

## Education, Training and Employment Schedule (ETES) for school-based apprenticeships and traineeships (SATs)

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### *Using this ETES template*

It is a requirement for each school-based apprenticeship and traineeship that the employer, apprentice/trainee, school and supervising registered training organisation (SRTO) discuss and negotiate the responsibilities and obligations of each party in respect of how the school-based arrangement will operate. All the parties need to agree on how the apprenticeship/traineeship will impact on the student's school timetable and ensure the quantities of work and SRTO training meet requirements. **The agreed arrangements must be captured in a way that can be reviewed by the Department of Youth Justice, Employment, Small Business and Training (DYJESBT), if required.**

This template is provided to assist the stakeholders to record the agreed arrangements for integrated school studies, workplace training and training delivered by the SRTO. The individual school sectors may determine whether or not they require their schools to use this template or capture the details in some other way.

The stakeholders should retain a copy of the agreed arrangements for reference. A copy may be attached to the apprentice/trainee's training plan or training record.

If there is a change in circumstances which will have an ongoing impact on the student's school, work and training obligations, the parties must be informed and agree to any amendments to the schedule.

Further information can be found at [www.desbt.qld.gov.au/training/apprentices](http://www.desbt.qld.gov.au/training/apprentices) or by phoning **Apprenticeship Support Australia** on 1300 636 831.

### *Work, training and school impact assessment*

A SAT is a contract of training and paid employment where a school student's timetable or curriculum reflects a combination of work, training and school study, which together lead to the award of a Queensland Certificate of Education (QCE) or the equivalent and progress towards completion of a nationally recognised qualification, as well as, skilled trade or vocation.

To be registered as a SAT, the training and/or work elements of the apprenticeship or traineeship **MUST** impact on the student's school timetable. This may occur in the following manner:

- paid employment undertaken during normal school hours
- training undertaken during normal school hours
- reducing the number of subjects studied to allow the student to work and/or train.

**Note:** Employers are required to provide school-based apprentices/trainees with a **minimum** of 375 hours (50 days) paid employment per 12 month period. Electrotechnology school-based apprentices are required to be given a minimum of 600 hours (80 days) of paid employment over a 12 month period. For a school-based trainee to be eligible for completion they **MUST** have met the minimum paid employment requirement of 50 days of paid employment for each year of the equivalent full-time nominal term of the traineeship. The nominal term is based on the duration (months) as indicated on QTIS for a full time training contract specific to the traineeship

The work, training and school impact assessment should indicate for each school period, whether the student will be undertaking a specified school subject, paid work activities (indicate with a W), or undertaking apprenticeship/traineeship training activities (indicate with a T).

### *Queensland Government Contribution – User Choice Program*

Australian Apprenticeship Support Network providers and SRTOs must ensure that all parties are aware of the implications of the User Choice Policy, particularly as it pertains to apprentices and trainees accessing multiple government contributions. Apprentices and trainees, including SATs, can only receive a maximum of two government contributions; a second qualification will be funded only if it is a Priority One qualification, has a higher priority ranking than the first qualification that has been completed, or was undertaken subsequent to a student having completed a qualification under the Skilling Queenslanders for Work initiative or the Group Training Organisation Pre-Apprenticeship Program.

Students must make informed decisions about what qualifications they undertake as the decision will affect their access to further funding under the User Choice program.

**Privacy Notice** - The Department of Youth Justice, Employment, Small Business and Training (DYJESBT) or Australian Apprenticeship Support Network provider is collecting the information on this form in accordance with the *Information Privacy Act 2009 (Qld)* to manage administration of a school-based apprenticeship or traineeship. The information will be accessed by authorised employees or contractors within DYJESBT. Your personal information will not be given to any other person or agency unless you have given us permission or we are required by law.

Further information regarding the funding of apprenticeships and traineeships is available at <https://desbt.qld.gov.au/training/providers/funded/userchoice>

### **Learner Unique Identifier (LUI)**

A Learner Unique Identifier (LUI) is a 10-digit number issued by the Queensland Curriculum and Assessment Authority (QCAA) to young Queenslanders when they are registered for a Queensland Certificate of Education (QCE) during Year 10 or in the 12 months before they turn 16 years old. The LUI links to a student's learning account which records senior secondary enrolments and results, as well as when and where the student studied. A LUI is different to a school ID.

LUI validations by a supervising registered training organisation identify LUI and student detail inconsistencies against QCAA records, and can also identify students who require a LUI where one has not been provided. All activity that is reported to DYJESBT that includes valid LUIs, and is error free, is regularly submitted to QCAA on behalf of SRTOs.

### **Unique Student Identifier (USI)**

All students engaged in nationally recognised training need to have a Unique Student Identifier (USI). This includes students doing Vocational Education and Training (VET) when they are still at school.

The USI is a lifelong education number made up of ten numbers and letters that:

- creates a secure online record of a student's VET achievements, regardless of where in Australia they completed the program
- provides access to a student's training records and VET transcripts, which can be used when applying for a job, seeking a credit transfer, or demonstrating pre-requisites when undertaking further training
- can be accessed by the student online, anytime and anywhere, providing students more control over their VET information
- is free and easy to create.

For a student to create a USI, or if a student wishes to find their USI, go to <https://www.usi.gov.au/students/get-a-usi>

Alternatively, students may give permission to an SRTO to apply for a USI on their behalf. SRTOs applying for a USI on behalf of the student must provide the student with a privacy notice explaining how their personal information will be used.

SRTOs must protect USI information from misuse, interference and loss or unauthorised access, modification and disclosure.

The privacy of individuals in the USI initiative is protected under the *Student Identifiers Act 2014 (Cth)* and the *Privacy Act 1988 (Cth)*.

<https://www.usi.gov.au/about-us/privacy>

There are strict requirements in relation to the collection, storage, and use of a student's USI. To ensure a student's unique identifier is protected from misuse and unauthorised access and disclosure, the USI is not to be recorded on this form.

**This section may be used to indicate the agreement of the stakeholders.**

<b>Student details and declaration</b>				
<b>Name:</b>				<b>Learner Unique Identifier (LUI):</b>
<b>Phone number:</b>		<b>Email:</b>		
<b>Date of birth:</b>		<b>School year level:</b>		<b>Is the student ATAR eligible?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Gender identity:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary <input type="checkbox"/> I use a different term <input type="checkbox"/> I do not wish to answer the question				
By signing this declaration I attest that: <ul style="list-style-type: none"> <li>I have been fully informed of, and am aware of my school, work and training commitments.</li> <li>I have been fully informed of the impact my undertaking this school-based apprenticeship or traineeship may have on my eligibility for any future public funding for apprenticeship or traineeship training under the User Choice program.</li> </ul>				
<b>Student signature:</b>				<b>Date:</b>

<b>SRTO details and declaration</b>				
<b>SRTO name:</b>				<b>Contact person:</b>
<b>Phone number:</b>		<b>Fax number:</b>		<b>Contact email:</b>
By signing this declaration I attest that: <ul style="list-style-type: none"> <li>The student has been fully informed of their school, work and training commitments.</li> <li>I have fully informed the student and their parent or guardian, about the impact this school-based apprenticeship or traineeship at this time may have on the student's ability to access future public funding for apprenticeship or traineeship training under the User Choice program.</li> </ul>				
<b>SRTO signature:</b>				<b>Date:</b>

<b>School details and declaration</b>				
<b>School name:</b>			<b>Phone number:</b>	<b>Fax number:</b>
<b>Contact person:</b>			<b>Position:</b>	
<b>Contact email:</b>			<b>Education sector:</b> <input type="checkbox"/> Government <input type="checkbox"/> Independent <input type="checkbox"/> Catholic <input type="checkbox"/> Other	
By signing this declaration I attest that the undertaking of this school-based apprenticeship or traineeship <b>WILL</b> impact on the school timetable of the named student.				
<b>Principal or delegate signature:</b>				<b>Date:</b>

<b>Parent or guardian details and declaration</b>				
<b>Name:</b>				<b>Mobile number:</b>
<b>Email:</b>				
By signing this declaration I attest that: <ul style="list-style-type: none"> <li>I have been fully informed and am aware of the impact undertaking this school-based apprenticeship or traineeship could have on the student's ability to access future public funding for apprenticeship or traineeship training under the User Choice program.</li> <li>I, and the above-named student, have been fully informed of their school, work and training commitments.</li> </ul>				
<b>Parent or guardian signature:</b>				<b>Date:</b>

<b>Employer details and declaration</b>				
<b>Trading name:</b>			<b>Phone number:</b>	<b>Fax number:</b>
<b>Address where student will be working:</b>				
<b>Contact person:</b>			<b>Position:</b>	
<b>Contact mobile number:</b>		<b>Contact email:</b>		
By signing this declaration I attest: <ul style="list-style-type: none"> <li>The above-named student will be paid whilst being employed under this school-based apprenticeship or traineeship;</li> <li>I intend to continue to employ and train the above-named student in paid employment on completion of formal schooling if this school-based apprenticeship or traineeship is not completed;</li> <li>For students undertaking an Electrotechnology apprenticeship, the student has met the minimum requirements as outlined in the Queensland Information Training Service (QTIS) for this apprenticeship; and</li> <li>The student will be undertaking a minimum of 375 hours (50 days) paid employment (600 hours (80 days) of paid employment for the Electrotechnology industry).</li> </ul>				
<b>Employer signature:</b>				<b>Date:</b>

**This section may be used to indicate details of the arrangements to which the stakeholders have agreed.**

Student name:		Australian Apprenticeship Support Network provider:	
Qualification code:		Qualification name:	AQF level:

**WORK, TRAINING and SCHOOL IMPACT ASSESSMENT**

Enter school subject or activity (use W for work or T for training with the SRTO)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>BEFORE SCHOOL</b>					
	<b>COMMENCEMENT OF SCHOOL DAY</b>					
	<b>MORNING BREAK</b>					
	<b>LUNCH BREAK</b>					
	<b>AFTER SCHOOL</b>					

Does the student have language/literacy/numeracy needs?  No  Yes

Does the student have disability needs?  No  Yes

If yes, please identify the disability type:

Is the student of Aboriginal or Torres Strait Islander origin?  No  Yes I am of Aboriginal origin  Yes I am of Torres Strait Islander origin

Note: Additional information to reflect impact on school timetable, if required (attach additional documents if the Impact Assessment provides insufficient space):

**Apprenticeship or traineeship details (SRTO to complete, only if required)**

Detail the number of training days per week:		Is the training to be undertaken through block release?	<input type="checkbox"/> Yes. Provide details in <i>Expected Schedule of Training</i> table below.
Detail the number of training hours per day:			<input type="checkbox"/> No. Please detail how training will be delivered below:
Is this apprenticeship or traineeship qualification funded under the Queensland User Choice program? <input type="checkbox"/> No <input type="checkbox"/> Yes			

**Expected Schedule of Training**

	Week 1	Week 2	Week 3	Week 4	Week 5
Jan					
Feb					
Mar					
Apr					
May					
June					
July					
Aug					
Sep					
Oct					
Nov					
Dec					