

School/College Principal review and endorse/non endorse the ASbA School Endorsement Form (SEF),
School ASbA Facilitator

Signed School Endorsement Form (SEF), complete and return to asba.admin@education.tas.gov.au

Create a separate internal **Student ASbA File** for each ASbA student

Meet the ASbA within 4 weeks of sign up and complete the ASbA School Agreement Form (SAF)

Amend timetable as appropriate, consider work pattern on the SEF (copy to ASbA file)

Student's working during school hours, an email should be sent to the student's Subject Teachers

Complete TCE course planner to predict TCE points (once training plan is received)

ASbA Facilitator to liaise with/inform relevant AP/P in the school/college of any attendance concerns identified

Confirm ASbA is enrolled in Edupoint ASbA subject codes (ref further information below). Schools must use the subject 'Australian School-based Apprenticeship' from the Edupoint Subject Master List for students attending work during school hours

Complete Pastoral Care meetings (tick when completed) Term 1 Term 2 Term 3 Term 4

Monitor ASbA reports to see all active ASbA's, monitor attendance rates

FURTHER INFORMATION

ASbA REPORTS

edi now identifies all students on an active ASbA training contract via accessing the report from a link on the 'School Dashboard' page. Under 'Key Reports', click-on 'All Reports', scroll to the bottom of the page, and the first tile under STUDENT is an 'ASBA Details' report. This will detail alphabetically all the students on active ASbA training contracts, and includes all relevant details regarding the ASbA students' contracts (RTO and EMPLOYER contact details are available on the **SEF**).

**Please contact EPR for advice with this arrangement as required.

ASbA CODES in Edi/Edupoint

Contact the relevant Administrator to 'explain' absences on ASbA days of work on Edupoint - 'Category'; 'Approved for part-time attendance – includes School-based Apprenticeship/Traineeship', and this may be done for block periods of time in advance so as the ASbA student does not accumulate unknown absences.

- ASbA students working *one day per week in school time* or after school hours are enrolled in the 150 hour ASbA subject – ASBA000000 - and enrolled in three lines on their timetable.

- ASbA students working *two days per week in school time*, are enrolled in the 300 hour ASbA subject – ASBA000030 - and enrolled in a *minimum* of two lines on their timetable.
- ** Contact EPR for technical support on ASbA entries/codes in Edi/Edupoint

SCHOOL ENDORSEMENT FORMS

- School/College Endorsement Form - **SEF**. Only the Principal or an Assistant Principal can choose to either *endorse* or *not-endorse* the **SEF**. This process must be completed within 10 working days to be approved within the timeframe prescribed by Skills Tasmania.
- The completed **SEF** must be returned to the DoE ASbA Unit asba.admin@education.tas.gov.au
- Must be filed in the Student ASbA File at the student's school.

PASTORAL CARE:

Pastoral care is conducted **each school term** to support student outcomes, the Pastoral Care form must be retained on file at the school. Pastoral Care evidence can be requested by the Department if a formal investigation occurs. There must be four Pastoral Care meetings held each school year.

ASbA Facilitators in schools emails the Pastoral Care Teacher, attaching the Pastoral Care Form and outlines the process, timing and responsibilities of the ASbA Pastoral Care meetings each term. ASbA related concerns raised by students can be referred back to the ASbA Facilitator as necessary for follow up.

TCE POINTS FROM THE COURSE PLANNER

Amend the student's timetable as appropriate and complete the TASC **TCE Course Planner** to see how many TCE points are contributed by the ASbA. **Only completed units add points to the students TCE record**), and subjects being studied at college. <https://www.tasc.tas.gov.au/students/course-planner/>

ASbA FILES

- the completed **School Endorsement Form**
- the **ASbA School Agreement Form**, and the ASbA Student's revised **Timetable**
- a copy of the **Registered Training Organisation (RTO) Training Plan**
- copies of completed **ASbA Pastoral Care Forms**
- a copy of the completed **TASC TCE Course Planner** (*can be done once the training plan is received*)
- any other relevant documents or email correspondence involving the student.

PASTORAL CARE

- Every Term** Complete pastoral care with each ASbA, and retain a record.
- Check the ASbA Report and ensure 'new' ASbA's who may have transferred/incoming from other schools are identified.
 - ASbA Action or Investigation Forms resulting from Pastoral Care can be submitted if necessary to the DoE ASbA Officer or asba.admin@education.tas.gov.au
 - For students who may be transitioning to another school/college, we encourage ASbA Facilitators to contact ASbA students to discuss transition arrangements for the following year, especially if the student is working during school hours.

INCOMING ASbA's

ASbA Facilitators in school/colleges should send a courtesy email to the new school/college, informing appropriate staff of incoming ASbA's and provide a copy of the original School Endorsement Form (SEF).