A reminder Pastoral Care conversation will be automatically created in the Case Management Platform (CMP) as a task to be completed for School Facilitators. The dates created are a guide only and the specific date the meeting is carried out will be determined by the School Facilitator or staff member facilitating the conversation.

Instructions on how to update the Task once the Pastoral Care conversation has been completed are attached to this factsheet.

***Note:** Only designated staff (School Facilitators, Assistant Principals and Principals) will have access to the CMP, so only they will be able to update Tasks and upload completed Pastoral Care forms.

Who

A Pastoral Care conversation can be facilitated by any staff member; however the student will benefit more if the staff member facilitating the conversation is known

to them i.e. a home group teacher, classroom teacher or School Facilitator.

It also helps if the staff member facilitating the interview has some understanding of apprenticeships/traineeships or VET. Part of the conversation will require a review of training plans.

How

The Pastoral Care conversation is guided by a Pastoral Care form which will direct the conversation to ensure key aspects of the apprenticeship/traineeship are covered and issues/concerns are easily identifiable.

Completed Pastoral Care Forms

Upon completion of the Pastoral Care conversation, the Pastoral Care form will need to be uploaded to the student's file on the CMP. Instructions for this are attached to this factsheet.

***Note:** Only designated staff (School Facilitators, Assistant Principals and Principals) will have access to the CMP, so only they will be able to update Tasks and upload completed Pastoral Care forms.

Escalation of issues

During the course of the conversation, if an issue or question is identified, the School Facilitator is encouraged to raise this issue with the relevant Program Officer for consultation. This can be done where the Pastoral Care form is uploaded by notifying the Program Officer

***Note** issues/concerns surrounding an apprenticeship/traineeship can be raised at any time with the relevant Program Officer by phone or email.

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