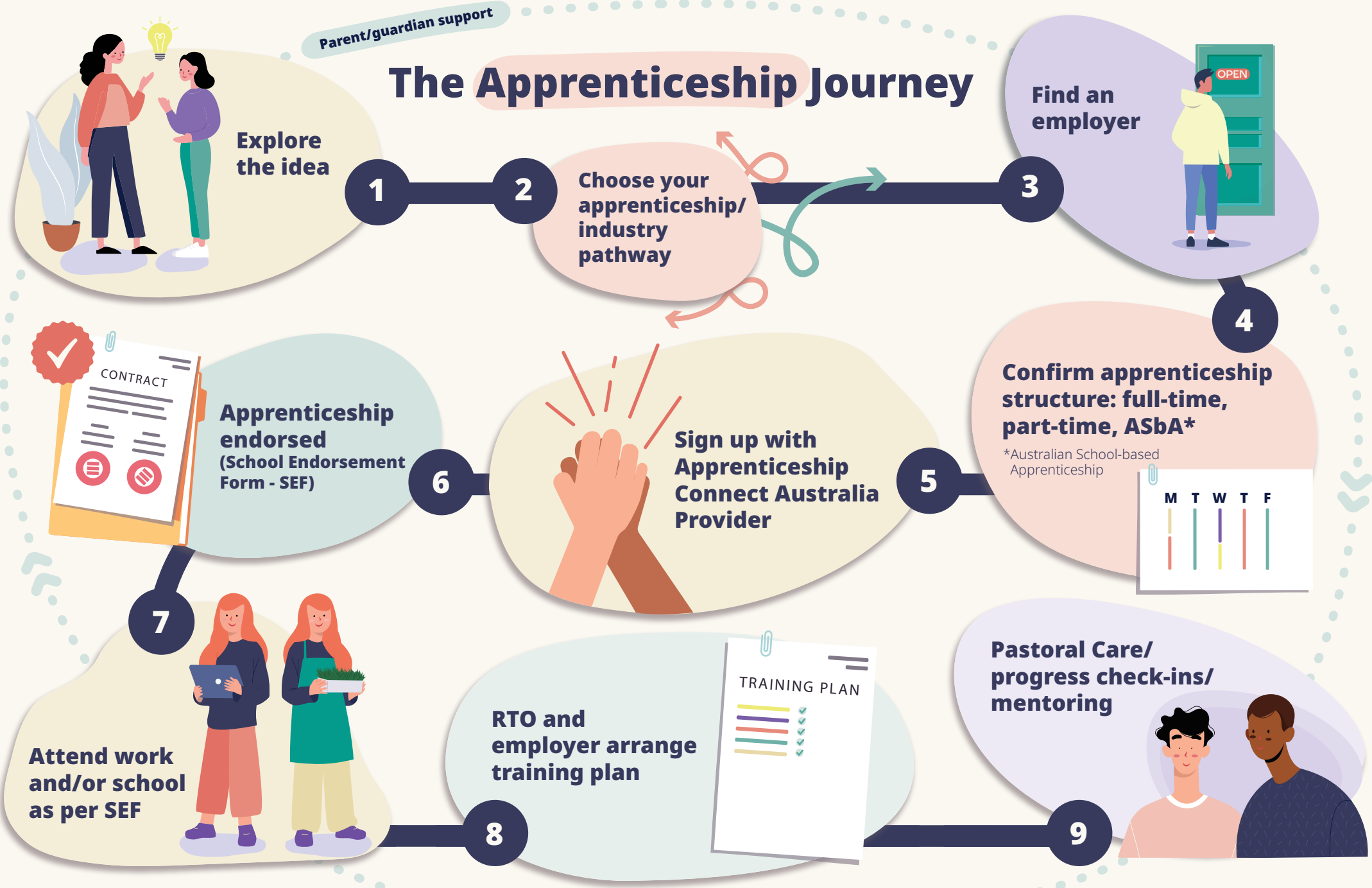


Parent/guardian support

# The Apprenticeship Journey



## 1 Explore the idea

**Apprenticeships Team:** Provide advice, guidance during school visits, and help with job readiness.

**Learner:** Discuss with parents/guardians, teachers and the Apprenticeships Team, and explore Work-based Learning options.

## 2 Consider the apprenticeship

**Apprenticeships Team:** Connect with industry, confirm job readiness, discuss with parents, and provide inclusive support.

**Learner:** Explore industry and apprenticeship options. Consider desired job outcome.

## 3 Find an employer

**Apprenticeships Team:** Support discussions with employers, Jobs Hubs and Beacon, and connect with Group Training Organisations.

**Learner:** Research job ads, community connections and consult with the School Apprenticeship Facilitator.

## 6 Apprenticeship endorsed

**Apprenticeships Team:** Manage documentation, forms, and endorsement and email congratulations letter. Gather and submit all relevant documents to selected ACP.

**State Training Authority:** All documents, including the training contract, are officially approved by Skills Tasmania and registered with the Tasmanian Government.

**School:** Confirm School Endorsement Form (SEF)

## 5 Apprenticeship Connect Australia Provider signup

**Learner:** Complete LLN Support Indicator and training contract with Apprenticeship Connect Australia Provider (ACAP).

**AP:** Outline training contract expectations for both learner and employer. Offer mentoring and guidance on process and how to access potential financial incentives.

## 4 Confirm work/school schedule

**Apprenticeships Team:** Discuss timetabling with school for ASbAs, training options and oversee any approvals required.

**Learner:** Complete the 'Appropriate Behaviours in the Workplace' module.

**School:** Approve school/work timetable. Approve mode (full-time, part-time, Australian School-based Apprenticeship). Abide by Approved Learning Program requirements or any exemption requirements.

## 7 Attend work/school as per SEF

**Learner:** Probation period commences, attend work/school as per the SEF (agreed structure)

**School:** Monitor attendance

**Employer:** Complete workplace induction

## 8 RTO and employer arrange training plan

**Apprenticeships Team:** Training plan is sent to school facilitator, and conversations are generated around TCE points as required.

**Registered Training Organisation (RTO):** Negotiate with learner and employer a training plan within 30 days, confirming mode and dates for training.

## 9 Pastoral care/progress check-in

**AP and Schools:** Regular check-ins for ASbA students to ensure learner's well-being and progress. Check-ins for Part-time\* Apprenticeships on a case by case basis.

**Apprenticeships Team:** Support pastoral care and check learner is safe and learning. Support transition of ASbA to full-time apprenticeship if all parties agree. Discuss next steps with learner upon successful completion of their apprenticeship.

\*Full-time Apprenticeship students have access to mentoring services with ACAP.