

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

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 (SRTTO) 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 SRTTO training meet requirements. **The agreed arrangements must be captured in a way that can be reviewed by the Department of Employment, Small Business and Training (DESBT), 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 SRTTO. 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 <https://training.qld.gov.au/apprenticeshipsinfo/apprenticeships-info> or by phoning Apprenticeship Support Australia on 1300 363 831

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), and progress towards or completion of a vocational qualification.

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
- reduce 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.

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 provides and SRTTOs 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.

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.

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

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

Student details and declaration					
Name:				Learner Unique Identifier (LUI):	
Mobile number:		Email:			Unique Student Identifier (USI):
Date of birth:		School year level:		Is the student OP eligible? <input type="checkbox"/> No <input type="checkbox"/> Yes	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
By signing this declaration I attest: <ul style="list-style-type: none"> I have been fully informed of, and am aware of my school, work and training commitments and education implications relating to QCE outcomes. 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. 					
Student signature:				Date:	

SRTO details and declaration					
SRTO name:				Contact person:	
Phone number:		Fax number:		Contact email:	
By signing this declaration I attest: <ul style="list-style-type: none"> The student has been fully informed of their school, work and training commitments. I have fully informed the student and parent or guardian of the student, 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. 					
SRTO signature:				Date:	

School details and declaration					
School name:			Phone number:		Fax number:
Contact person:			Position:		
Contact email:			Education sector: <input type="checkbox"/> Government <input type="checkbox"/> Independent <input type="checkbox"/> Catholic <input type="checkbox"/> Other		
By signing this declaration I attest: <ul style="list-style-type: none"> The undertaking of this school-based apprenticeship or traineeship WILL impact on the school timetable of the named student. The student has been fully informed of their school, work and training commitments and the education implications relating to QCE outcomes. 					
Principal or delegate signature:				Date:	

Parent or guardian details and declaration					
Name:				Mobile number:	
Email:					
By signing this declaration I attest: <ul style="list-style-type: none"> 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. I, and the above-named student, have been fully informed of their school, work and training commitments and education implications relating to QCE outcomes. 					
Parent or guardian signature: *The nominated parent/guardian for the training contract must sign this form.				Date:	

Employer details and declaration					
Trading name:			Phone number:		Fax number:
Address where student will be working:					
Contact person:			Position:		
Contact mobile number:		Contact email:			
By signing this declaration I attest: <ul style="list-style-type: none"> The above-named student will be paid whilst being employed under this school-based apprenticeship or traineeship. 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. 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. The student has been fully informed of their school, work and training commitments and their employment conditions whilst undertaking the apprenticeship or traineeship. 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). 					
Employer signature:				Date:	

Privacy Notice - The Department of Employment, Small Business and Training (DESBT) 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 DESBT. 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.

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
	BEFORE SCHOOL					
	COMMENCEMENT OF SCHOOL DAY					
	MORNING BREAK					
	LUNCH BREAK					
	AFTER SCHOOL					

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 <u>training</u> 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 <u>training</u> 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					