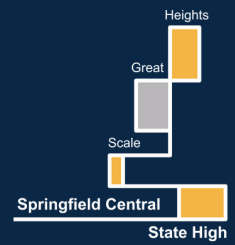


2024 SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS (SAT)



Dear Parent/Guardian

School Based Apprenticeships and Traineeships (SAT) provide students with the opportunity to attain a nationally recognised Vocational Education and Training (VET) qualification as well as their Queensland Certificate of Education (QCE) and gain valuable work skills and experience through paid employment. In most instances students complete their traineeship/apprenticeship one day a week for the duration of their course and remain at school for the other four days.

SATs are available for numerous career pathways and require a partnership between our school, the training organisation, the business and families to be effective.

It is essential that students and their families understand the commitment they are undertaking before the commencement of any position. Students partaking in a SAT will be completing the necessary training and assessment required to achieve their certification. The level of assessment is determined by the training organisation in accordance with their obligations as a Registered Training Organisation (RTO). It is a school expectation that students maintain passing grades for all other school subjects and remain on track to complete their QCE.

Springfield Central State High supports students throughout their traineeship by utilising the Senior Pathways office staff. This includes help with resume writing and interview skills. It is recommended that upon commencement of a traineeship, students reduce their school subject load by one subject per course. It is suggested that this "dropped" subject be an elective subject that falls on the day of the traineeship. Students will be granted an Independent Study Line (ISL) to catch up on missed class work or to complete course work books. All students are expected to self-regulate and manage their time efficiently during these lessons. Students failing to meet these expectations may be returned to a structured class environment and possibly removed from their traineeship.

Various government funding pays for traineeships and apprenticeships. Most funding is limited to one course per student and therefore students and their families should choose their course carefully. Before our school will issue approval, relevance of the course to the student's future must be proven. Participation in further courses of study on student's school program requires school approval.

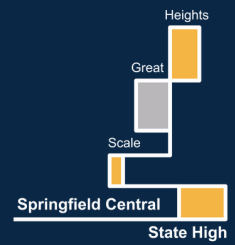
Students undertaking a SAT are representing themselves and our school and must demonstrate our schools core values (Respect, Responsibility, Relationships and Resilience) at all times. This includes:

- ✓ Completing course work on time
- ✓ Communicating with staff when help is needed
- ✓ Turning up to work on time
- ✓ Wearing correct attire
- ✓ Explaining absences – if a student needs to be away from work for any reason they need to inform their workplace and the school on pathways@springfieldcentralshs.eq.edu.au as soon as possible
- ✓ Report assessment and exam conflicts to the Pathways office as soon as you know

www.springfieldcentralshs.eq.edu.au

90 Parkland Drive, Springfield Qld 4300 PO Box 4787, Springfield Qld 4300 T 07 3470 6222

2024 SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS (SAT)



HOW TO START

There are two ways a student may begin a traineeship; self-identified or school advertised.

SELF-IDENTIFIED SAT

Students may apply directly to businesses for an SAT. It is recommended that students take their resume to businesses they are interested in and ask if SATs are offered. Once a potential business has been found, students need to bring the contact details to the Senior Pathways Office so that the sign up process can begin.

SCHOOL ADVERTISED SAT

Every week various training organisations advertise SATs. We share this information via the Senior Pathways job board, student notices, school newsletter and emails. Once a student has parental and school permission to proceed they begin the 4-step interview process. Only successful applicants move onto the next step. Constructive feedback will be given to unsuccessful applicants.

- ✓ Resume submitted
- ✓ Interview with training organisation
- ✓ Interview with business
- ✓ Work trial day

After the work trial day, successful applicants will be signed up to begin their traineeship. Parents or Guardians, the trainer and the manager of the business are all required to be present at the sign up. On average the sign up meeting goes for one hour.

If you support your child in pursuing the SAT application process please complete the Permission form and upload it using the 'Apply' link on our website.

Yours sincerely

Jo Andrews
Head of Department Pathways

Michelle Campbell
Principal