# Responsibilities relating to school-based apprenticeships and traineeships

School-based apprenticeships and traineeships (SATs) are negotiated between the student, parent/carer, employer, supervising registered training organisation (SRTO) and school with the assistance of an Australian Apprenticeship Network (AASN) Provider. All SAT stakeholders have responsibilities.

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| The **principal or nominated officer**:   * ensures that students undertaking SATs understand their commitment to school, employment and training under the training contract * ensures that students are aware of State Government funding implications for SATs   + provides information requested by the AASN to allow the facilitation of a sign up a meeting between the employer, student, parent/carer (if applicable and appropriate) and the SRTO as SAT stakeholders * ensures that the SAT forms an appropriate component of a student’s overall school program * ensures a schedule of school studies, training and employment is developed for each student involved in a SAT * facilitates processes to apply for tutorial assistance for students with additional needs * works with the SRTO and employer to ensure students with any additional needs are supported, including reasonable adjustments to support students with disability * monitors the progress of the school-based apprentice or trainee during the SAT * facilitates processes to apply for travel and accommodation financial assistance for apprentices/trainees. |
| The **student (apprentice/trainee)**:   * understands their responsibilities in relation to undertaking a SAT * is aware of State Government funding implications for SATs * commits to their training contract by participating in employment, training and school as per their negotiated schedule * informs the SATs coordinator if they have any concerns about their employer, SRTO or school program * is aware of the processes for applying for travel and accommodation financial assistance. |
| The **parent/carer**:   * ensures they understand the commitment the student is making under the SATs training contract in relation to school, employment and training * is aware of how the SAT is funded and understand the implications on student eligibility for future funding * supports their student’s participation in a SAT and provide consent (if applicable and appropriate). |
| The **employer**:   * negotiates a schedule which enables the student to combine regular work, training and school * commits to, and provides the apprentice or trainee with the minimum paid work requirements for each 12-month period * provides work place training for all competencies under the training plan * commits to continuing the apprenticeship or traineeship under full-time or part-time arrangements post Year 12 (if the SAT is not yet completed). |
| The **SRTO**:   * negotiates a schedule with the student, parent/carer, employer and school which will enable the student to participate in training days and/or blocks * develops a training plan in consultation with all stakeholders * delivers institutional training within established limits to school-based apprentices and trainees * ensures reasonable adjustments are made to support students with disability to access and participate in a SAT on the same basis as a student without disability. |