Checklist for School-based apprenticeships and traineeships procedure

This checklist guides the principal or nominated officer to complete the steps involved for schools in supporting a student during the sign-up process for a school-based apprenticeship or traineeship (SAT).

This checklist is intended to be used in conjunction with the [SATs procedure](https://ppr.qed.qld.gov.au/pp/school-based-apprenticeships-and-traineeships-procedure).

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| **Prior to registration of the SAT** | |
|  | Consider the language needs of parents and students when developing SATs information |
|  | Provide information about participation in a SAT to the student and parent/carer |
|  | Confirm that the student has identified a SAT as an intended learning option in their SET plan |
|  | Confirm that the student meets the entry requirements for participation in a SAT |
|  | Indicate school support for the proposed SAT |

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| **Registration of the SAT** | |
|  | Provide information requested by the AASN to allow the facilitation of a sign up a meeting |
|  | Contribute to the schedule of school studies, training and employment for the SAT |
|  | Retain a copy of the schedule in OneSchool |

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| **During the SAT** | |
|  | Record the student on the roll with the absence reason code ‘F — Off Campus Activity’ on the days the student is scheduled to be at work or training |
|  | Monitor the progress of the student throughout Years 10 to 12 |
|  | Monitor adherence to the schedule of school studies, training and employment |
|  | Negotiate changes to the schedule as required |
|  | Facilitate the review and refinement of the student’s [SET plan](https://ppr.qed.qld.gov.au/pp/senior-education-and-training-set-planning-procedure) as necessary |
| Information about processes for changes and completion of the SAT, travel and accommodation financial assistance and tutorial assistance can be found in the SATs procedure. | |