



## **SCHOOL-BASED TRAINEESHIPS AND APPRENTICESHIPS - 2009**

1. School-based traineeships/apprenticeships are a school initiative and must be approved by the Principal.
2. No student will be released from school for a traineeship/apprenticeship program without approval of the Principal.
3. As traineeships/apprenticeships involve a reduction in the number of subjects studied by the student as well as release from school for up to two days each week, an Individual Educational Program (IEP) will be prepared for each student in consultation with a parent or guardian.
4. The school will require a commitment from the student to meet the requirements of the IEP.
5. The IEP will involve the following components:
  - (a) The school program – subjects studied ; timetable; times of release for work and training
  - (b) The arrangement with the employer
  - (c) The arrangement with a Registered Training Organisation (RTO) who will be responsible for the delivery of training
6. The student and parents will sign a formal 'Training Agreement' in respect of the traineeship/apprenticeship.
7. The procedures for a student undertaking a school-based traineeship/apprenticeship will be as follows:
  - Student registers interest with the College Enrichment Coordinator
  - Student submits a completed registration form 'Application for School-based Traineeship/Apprenticeship'
  - Interview is arranged between Principal, Parent and Student

If accepted as a part-time student:

- The student remains on full course (7 subjects) until an employer is found
  - Enrichment staff liaise with parents and possibly Training Company in establishing a suitable employer
  - When a suitable employer is found and the Training Agreement is signed, the student's IEP is organized and the school-based traineeship/apprenticeship commences
8. The Enrichment staff will coordinate the progress of the traineeship/apprenticeship i.e. link student,, parents, staff, GTC, RTO, host employer, DTIR, etc