

# 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. N.B. A Certificate III would entail 2 days out of school each week. Parents may like to phone or meet with the VET Coordinator for any clarification on how ASBA's work as part of the Senior Secondary Certificate.
- 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's details to VET Coordinator so that it can be verified that a full understanding of the requirements of an ASBA are understood i.e. 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 may contact either of the following Network Support Providers to sign up:**

- MEGT <https://www.megt.com.au/> Tel: 13 63 48
- MAS National <https://masnational.com.au/> Tel: 1300 627 628

Employers may seek general information <https://www.apprenticeships.gov.au/>

- The Network Support Provider will make an appointment for a "Training Contract Sign-up" between the Employer and the Apprentice. This often happens at the Employer's workplace. Parents should also attend the 'sign up' and must sign the contract if the student is under 18 years of age.
- **N.B. Student 'Aptitude to the industry requirement'** - Either just prior, or at the 'sign up' the student will be required to answer some 'Get Ready' questions and sit an aptitude quiz which will be specific to your industry. You can practise the type of questions by finding your potential trade at <https://www.apprenticeships.gov.au/apprentices/how-to-find-and-prepare-for-an-apprenticeship/check-your-literacy-and-numeracy-skills>
- Students need to let Ms Waddleton know when a 'sign up' has occurred and what days they 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 will send an online request for Daramalan to endorse the contract. When this is complete your ASBA is in place and will form part of your Senior Secondary Certificate.

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.

Contact: [jane.waddleton@daramalan.act.edu.au](mailto:jane.waddleton@daramalan.act.edu.au) Tel: 6163 6533

**Now enjoy your Apprenticeship in your chosen career!**

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