

Policy and Procedure Register updates – Summary of changes to: School-based apprenticeships and traineeships procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input checked="" type="checkbox"/> Other
The school-based apprenticeship and traineeship procedure is being updated as part of the regular and systematic review of Department of Education policies and procedures.		
2. Summary of changes		
Changes to the procedure include the removal of details of processes that are the responsibility of other SAT stakeholders and parties to the SAT contract and not the responsibility of the principal.		
This update aligns to the updated training arrangements of the Department of Youth Justice, Employment, Small Business and Training (DYJESBT).		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input type="checkbox"/> Revised responsibilities	<input type="checkbox"/> New/additional responsibilities	<input checked="" type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page #
Principals or nominated officers	Removal of any tasks that are the responsibility of external parties to the SAT and are outlined in detail in the DESBT Guide to school-based apprenticeships and traineeships.	P2 - 9
4. Communication and support for implementation		
Communication to support schools with the implementation of the updated School-based apprenticeships and traineeship procedure and ensure staff and stakeholder awareness will include communication:		
<ul style="list-style-type: none"> through relevant senior schooling discussion lists; with regional senior schooling officers for dissemination to networks across regions; and with the Senior Schooling Principals Reference Group. 		
For further assistance, please contact:		
Senior Schooling Team		
Curriculum, Teaching and Learning		
VETinSchools@qed.qld.gov.au		