

Be sure to notify your school/college
VET/ASBA coordinator of
your intention to do an ASBA.



For further information and assistance please
contact one of the following:

ACT Department of Education and Training

Australian School-based Apprenticeships

Phone 6205 8555 Fax 6205 8448

ASBAs@act.gov.au

www.det.act.gov.au/school_education/vocational_learning_in_schools/asba

ACT Australian Apprenticeships Centres (AAC)

• **Mission Australia**

Level 3, Swanson Plaza 11-17 Swanson Circuit

BELCONNEN ACT 2616

Ph 1300 626 227 Fax 1300 855 564

www.maapprenticeships.com.au

• **RGT**

23 Garratt St

WANNIASSA ACT 2903

PO Box 3007

WANNIASSA ACT 2903

Ph 02 6241 2969 Fax 02 6262 8533

www.rgt.asn.au

• **Caloola**

38 Colbee Court PHILLIP ACT 2606

Ph 1300 366 997 Fax 6232 5972

www.caloola.com



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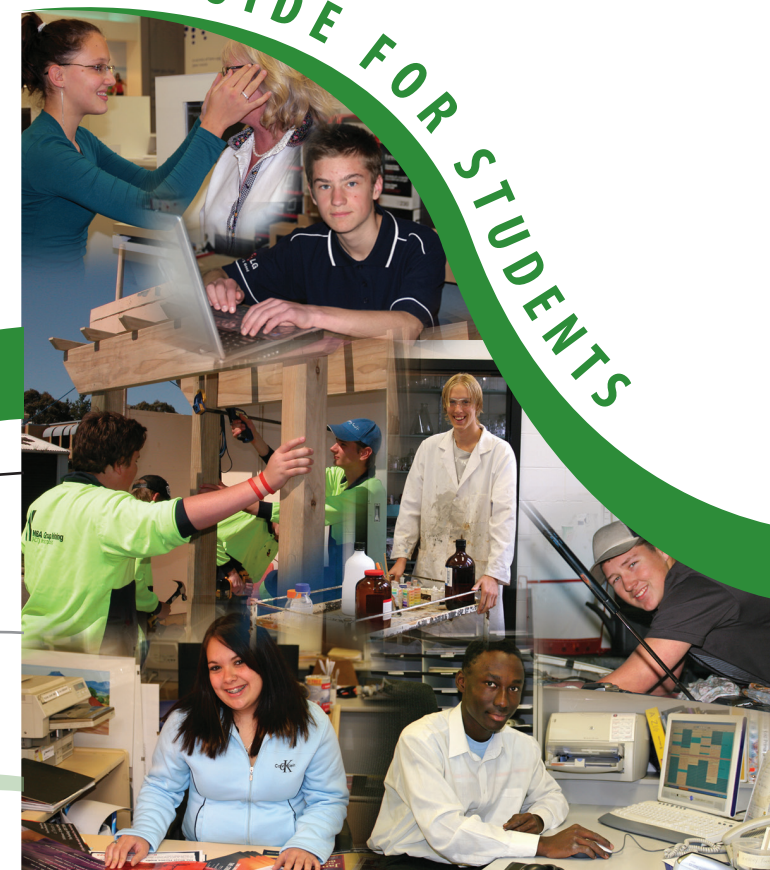
A U S T R A L I A N A P P R E N T I C E S H I P S

Your Life. Your Career. Your Future.

ASBA

AUSTRALIAN SCHOOL-BASED APPRENTICESHIPS

A GUIDE FOR STUDENTS



Australian School-based Apprenticeships for Students

What is an ASBA?

Australian School-based Apprenticeships (ASBAs) offer students, 15 years of age or over, the opportunity to achieve a nationally recognised vocational qualification by combining paid work and training as part of their education program.

Details of the nominal duration of an ASBA can be found at www.det.act.gov.au/school_education/vocational_learning_in_schools/asba. A Certificate II qualification requires a minimum of 8 hours (equivalent to one day) in the workplace and a minimum of 3 hours off the job training per week. A certificate III qualification has a greater time and work commitment and may require further work and study after the completion of Year 12.

What are the benefits of an ASBA?

You receive valuable experience that provides pathways to future training and employment.

The minimum amount you will get paid is described in the Modern Award for your industry for the time spent in the workplace.

On successful completion you receive a nationally recognised vocational qualification along with your ACT Year 12 Certificate.

It gives you the opportunity to get a great head start in your career.

By undertaking an ASBA you learn and experience what it is like to work in the workforce. I have learnt many new things and have met many great people. I would recommend an ASBA to anyone! Kimberley Budgen, 2010 ASBA in DET.

1. GETTING STARTED

It is a requirement that you contact the VET/ASBA Coordinator at your high school/ college and advise them of your intention to do an ASBA.

Finding an employer

Your school/college Vocational Education & Training (VET) Coordinator or a teacher may be able to assist you.

Using the employment section of the newspaper, the Yellow Pages or the Internet you could contact businesses and ask if they know of the benefits of employing an ASBA and whether they recruit students as an ASBA

or

Talk to your parents, family and friends. They may know of businesses wanting to employ young people

or

Contact an Australian Apprenticeships Centre (see back for details).

If you have identified a potential employer

Show them the ASBA Employer brochure available at www.det.act.gov.au/school_education/vocational_learning_in_schools/asba

Talk to them about the benefits of an ASBA for their business (like the employer incentive payments) and suggest that they engage you as an ASBA. Alternatively, if you are currently employed, discuss the possibility of converting your current job into an ASBA.

2. THE TRAINING CONTRACT

The training contract will show the qualification, the nominated RTO and the employer's and Australian Apprentice's obligations whilst doing an ASBA.

A Training Contract needs to be signed by:

- you
- your employer
- your parent/guardian (if you are under 18 at the time of sign up).

The signing of a Training Contract will be coordinated by the Australian Apprenticeships Centre that has been chosen by your employer.

Your employer and Registered Training Organisation (RTO) will have a part to play in your ongoing training and assessment. Your college may be your chosen RTO.

3. THE TRAINING PLAN

A Training Plan sets out the competencies you should achieve during your ASBA, who will provide the training and how and when it will take place.

You and your employer and the RTO will decide on the day, time and location for the delivery of your training.

4. EMPLOYMENT INFORMATION

You are expected to attend work on specified days during specific times determined by your employer and the RTO. You must be on time and attend work unless you have made prior arrangements with your employer or have phoned prior to the time you are supposed to be at work to notify your employer that you are sick and will not be able to attend work that day.

You will also be responsible for completing your time sheet. Your employer will use the timesheet to document the hours you are paid. Accuracy on your timesheet is important, as falsifying your timesheet is a criminal offence.