FAQs Sheet for Students and Parents

Australian School-based Apprenticeships (ASbA)

Q.1 What is an Australian School-based Apprenticeship, or ASbA?

A school-based traineeship or apprenticeship is a paid employment based training arrangement where, as a year 10, 11 or 12 student, you are able to combine paid work, training and education to gain a nationally recognised qualification, usually at Certificate II or III level.

- **work** – you are allowed to work between 7.5 and 15 hours in the workplace each week. This can be one or two days at work in school time or you may even work after school hours and on the weekend. You can negotiate with your employer to work additional hours in term breaks.

- **training** – you will sign a Training Plan with your employer and a Registered Training Organisation (RTO) who will be responsible for your training and assessment against the requirements of the qualification. You will be paid for anytime you are doing training in the workplace or off-site.

- **education** – you will commit to attending school when you’re not at work, and studying subjects that are complementary to your training qualification and contribute to you gaining the Tasmanian Certificate of Education (TCE).

Q.2 What are the responsibilities of an ASbA employer?

The employer will:

- ensure that you will get between 7.5 and 15 hours of work every week during school time, and with additional hours in term breaks. You must be employed under an award or other appropriate agreement, and you are also entitled to sick and holiday leave, worker’s compensation and superannuation contributions. Your wage will depend on your age, industry and qualification.

- ensure there is a Training Plan in place and negotiate with the RTO to ensure you regularly receive training and support towards your qualification.

- ensure that the hours of work can be flexibly negotiated to best fit with your school/college timetable and subject selections.
Q.3 What are the school/college’s responsibilities?

Every school/college will have someone on staff called the **ASbA Facilitator** who will help you:

- work out the arrangements regarding your ASbA and how you will fit your work into your school/college timetable.
- work out with you how many points your ASbA will contribute to your TCE in years 11 or 12, and what are the best subjects to do at the same time.
- organise monthly meetings to ensure everything is going smoothly and support you with any problems or answer any questions you may have.

Q.4 Who else is involved?

Someone from an **Apprenticeship Network Provider (ANP)** will be involved in the very early stages, and is responsible for:

- providing information and assistance to employers, you and your parents.
- organising ‘paperwork’ that will signed by you, your parents, your employer, the RTO and your Principal and forwarded to **Skills Tasmania** to approve a legally binding training contract.
- helping to resolve any workplace related issues.

As mentioned, the **Registered Training Organisation (RTO)** develops a Training Plan, and conducts the training and assessment for your qualification.

And, staff from the **Department of Education ASbA Unit** are also available to answer any questions or concerns you or your parents may have about the qualification, your education and the sign-up process.

Q.5 Where do I access more information about ASbAs?

- **DoE ASbA Unit** – 6165 6097, or [asba@education.tas.gov.au](mailto:asba@education.tas.gov.au)