

Student Process for School Based Apprenticeships and Traineeships

- Initial student enquiry is made with the Student Counsellor. The Student Counsellor discusses the area of interest with the student and suggests that they attend Work Experience in this field prior to signing up a SAT.
- If the student has a business in mind a Form C is given to the student to be completed and signed by the prospective employer, the student and his/her parents. This is then returned to the College for signing and filing. 5 days of Work Experience is preferable, this is either done as a full week during term break or one day a week during term time. Work Experience during term time has to have approval of the Deputy Principal as the student will miss class time whilst they are away.

If the student doesn't have a business they can access themselves then as a College we approach SCISCO to locate a suitable business for us. Once SCISCO have found a suitable business that is willing to take the student for work experience the process above is commenced.

- After the 5 day Work Experience the Student Counsellor then meets with the student again to discuss the work experience and to see if the student is still keen to be signed up for a SAT. Sometimes more work experience is required and this is arranged with the same business or sometimes a different organisation. On occasions this is as far as the process will go with the student not wanting to be signed up for a SAT.
- If the student is still keen to pursue a SAT then the Student Counsellor will source a suitable training organisation in the field that the student is interested in. The Student Counsellor may also be aware, through advertising or emails, of a suitable organisation that is offering SATs within the field of interest.
- Once a suitable SAT is found with an organisation willing to take the student and a suitable training organisations to support the student, all parties meet. This includes the College representative, Training Officer, Student, Parents and Business representative. An ETES (Education, training and employment schedule) form is completed and signed by all parties. This forms the basis of a contract between all concerned in the SAT.
- The College agrees to release the student one day per week to attend the organisation and to drop a subject to support them with their ongoing external studies.