

School-based apprentices – Notification of days worked

School-based apprentices are required to work a minimum 50 days (375 hours) per 12 months in their school-based apprenticeship from date of commencement (that is, a minimum of 7.5 hours per week averaged over each 3 month period). Electrotechnology school-based apprentices are required to work a minimum of 80 days (600 hours) per 12 months.

The Queensland Curriculum and Assessment Authority (QCAA) will allocate appropriate points on the school-based apprentice's Queensland Certificate of Education (QCE), including points for days worked in the school-based apprenticeship. It is therefore important that the Department of Youth Justice, Employment, Small Business and Training (DYJESBT) has an accurate record of the number of days a school-based apprentice has worked to enable the transfer of accurate data to the QCAA.

If the number of days a school-based apprentice has worked is different from the minimum stated above, they need to notify DYJESBT of the actual days worked. This form can be used for this purpose.

Important note: If an apprentice claims to have worked more than the minimum days required in the school-based apprenticeship, they will need to provide proof of the actual number of days worked – for example, a copy of pay records or a statutory declaration signed by the employer.

Training organisations delivering to school-based apprentices in the Senior Phase of Learning are required to bank the apprentice's vocational education and training achievements direct with QCAA or with DYJESBT.

IMPORTANT: Failure to complete all details on this form may delay processing of this transaction.

TRAINING CONTRACT DETAILS				
Training contract registration number:	(This 9 digit number starting with 20 appears on all documentation from the department or your Australian Apprenticeship Support Network provider.)			
Apprentice's full name:		Date	e of birth:	
Apprentice's email:				
Apprentice's postal address:				
Apprentice's Learner Uniqu Identifier (LUI):			Year level:	
Name of school :				
Employer's trading name :				
How many days have you worked as a school-based apprentice with this employer?				
Will you be leaving school at the end of this school year? (please tick one) \Box Yes \Box No				
APPRENTICE SIGNATURE (and parent or guardian if appropriate)				
Apprentice signature:			Date:	
If the apprentice is under 18 years of age, a parent or guardian must also sign this form if appropriate.				
Parent or guardian's name:				
Parent or guardian's signature			Date:	

How to return this form

Please return the completed form to Apprenticeship Support Australia at: info@apprenticeshipsupport.com.au

Page 1 of 1



Privacy Notice – The Department of Youth Justice, Employment, Small Business and Training (DYJESBT) is collecting the information on this form to assess the accuracy of DYJESBT's record of days worked as a school-based apprentice and to assist in the completion process in accordance with Sections 45-51 of the *Further Education and Training Act 2014* (*QId*). Information collected on this form may also be used by DYJESBT for generating statistics. DYJESBT routinely gives some or all of this information to the Australian Government Department of Employment and Workplace Relations, Australian Apprenticeship Support Network providers, Queensland Curriculum and Assessment Authority and schools (for school-based apprentices and trainees) and registered training organisations for the purpose of updating the status of the training contract and/or verifying subsidy claims. Your information will not be disclosed to any other person or agency unless you have given us permission or it is required or authorised by law.