

APPRENTICESHIPS & TRAINEESHIPS FOR SCHOOL AGED LEARNERS (ApTSL)



FAQs - Apprenticeships and Traineeships

Can a student in year 9 undertake an apprenticeship/traineeship?

Yes, but only under certain conditions which may include either a TTAC approval (ASbA) or an exemption from attending school or a combination of both (full-time).

Year 9 students are not permitted to undertake a part-time apprenticeship/traineeship, but rather, can pursue a flexible ASbA with approval.

Can a student in year 10 undertake an apprenticeship/traineeship?

Year 10 students are not permitted to undertake a part-time apprenticeship/traineeship, but rather can pursue a flexible ASbA with approval.

Can a student in year 11 undertake a part-time apprenticeship/traineeship?

All parties should consider the suitability of a part-time apprenticeship/traineeship in the form of a flexible ASbA.

If there are other reasons why a part-time apprenticeship/traineeship might be more suitable for the student's individual needs and circumstances, then Requirements and Guidance for Approved Learning Programs, and associated Ministerial Instructions, can be consulted.

Can a student in year 12 undertake a part-time apprenticeship?

The above advice would apply, however, an 18 year old student is permitted to choose to leave school for pursuit of a part-time apprenticeship, according to leaving requirements.

All parties should consider the suitability of a part-time apprenticeship/traineeship in the form of a flexible ASbA.

If a year 10 student secures an apprenticeship/traineeship during the summer break, prior to commencing year 11, who signs the School-age Learner Endorsement Form (SALEF)?

The ApSTL Program Officer will co-ordinate communication in this instance, on a case by case basis.

It is recommended that the previous and destination school are both consulted to determine most appropriate school to endorse.

The student will have identified the destination school, should their apprenticeship/traineeship cease (see SEF and/or Transition Plan), and as such, it may be more logical for the destination school to endorse.

Please contact your regional ApTSL Program Officer for further guidance.

A student is currently completing an ASbA but wants to increase their work hours – what happens?

An ASbA that is more than 15 hours is considered to be a 'flexible' ASbA.

The ApTSL Program Officer for your region will co-ordinate endorsement from all parties to increase the hours, if the student's best interests are maintained.

The School Facilitator and associated school leaders (AP, Principal) should consider the impact an increase in hours will have on the student's timetable, workload and progress towards achievement of their TCE.

The school (and employer and parent/carer) will be asked to provide an endorsement in writing.

NOTE: From 1st February 2021, ASbAs that are requesting flexible hours will require support from all parties, as co-ordinated by the ApTSL Program Officer – this will be approved on a case-by-case basis.

A student is required to work additional hours (above 15) on a seasonal basis, what happens?

The process for endorsing this should follow the above recommendation.

Can a student undertake an ASbA and a VET course?

Yes, however, the VET course should not be the same qualification as the ASbA. The School Facilitator (and associated school leaders) should consider foreseeable clashes between work and training and VET vocational placement. Also, the students' achievement of their TCE and other goals should be considered, as well as complementary courses in planning the student's learning program.

Can a student under the age of 18 commence a full-time apprenticeship?

Yes, this is an Approved Learning Program (ALP).

Who is responsible for managing completion of the SALEF in my school?

The School Facilitator would co-ordinate completion of the SALEF at a school level. They may be advised by the regional Program Officer.

Who is responsible for Pastoral Care of apprentices/trainees (ASbA and part-time) at my school?

The School Facilitator is responsible for ensuring Pastoral Care of apprentices/trainees (ASbA and part-time) is undertaken, however, home group teachers, Career Advisers, or other suitable delegates are permitted to conduct the actual Pastoral Care conversation, as supported by the Pastoral Care Form. The School Facilitator will take responsibility for any further action required following these Pastoral Care conversations, including liaison with relevant stakeholders (eg; regional ApTSL Program Officer, parent/carer etc.)

Do I have any responsibility for students who leave school to pursue a fulltime apprenticeship/traineeship?

No, this is an approved ALP and as such, the Employer/RTO will manage pastoral care of the apprentice/trainee. If the apprenticeship/traineeship ceases, the student may choose to return to the previous school, or select an alternate provider to continue in an Approved Learning Program (ALP).

A student is telling me they are signed up to an apprenticeship/traineeship, but there's no paperwork – what do I do?

Contact your regional ApTSL Program Officer, as they may be aware of a sign-up in process through communication with the AASN. Currently, there is a backlog in paperwork coming from AASNs. Students are permitted to be at work if the Training Contract has been signed. Students should be enrolled in the appropriate ASbA code on their timetable at school.

For full-time apprenticeships/traineeships there may be an indication in YPD that they are waiting for processing of their apprenticeship/traineeship (see Exemptions and Notes in YPD).

How do I know if a student is in the process of being registered for an apprenticeship/traineeship?

Contact your regional ApTSL Program Officer, as they may be aware of a sign-up in process through communication with the AASN. Currently, there is a backlog in paperwork coming from AASNs. Students are permitted to be at work if the Training Contract has been signed. Students should be enrolled in the appropriate ASbA code on their timetable at school.

For full-time apprenticeships/traineeships there may be an indication in YPD that they are waiting for processing of their apprenticeship/traineeship (see Exemptions and Notes in YPD).

This SEF looks different to the one we used last year, what's changed?

The new SEF provides additional clarity around the student's intended work pattern and school hours. This assists all parties to support the student's best interests. The SEF also indicates the training mode – School-based, Full-time or Part-time. Changes to the SEF are in response to TTAC Policy 12 changes regarding removing the 15 hour maximum.

For more information:

Contact the Apprenticeships and Traineeships for School-aged Learners (ApTSL) Team

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