

Apprenticeships & Traineeships

Australian Apprenticeships (often referred to as apprenticeships or traineeships) are available to anyone of working age.

You do not need a secondary school certificate or other qualification to be able to do an Australian Apprenticeship.

You can do an Australian Apprenticeship if you are a school-leaver, re-entering the workforce or as an adult worker simply wishing to change careers.

You can even begin your Australian Apprenticeship while you're still at school finishing Years 10, 11 and 12.

Australian Apprenticeships offer opportunities for you to train, study and earn an income at a variety of qualification levels in most occupations as well as in traditional trades.

As an Australian Apprentice you can combine time at work with training, and can be either full-time, part-time or school-based.

When you finish your Australian Apprenticeship, you will have a nationally recognised qualification that can take you anywhere in Australia and one that is held in high regard in many overseas countries as well.

From <<https://www.australianapprenticeships.gov.au/australian-apprentices>>

Australian Apprenticeships

<https://www.australianapprenticeships.gov.au/publications/australian-apprenticeship-%E2%80%93-endless-career-possibilities>

July 2017

An Australian Apprenticeship – Endless Career Possibilities

“An Australian Apprenticeship is an awesome opportunity to learn and earn. There are so many benefits to this training pathway. It can often open many doorways that you don’t expect.”

– Melinda Lethbridge, 2014 Australian Apprentice of the Year and fitter and turner.

“I’m very happy I started with a traineeship as my learning pathway instead of jumping straight into university. It has allowed me to gain industry experience straight away which can be difficult to obtain.”

– Joshua Lodge, 2014 Australian Apprentice (Trainee) of the Year and laboratory technician.

“An Australian School-based Apprenticeship is a fantastic opportunity that has endless career possibilities. It is a great way to be a part of the workforce and completing your Year 12 Certificate.”

– Eylsh Perry, 2014 Australian School-based Apprentice of the Year and disability support officer.

About Australian Apprenticeships

What are Australian Apprenticeships?

Australian Apprenticeships (often referred to as apprenticeships or traineeships) are available to anyone of working age. You don’t need a secondary school certificate or other qualification to be able to do an Australian Apprenticeship.

As an Australian Apprentice you can combine time at work with training as part of a full-time, part-time or school-based apprenticeship.

You can do an Australian Apprenticeship if you are a school-leaver, re-entering the workforce or as an adult worker simply wishing to change careers. You can even begin your Australian Apprenticeship while you’re still at secondary school.

Australian Apprenticeships offer opportunities for you to train, study and earn an income at a variety of qualification levels in most occupations as well as in traditional trades.

When you finish your Australian Apprenticeship, you’ll have a nationally recognised qualification that can take you anywhere in Australia and one that is held in high regard in many overseas countries as well. You’ll have many options for your future to think about and choose from.

How much will I get paid as an Australian Apprentice?

An Australian Apprenticeship is an ideal way to get the high-level skills you need for a successful career while getting paid. Under an Australian Apprenticeship you earn while you learn.

Australian Apprentices are usually employed under a federal or state award or agreement. They are paid a wage which varies depending on a number of factors including which year of their training they are in, the type of Australian Apprenticeship they are doing and the industry or occupation.

Australian Apprentices have the same rights to superannuation, workers' compensation and other entitlements or requirements as all other workers in Australia. Awards and conditions are set independently of the Fair Work Commission. More information on awards, wages and conditions are available from the Fair Work Ombudsman.

How long will it take me to complete an Australian Apprenticeship?

An Australian Apprenticeship can take from one to four years to complete, depending on the type of Australian Apprenticeship and the qualification you undertake. Training pathways and durations are set by state or territory governments in consultation with industry.

You may be granted course credits for any skills you already have, as well as prior experience in the workplace, potentially reducing your formal training time. Australian Apprenticeships are 'competency based' which means you can complete your training sooner if you get to the required skill levels more quickly than usual.

Can I start an Australian Apprenticeship while I'm still at school?

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You may be able to start an Australian Apprenticeship while you're still at school. Australian School-based Apprenticeships are a mix of academic learning, vocational education and training and paid employment, where school studies, training and work all fit together. Your career advisers and teachers will be able to provide you with information about Australian School-based Apprenticeship options available at your school.

Assistance for Australian Apprentices

The first and second years of an Australian Apprenticeship can be financially difficult for those entering the workforce for the first time. However, support is available to help you when you need it most – at this early stage of your career.

Depending on the Australian Apprenticeship you do and your individual circumstances, you may be eligible to apply for one or more of the following forms of support.

Trade Support Loans

Trade Support Loans provide up to \$20,420 to eligible apprentices in priority areas to assist them with the costs of living and learning while undertaking an apprenticeship. A 20 per cent discount is applied on the amount borrowed when the apprentice successfully completes their apprenticeship. Apprentices are required to repay the loans through the tax system when their income meets the repayment threshold, which is \$55,874 for 2017-18.

Loan payments are made in monthly instalments and are paid directly to the Australian Apprentice.

To be eligible for Trade Support Loan payments, you must reside in Australia and be an Australian citizen, or the holder of a permanent visa and be undertaking a Certificate III or IV level qualification that leads to an occupation on the National Skills Needs List; or a Certificate II, III or IV agricultural qualification; or a Certificate II, III or IV horticulture qualification while working in rural or regional Australia. You must also meet the Trade Support Loans eligibility criteria.

Living Away From Home Allowance

Australian Apprentices of any age may be eligible to receive this allowance during their first three years of training if they have to move away from their parent's or guardian's home in order to take up or retain an Australian Apprenticeship.

Centrelink Administered Allowances

Australian Apprentices may be eligible to access the following fortnightly payments.

- **Youth Allowance** for Australian Apprentices aged 16-24
- **Austudy** for Australian Apprentices aged 25 and over
- **ABSTUDY** for Australian Apprentices who are Indigenous Australians who have reached minimum school leaving age.

“Doing a traineeship was one of the best decisions of my life and provided me with the direction and skills needed for me to develop to my full potential.”

– *Bradley Malby, finalist, Australian Apprentice (Trainee) of the Year and human resources support officer.*

The Australian Apprenticeship Support Network

The Australian Apprenticeship Support Network (the Apprenticeship Network) will help you succeed in the proven earning and learning pathway Australian Apprenticeships provide.

The Australian Government is investing up to \$200 million annually in the Apprenticeship Network which will provide personalised support to apprentices and their employers throughout the apprenticeship lifecycle, from commencement to completion.

Apprenticeship Network providers help employers navigate through apprenticeship arrangements and ensure apprentices get the support they need to complete their training through delivery of two service types:

- Universal services for all clients, providing essential administrative support, payment processing and regular contact; and
- Targeted services for employers and individuals assessed as needing additional support to complete the apprenticeship.

Apprenticeship Network providers operate from more than 400 locations nationally and will work with you and your employer to identify the right training for your apprenticeship and make sure you get the skills needed to support your employer.

They will engage with State and Territory Authorities to help manage administration of apprenticeship arrangements, including the Training Contract, training plan approvals and completion arrangements.

The Apprenticeship Network is here to help you make the most of Australian Apprenticeships and the benefits they can provide to you.

“Some of the key benefits of completing an Australian Apprenticeship were improved life skills such as confidence and communication. Being paid a wage to learn skills that will serve you for the rest of your life is a great advantage!”

– *Ashley Edwards, finalist, 2014 Aboriginal and Torres Strait Islander Student of the Year and plumber*

Finding an Australian Apprenticeship

Preparation

Think about which career path best suits you. Australian Apprenticeships are available in over

500 occupations, so chances are there'll be one that matches your interests.

If you are still at school discuss Australian Apprenticeships with your career advisers or teachers.

Investigate your training and career options at:

- www.myskills.gov.au
- www.myfuture.edu.au
- www.aapathways.com.au
- www.jobguide.thegoodguides.com.au
- www.aatinfo.com.au
- www.grouptraining.com.au

Write or brush up your résumé! Don't forget to include:

- your contact details;
- your school studies, achievements and work experience; and
- your interests, skills and career goals.

Action

Visit your Apprenticeship Network provider who can provide advice and assistance to help you find an apprenticeship. You may be able to access targeted support services to select the apprenticeship, occupation or training pathway that is most suited to you. These services could include assessing your suitability for an apprenticeship and connecting you with an employer.

Alternatively, you can find an employer willing to take you on as an Australian Apprentice. You can do this by:

- looking in the job vacancy ads in your local paper or on the web
- contacting a jobactive organisation in your region
- contacting employers in the industries you'd like to work in. Go and see them and leave a copy of your résumé
- contacting a Group Training Organisation.

Once you've found an apprenticeship, ask the employer to call their local Apprenticeship Network provider. The Apprenticeship Network provider will work with you and your employer to identify the right training and support you may need throughout your apprenticeship. They also will help you to sign-up to the training contract and assess your eligibility for Australian Government incentives and a Trade Support Loan.

For more information about Australian Apprenticeships, finding an Apprenticeship Network provider, financial incentives and Trade Support Loans visit australianapprenticeships.gov.au or call the Australian Apprenticeships referral line on 13 38 73.

For general employment information:

- Visit jobsearch.gov.au
- To find a **jobactive** organisation in your region - call **13 62 68**
- To find a **Group Training Organisation** listed on the national register visit www.grouptraining.ntis.gov.au or visit the Group Training Australia website www.grouptraining.com.au
- For wages information call the Fair Work Infoline on **13 13 94** or visit the **Fair Work Ombudsman** website fairwork.gov.au
- For Superannuation information call the **Tax Office** on **13 10 20** or visit ato.gov.au
- For information on **Youth Allowance**, **Austudy** or **ABSTUDY** call the **Centrelink Australian**

Apprenticeships hotline on **13 36 33** or visit www.humanservices.gov.au

- Information on assistance for people with a disability call the **Employment Assistance Fund** on **1800 464 800** or visit jobaccess.gov.au
- To find your local Australian Apprenticeship Support Network provider visit www.australianapprenticeships.gov.au or phone the Australian Apprenticeships referral line 13 38 73.

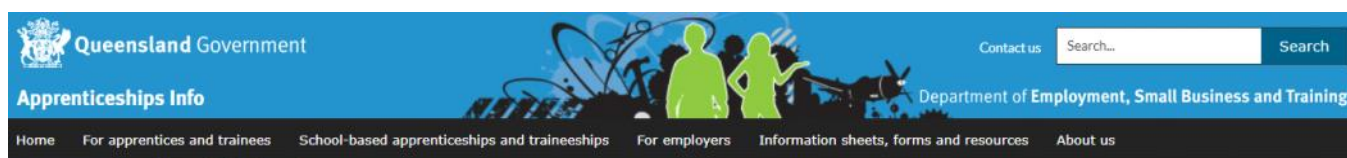
13 38 73

www.australianapprenticeships.gov.au

Your Life. Your Career. Your Future.

Find Information

<https://training.qld.gov.au/apprenticeshipsinfo>



<http://www.ausapp.com.au/>



<https://www.aapathways.com.au/>

The Australian Apprenticeships Pathways website is an Australia wide information hub

<https://training.gov.au/>



Australian Government
Department of Education and Training



Are you looking for...

Apprenticeships &
Traineeships



Courses & training
providers



National Register of
VET



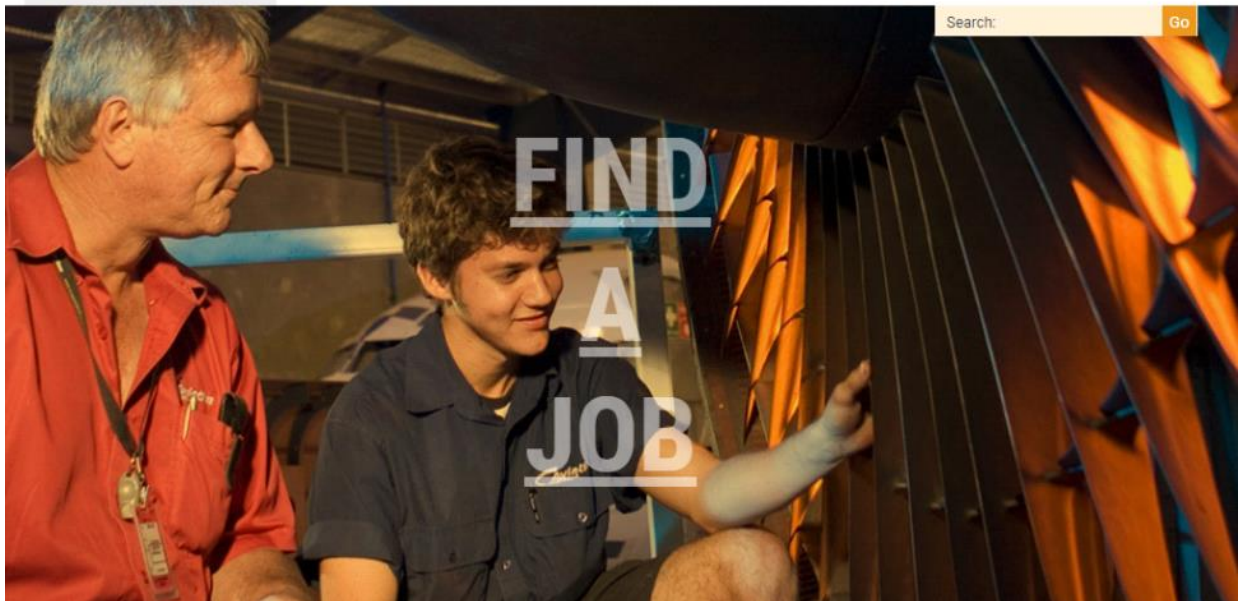
<https://www.worldskills.org.au/>



WORLDSKILLS AUSTRALIA IS A **SOCIAL ENTERPRISE** THAT
PASSIONATELY BELIEVES **SKILLS DRIVE THE FUTURE** OF
YOUNG PEOPLE, AND OF AUSTRALIA.

Since 1981 we have been the leading voice for skills excellence in vocational, technological and service oriented careers in Australia. We have raised the awareness of hundreds of thousands of young Australians and their parents, industry and employers, that our nation's future depends on effective skills training systems.

<http://www.apprenticeemploymentnetwork.com.au/>



Tips on finding an employer

It is up to the individual to find an appropriate employer to take them on as an apprentice or trainee in their chosen occupation.

The following websites and tips may help with your job search:

Search job sites such as:

- Jobactive - Australian Government
- ApprenticeshipCentral
- MEGT job board
- SmartJobs - Queensland Government apprenticeships and traineeships
- Queensland local councils job vacancies
- internet job search engines - we suggest you enter a job title of 'apprentice' or 'trainee' as well as your chosen industry in the appropriate field(s).

Contact local businesses in your chosen industry. They may have vacancies or may not have thought about taking on an apprentice or trainee. Make sure you have done your research on apprenticeships and traineeships before suggesting this to a potential employer. Contact professional organisations in the industry as they might know of opportunities available.

Use your personal networks. Talk to friends and family who may be in the industry you have chosen, or may know someone in the industry and are able to tell you of vacancies available where they work or elsewhere. If you are still in school, talk to your school-based coordinator, teachers or guidance officer. They are often aware of school-based apprenticeship and traineeship opportunities available in your community.

Contact stakeholders of the apprenticeship and traineeship system. Some training organisations employ job placement officers who are aware of vacancies in the community. The Australian Apprenticeship Support Network (on 13 38 73) may also be able to help as they are in contact with employers on a daily basis and may also know of apprenticeship or traineeship opportunities available.

From <<https://training.qld.gov.au/apprenticeshipsinfo/apprentices/become/find-employer>>

Finding an apprenticeship or traineeship - Jobactive

<https://jobactive.gov.au/>



Finding an apprenticeship or traineeship - ApprenticeshipCentral

<https://apprenticeshipcentral.com.au/>

ApprenticeshipCentral
where apprentices and employers connect

I'm an applicant

I'm an employer

login or register

I want to search ...

All Vacancies

Apprenticeships

Traineeships

School-Based

Out of Trade

Post a Resume

Select a State

Select an Industry

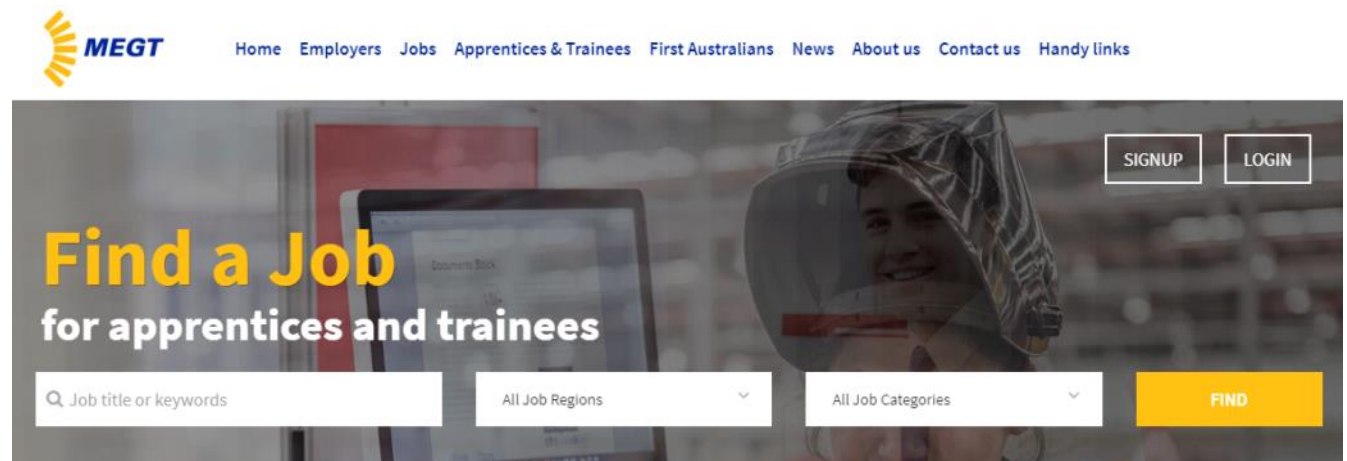
Select a Region

Select an Area

Search All Vacancies

Finding an apprenticeship or traineeship - MEGT

<http://www.megt.com.au/jobs/>



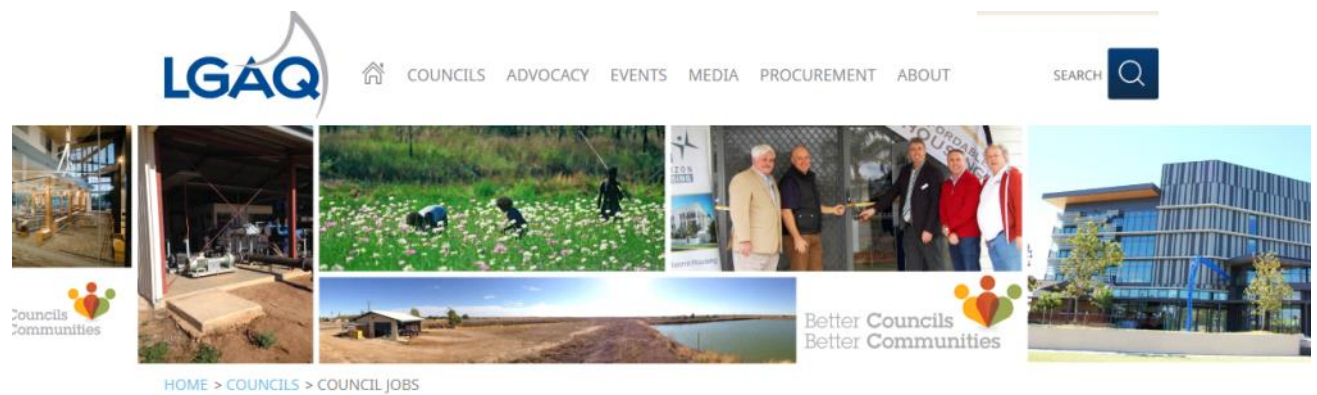
Finding an apprenticeship or traineeship - Smart Jobs

https://smartjobs.qld.gov.au/jobtools/jncustomsearch.jobsearch?in_organid=14904



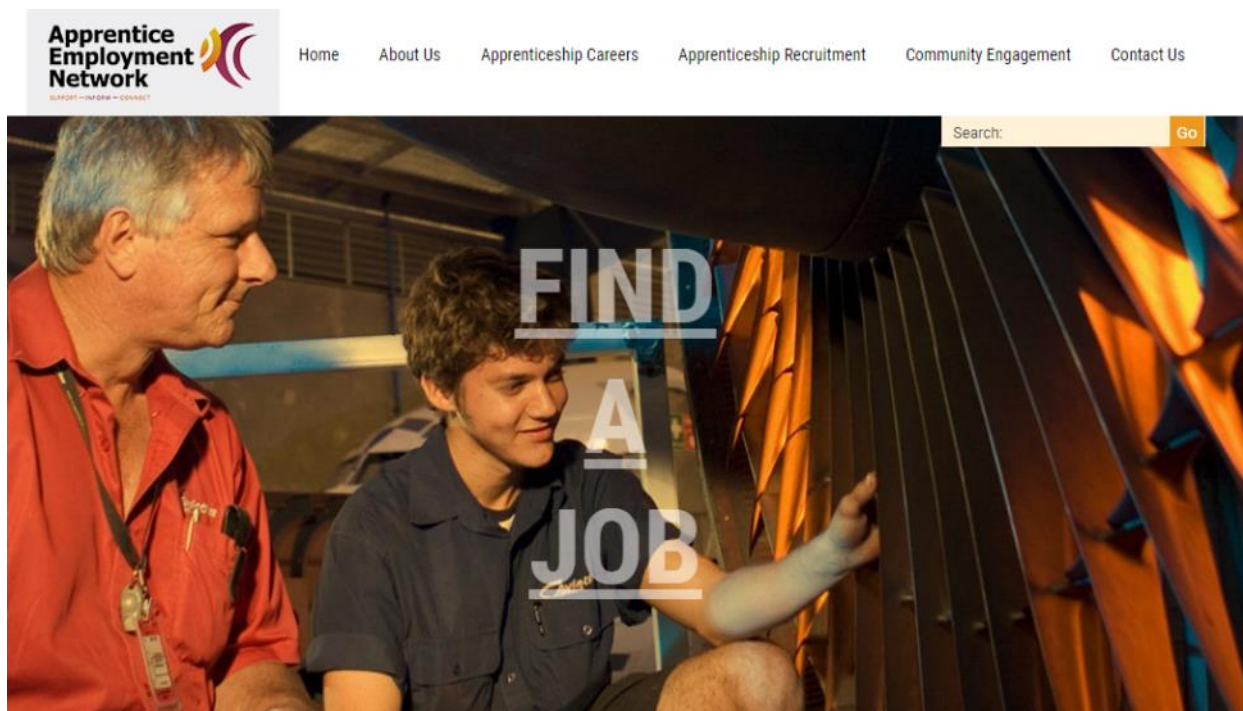
Finding an apprenticeship or traineeship - Local Councils

<http://lgaq.asn.au/browse-council-jobs>



Finding an apprenticeship or traineeship - AE Network

<http://www.apprenticeemploymentnetwork.com.au/>



Australian Apprenticeship Support Network

Apprenticeship Network providers are contracted by the Australian Government to provide free Australian Apprenticeships support services to apprentices and employers.

A total of 11 Apprenticeship Network providers will deliver support services to employers and Australian Apprentices and trainees* from around 400 locations nationally, including in rural and remote areas.

Apprenticeship Network providers will provide advice and support services tailored to the needs of employers and apprentices throughout the apprenticeship lifecycle – from pre-commencement to completion - through:

- **Universal services** for all employers and apprentices, providing essential administrative support, payment processing and regular contact; and
- **Targeted services** for employers and individuals assessed as needing additional support to complete the apprenticeship.

From <<https://www.australianapprenticeships.gov.au/australian-apprenticeship-support-network>>

Australian Apprenticeship Network Providers - Warwick/Toowoomba Region

ACE Apprenticeship Centre

Address:

Suite 14, 123 Margaret Street
Toowoomba QLD 4350

Freecall:

1300 223 467

Website:

<http://www.mrael.com.au/>

Email:

ace@mrael.com.au

Apprenticeship Support Australia

Address:

123 Margaret Street
Toowoomba QLD 4350

Freecall:

1300 363 831

Telephone Number:

1300 363 831

Fax Number:

1300 650 755

Website:

<http://www.apprenticeshipsupport.com.au/>

Email:

info@apprenticeshipsupport.com.au

BUSY At Work

Address:

85c Fitzroy Street
Warwick QLD 4370

Freecall:

132879

Telephone Number:

0408 370 419

Fax Number:

(07) 5571 0192

Website:

<https://busyatwork.com.au/>

Email:

busy@busyatwork.com.au

MEGT

Address:

Suite 2, 136-140 Russell Street
Toowoomba QLD 4350

Freecall:

136 348

Telephone Number:

07 4690 4777

Fax Number:

07 4690 4799

Website:

<http://www.megt.com.au/>

Email:

aasninfo@megt.com.au

Group Training Organisations

What is Group Training?

Group Training refers to an arrangement where Group Training Organisations (GTOs) employ apprentices and trainees and place them with host employers. GTOs undertake employer responsibilities, which include:

- selecting and recruiting apprentices and trainees
- undertaking the employer responsibilities including wages, allowances, superannuation, workers compensation, sick/holiday pay and other employment benefits
- managing the quality and continuity of training, both on and off the job
- providing the additional care and ongoing support necessary for the apprentice to successfully complete the Apprenticeship/Traineeship Training Contract.

For more information go to <<https://www.australianapprenticeships.gov.au/group-training>>

To find a group training organisation in your area go to
<https://training.qld.gov.au/employers/gto/contact>

Training Advice

Training contract

To register an apprenticeship or traineeship, the potential apprentice or trainee and their employer must complete and sign a training contract, which is a legally binding document.

Training plan and record

Apprenticeships and traineeships allow an individual to gain necessary skills and knowledge for the job they wish to do, while working towards a nationally recognised qualification.

Once your apprenticeship or traineeship has been registered, you and your employer will work with your chosen training organisation to develop a training plan. This plan will outline what training is required and where and when it will occur. Training may take place on-the-job (in the workplace) or off-the-job (outside of your normal work duties).

Once the training plan has been finalised, your training organisation will provide you with a training record. It will be used to record training achieved throughout your apprenticeship or traineeship, and is yours to look after.

Cost of training

There may be costs associated with your apprenticeship or traineeship. These could include:

- fees for attending the training organisation
- uniforms and equipment
- text books and other study materials
- parking or transport costs (to attend work or training).

Some training organisations are funded by the government to provide training for some apprenticeships and traineeships, at a reduced costs. You and your employer have the option of selecting one of these training organisations, or choosing to pay for training delivered by another training organisation.

If you attend a training organisation who receives government funding, your registration letter will contain details of the amount the department is contributing towards your training. Regardless of the training organisation chosen, you and your employer should discuss with the training organisation what costs are required and who should pay them.

Search the [Queensland Training Information Service \(QTIS\)](#) to find User choice funded training organisations offering your apprenticeship or traineeship.

Costs associated with travel and accommodation to attend training at your training organisation, if it is a considerable distance from your home, may be subsidised by the government.

You may also be eligible for Australian Government incentives through your Australian Apprenticeship Support Network provider. Visit the [Australian Apprenticeship Support Network](#) website for more information.

Indigenous apprentices and trainees may also be eligible for the Department of Human Services' [ABSTUDY Allowance](#) to help meet the costs associated with their training.

From <<https://training.qld.gov.au/apprenticeshipsinfo/apprentices/training-advice>>

School-based Apprenticeships & Traineeships

Information to get started

School-based apprentices and trainees, typically in years 10, 11 and 12, are trained in the workplace and with a training organisation, in their chosen apprenticeship or traineeship while continuing to study towards their Queensland Certificate of Education.

To commence a SAT, a student must have the support of the employer, the school, supervising registered training organisation (referred to as training organisation), and their parent or guardian.

The employer, student and parent or guardian (if applicable and appropriate) will be required to sign a training contract (with the assistance of an Australian Apprenticeship Support Network [AASN] provider) agreeing to work together for the length of the apprenticeship or traineeship.

It is anticipated that, prior to lodging the training contract for registration, the AASN provider will ensure that the parties to the contract work together, and with the parent or guardian and the school, to negotiate a schedule of education, training and employment (ETES).

There must be some impact on the student's school timetable for the program to be considered school-based and this schedule will show that impact. The Independent and Catholic school sectors require that the parties record the schedule on a Education, Training and Employment Schedule form.

Paid employment requirements

All school-based apprentices and trainees are paid for time spent working with their employer. However, the employer should contact the Fair Work Ombudsman to discuss the industrial relations provisions applicable to the employer and determine the following matters:

- whether or not the apprentice or trainee will be paid for time spent undertaking training delivered by the training organisation
- leave entitlements (e.g. sick leave, recreation leave etc.) or a loaded rate of pay compensating for no leave accruals.

It is expected that the employer will provide 7.5 hours per week of paid employment, which may be averaged over a three-month period. The employer may provide the equivalent of a 'day' employment as part days across the week. Periods of paid employment must never fall below the **minimum of 375 hours (50 days) per 12 month period** from the commencement of the school-based training contract.

For training contracts in electrotechnology, a **minimum of 600 hours (80 days) of paid employment must** be provided every 12 months.

School-based trainees must not complete in less than 12 months unless they have completed the minimum paid work requirement. The Department of Education and Training may randomly audit completing school-based traineeships and request evidence to confirm the minimum of paid employment was worked.

Where scheduled work time is missed and an employer and the student are not able to make up the missed days within the 12 month period due to matters not within their control, they should seek further advice from the department.

Government contributions to training costs

Apprentices and trainees (including school-based) may only access a maximum of two government contributions (under the User Choice program).

The government contribution to a school-based apprentice or trainee's training is aligned to the priority level of the qualification being undertaken:

- priority 1 qualifications are 100% subsidised

- priority 2 qualifications are 87.5% subsidised
- priority 3 qualifications are 75% subsidised.

More information on these subsidies can be found on the [Department of Employment & Training website](#).

Students (and their parent or guardian) **must** be provided with adequate information from the training organisation to allow an informed decision about which qualification they will undertake as the decision may affect their access to further funding.

Under the User Choice program, school-based apprentices and trainees are exempt from paying student contribution fees to the training organisation whilst they are at school.

Leaving school

If a SAT has not completed prior to the student leaving school, it must be converted to full-time or part-time arrangements.

The department will convert school-based apprentices and trainees to full-time arrangements the day after their Year 12 school year ends. However, for school-based apprentices and trainees who leave school before the end of Year 12, the employer, apprentice or trainee and parent or guardian must submit the ATF-035 Amendment of a registered training contract form to convert the training contract to full-time or part-time. Once converted, appropriate award wages and conditions apply - contact the Fair Work Ombudsman for assistance.

Once a student's training contract has been converted from school-based, they are eligible to pay the student contribution fees and charges to the training organisation. The student should contact the training organisation to discuss these fees.

Limit to off-the-job training which may be provided

There is a limit to the amount of off-the-job training that school-based apprentices may complete whilst at school, dependent on the nominal term (full-time) of the apprenticeship:

- four year nominal term - a maximum of 33.3% of the competencies
- three year nominal term - a maximum of 40% of the competencies
- two year nominal term - a maximum of 50% of the competencies.

Business cases for students outside Years 10, 11 and 12

Students enrolled and attending school in a year other than 10, 11 or 12 will be considered to undertake a SAT, provided a business case has been approved **prior to commencing**.

Note: Where a training contract commences after the end of the Year 9 school year and the student is enrolled to return to school to start Year 10 the next year, a business case is not required.

Specific information relating to electrotechnology apprenticeships

Entry into electrotechnology apprenticeships is limited to students in Years 11 and 12 only. There are a number of criteria required of students wishing to pursue a school-based apprenticeship in the electrotechnology field. These requirements are listed against the chosen qualification on the [Queensland Training Information Service \(QTIS\) website](#).

For further information

Phone:

- the school's pathways program leader
- an AASN provider on 13 38 73
- Apprenticeships Info on 1800 210 210
- [Fair Work Ombudsman](#) on 13 13 94 regarding wages, entitlements and industrial awards.

From <<https://training.qld.gov.au/apprenticeshipsinfo/information-resources/information-sheets/atis-026>>

FAQs

FAQs about school-based apprenticeships and traineeships

From <<https://training.qld.gov.au/apprenticeshipsinfo/information-resources/faqs/school-based>>

How often does a student go to work and training as part of their school-based apprenticeship or traineeship (SAT)?

Each student will negotiate with their employer, training organisation and school, the days that they will attend work, training and school. This may be different for each student.

The SAT must make an impact on the student's school timetable. To show the impact, the school, student, parent/guardian, employer and training organisation must negotiate a schedule of education, training and employment which documents when the student is at work, school and training.

SATs must be provided with a minimum of 375 hours (50 days) of paid employment per 12 month period or 600 hours (80 days) if they are doing an apprenticeship in electrotechnology.

Generally, school-based **apprentices** may only complete a maximum of one-third of the off-job training component for the apprenticeship while they are under the school-based arrangement. However, depending on the nominal term of the apprenticeship, this maximum limit may change.

What is the difference between a school-based apprenticeship or traineeship (SAT) and a part-time apprenticeship or traineeship?

SATs are undertaken as part of a student's high school studies. A school-based apprentice or trainee's school timetable must reflect a combination of work, training and school studies. The work or training that a student has to do as part of their SAT must impact on the student's school timetable for the program to be considered school-based.

Under a part-time apprenticeship or traineeship you must work and/or train for at least 15 hours per week over a four-week cycle, throughout the duration of the apprenticeship or traineeship.

If a school student undertakes a part-time apprenticeship or traineeship, work and training occurs outside school hours and does not impact on the school timetable. There is no involvement by the school in a part-time apprenticeship or traineeship arrangement.

Is there a minimum age requirement to be able to do a school-based apprenticeship or traineeship (SAT)?

Entry into a SAT is generally available to students in years 10, 11 and 12. However, there are some apprenticeship and traineeship qualifications that have minimum age requirements as specified in relevant legislation, e.g. electrical.

Information on age restrictions applicable to particular apprenticeships or traineeship is available from:

- [ATIS-001 Age requirements, restricted callings and visa requirements information sheet](#)
- the [Queensland Training Information Service \(QTIS\) website](#)
- the industrial relations instrument applicable to the trade or occupation.

SATs who are under 18 years of age at the date of signing the training contract must have their parent's or legal guardian's signed consent to the apprenticeship or traineeship, if appropriate.

What happens if I don't finish my school-based apprenticeship or traineeship (SAT) when I am at school?

Many students will not complete their SAT by the time they finish school. These students will be required to convert their apprenticeship or traineeship to full-time or part-time when they finish school, to allow them to complete the qualification. Once converted to full-time or part-time arrangements, appropriate award wages and conditions apply.

Conversion is an automatic process executed by the department. The school-based apprentice or trainee and their employer will receive a letter advising that on the day following the student's last day of school, their contract will be converted to full-time.

What happens if a school-based apprentice or trainee (SAT) changes schools?

If a school-based apprentice or trainee changes school, the student will need to confirm with the new school that they can continue with their SAT. They will also need to notify their training organisation, their Australian Apprenticeship Support Network provider and the department that they have changed schools.

The training organisation will coordinate with the student, parent/guardian, employer and school to review the student's training plan, including the schedule of education, training and employment. This will ensure that everyone is aware of the days that the student is at school, work and training.

From <<https://training.qld.gov.au/apprenticeshipsinfo/information-resources/faqs/school-based>>