

Australian School Based Apprenticeship's (ASBA's)

Give you a head start in your chosen career



NOTE: All students must hold A WHS White Card, and Asbestos & Silica Awareness Certificates before they can undertake ANY work in the construction industry. Have you read the information sheet on ASBA's?

Setting up an ASBA

- Student discusses the option of undertaking an ASBA with parent/guardian and should ideally be studying an accredited package of study. N.B. A cert III would entail 2 days out of school each week. Parent may like to phone VET Coordinator for any clarification on ASBA's/Information Sheet.
- Student finds a potential employer by carrying out at least one week's work experience with an employer to ensure that this is what the student wants, and it gives the Employer time to assess if the student is a suitable candidate for an apprenticeship. The work experience needs to be set up with the Careers Advisor to ensure all insurances are in place. There is no payment for work experience
- Student brings Employer details to VET Coordinator so that details can be verified and that a full understanding of the requirements of an ASBA are understood (if this is the first Apprentice that the employer has taken on, or if the employer is unsure how an ASBA works).

Ready to go

- Employers in the **ACT** contact Sarina Russo Apprenticeships ACT www.sarinarusso.com Tel: 1300 178 776.
- Employers in **NSW** contact:
Apprenticeship Support Australia info@apprenticeshipsupport.com.au Tel: 1300 363 831 or
MEGT <https://www.megt.com.au/about-us/services/sign-up-an-apprentice-or-a-trainee> Tel: 1363 486 348.
Employers should seek general information www.australianapprenticeships.gov.au or
<https://myfuture.edu.au/career-articles/apprenticeships>
- The Apprenticeship Centre will make an appointment for a "Training Contract Sign-up" between Employer and Apprentice. This often happens at the workplace. Parents must also sign the contract if the student is under 18 years of age. Students needs to let Ms Waddleton know this has happened and what days he/she will be going to work and TAFE so that school attendance records are accurate.
- When the Training Contract is signed by all parties it is lodged with the Department of Education and Training (DET).
- DET then send an online request for Daramalan to endorse the contract.

For the VET Coordinator (Ms Waddleton) to endorse the contract the student **must** agree to keep the VET Coordinator informed of ASBA progress. Training days and workdays **must** be lodged with the VET Coordinator and evidence of practical hours and competencies achieved must be submitted regularly. The student **must** agree and **demonstrate** throughout the semester that all schoolwork is completed to a high level and submitted on time, earlier if the deadline is a work or training day. Teachers will notify parents if the school assessment is not met. Any changes to an ASBA **MUST** be reported to the VET Coordinator, e.g., change of days as well as any problems or anomalies that may arise.

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Now enjoy your Apprenticeship in your chosen career!