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School-based Apprenticeships and Traineeships An employer's guide



A SAT can work for your business

School-based apprenticeships and traineeships (SATs) allow students to work for an employer like you and train towards a recognised qualification, while completing high school.



A business strategy worth employing

SATs offer lots of great benefits for potential employers.

SATs offer you value for money and can be an effective way to attract and recruit future staff.

- ▶ A catalyst for rethinking systems and processes – training a SAT can be a catalyst for rethinking and improving existing work practices. Productivity improvements can be a consequence of employing a SAT.
- ▶ Personally satisfying – you can experience a great deal of satisfaction as your SAT learns new skills and confidence, and makes the transition from student to valued worker.
- ▶ Contributing to your community – the SATs program is a collaborative effort to support young people.
- ▶ Employing a SAT can be very rewarding – remember, these students have actively chosen your field from hundreds of other possibilities. Many students add lots of enthusiasm to workplaces and become indispensable employees down the track.



A program that really pays

SAT wages are calculated on the number of hours the student works each week.

Students do not receive sick leave, recreation leave or public holidays, but are paid an extra amount in lieu of these entitlements. They do not get paid for undertaking off-the-job training.



Your SAT must be paid for a minimum of 48 days in each year of their school-based apprenticeship or traineeship.

You may be eligible for government incentives for employing a SAT.

For more detailed information about wages and employment conditions contact Wageline on 1300 369 945.



What are my responsibilities?

As an employer of a school-based apprentice or trainee, you are responsible for:

- ▶ delivering training as outlined in the training plan
- ▶ ensuring your apprentice/trainee is adequately supervised in your workplace
- ▶ providing a minimum of 48 days full-time paid employment for each year of the apprenticeship or traineeship
- ▶ paying wages
- ▶ providing a fair and safe workplace.



Lots of ways to find a school-based apprentice or trainee

Recruiting a student is very similar to recruiting any other employee. You might consider:

- ▶ contacting a local school which may have students interested in a SAT
- ▶ informing people in your industry or company that you are offering a SAT
- ▶ placing an advertisement in the paper
- ▶ offering the position to a student on structured work experience with your organisation
- ▶ contacting a group training organisation – 1800 819 747
- ▶ using a recruitment company or an online recruitment service
- ▶ phoning the Job Network employer line – 13 17 15.



What happens when the student finishes school?

Some students will complete their traineeships while they are at school. For apprenticeships and some traineeships, the student will need to convert to full-time or part-time when they finish school to allow them to complete the qualification. Normal award wages and conditions apply at the conversion to full or part-time.

Like to find out more?

Visit www.apprenticeshipsinfo.qld.gov.au
email apprenticeshipsinfo@qld.gov.au
call 1800 210 210

SATs facts

A few easy steps to enhance your business

Benefits

SATs are cost effective and offer many benefits such as:

- an effective way to attract and recruit staff: at a time of unprecedented demand and competition for skilled labour, some employers see SATs as an integral component of their workforce recruitment strategy. Employers get to train the young person within their work environment and in their areas of skills need.
- a catalyst for rethinking systems and processes: employers have reported that training a school-based apprentice or trainee often encourages staff to rethink and challenge existing work practices. Productivity improvements can be an unexpected consequence of employing a school-based apprentice or trainee.
- contributing to their community: a SAT can make a real difference in motivating young people to complete school and work towards their future goals. The SATs program is a collaborative effort between schools, employers, training providers and others to support young people.
- personal satisfaction: employers and supervisors often experience a great deal of satisfaction as their school-based apprentice or trainee learns new skills, gains confidence and makes the transition from student to worker.

Australia Zoo



SATs are an integral part of the recruitment strategy at Australia Zoo.

In partnership with local schools like Beerwah State High School, the zoo recruits school-based apprentices and trainees who have a keen interest in pursuing a career at the zoo.

The strategy has proved successful, with up to 80% of students moving into full-time work when they complete their senior studies.

Australia Zoo's Training Co-ordinator Louise Thomsen believes school-based training is an important employment strategy for the zoo.

"School-based traineeships are fantastic. They fill a real niche position here as students are available on weekends and holidays which are our busiest times.

"We prefer to give SATs the opportunity to follow a vocation, as they are enthusiastic and are willing to learn new things," Louise said.

Dingo Diggers



Hydraulics equipment manufacturer Dingo Mini Diggers Pty Ltd is using school-based apprenticeships to help combat a chronic skills shortage in Western Queensland.

Dingo actively promotes SATs through school visits, work experience programs and careers events. National Training Manager, Tom Steverink, uses school-based training as part of his plan to attract the "best of the best" for the Dingo workforce.

Dingo recruits three or four school-based engineering apprentices each year at the start of Year 11, after they have undertaken work experience with the company.

Tom is convinced that the strategy is working, with most school-based apprentices converting to full-time apprenticeships with the firm when they finish school.

"School-based apprenticeships are working for us", said Tom.

Write your own success story.

These are just some of many SAT success stories. There's sure to be a student out there who can play a major part in your own success story.

CAREERS

Apprentice hairdresser

VIBRANT, CUTTING EDGE SALON has a position for our next star. 2nd year app or higher. Style will apply to everything you do. We're a happy, hands-on team. If you've got the creativity and the commitment, call Dee today on 0480 328 433.

Boilermakers assistant

1st or 2nd year apprentice with good fabrication and welding skills. Must take pride in workmanship. Permanent position in well respected trucking company for someone with the right attitude. Send resume to apply.

APPRENTICE PLUMBER

Leading local company seeks eager 2nd or 3rd year apprentice. Prefer ed to grade 12. Confident. Motivated. Good references a must. Excellent conditions for the right candidate. Call John on 0470 929 001.

Hospitality all rounder

Award winning restaurant seeks all rounder to train as assistant manager. Knowledge of F&B and kitchen required. Cert in hospitality and people skills essential. Send resume to manager@2bestaurants.com.au

PHARMACY POSITION

Pharmacy Assistant req'd for d/n

Excellent presentation and communication skills. References and resume to manager, PO BOX 624 Jubilee 3428

JUNIOR GOVERNMENT ADMIN ROLE

Administrative assistant required for Allied Health Project. QCE and Certificate III level of competency required. Must be team player and have experience in busy office environment. For application, email admin@health-services.com.au

Retail assistant

Leading fashion store seeks enthusiastic, well presented retail assistant. Exceptional customer service skills essential. Send resume to apply.

Flexible work arrangements (just like a roster)

A flexible school program allows a student to effectively combine a SAT with study for their QCE and/or OP.

The student's school will work with them to modify their school timetable to include time for working with you and training with their SRTO.

To best fit in with your business, a student may wish to reduce the number of subjects they are studying at school. They will need to discuss this with their school and parents (or guardian).



Like to find out more? Visit www.apprenticeshipinfo.qld.gov.au, email apprenticeshipinfo@qld.gov.au or call 1800 210 210.

Incentives

Employers may also benefit from State and Federal Government incentives for employing a school-based apprentice or trainee. Various incentives are available for eligible employers depending on their location, industry and the student employed.

For more information on State Government incentives visit www.deir.qld.gov.au or phone 07 3225 2140.

For more information on Federal Government incentives visit www.australianapprenticeships.gov.au or phone 13 38 73.