



# How to set up a School based Apprenticeship or Traineeship (SAT)

## Finding a SAT

Check SAT vacancies and the Careers Newsletter that the school emails out to student email addresses

Contact a Group Training Organisation such as MRAEL, MEGT, Busy at Work or one of the many others.

Search websites such as SEEK and Career One to see if any vacancies are advertised

Go into businesses and introduce yourself and ask about work experience that may lead into a SAT

## Is it what you want to do?

You may then be asked to work a trial shift (4 hours unpaid work) to see if you and the employer are a good fit.

You could ask to do work experience to see you like the position and if you would be a good fit for the employer. Make sure you fill out a form for work experience so we know you are out and you are covered by insurance.

**IMPORTANT** – make sure this is something that you can see yourself doing. You don't want to sign up and then decide you don't like it! Talk to the careers GO, Senior Schooling HOD or VET Coordinator for advice.

## SAT Sign Up

If everything falls into place and the employer is happy to take you on then you will work with a Group Training Organisation to draw up the contract between the employer, the training provider and the school. At the sign up there will be a representative from the business, the GTO, the Training Provider and the school as well as your parents or carer. All parties must be in agreement and sign the paper work. Your day off school will be negotiated at the sign up. Make sure you ask any questions if you are unsure of anything.

### Relevant people

Ms Blake – VET/ SAT Coordinator  
Mrs Chandler – Senior School HOD  
Mrs Cotton – Careers Guidance Councillor  
Ms Mansfield – Senior School teacher aid

### How this will affect your timetable

The school receives the contract and will advise you to talk to the Careers Guidance Councillor if you have any questions or concerns.

The principal or delegate will sign the contract to agree to the SAT.

Your timetable will be changed to reflect your day off.

### A note on dropping subjects....

If you do drop a subject as a result of taking up a SAT it is important to know that the school will not let you drop a subject until your probation period is up. Only then will this be considered, based on your academic results. If you do drop a subject, you will need to complete a subject discontinuation form. You will be allocated a place to go on your spare periods.

**IMPORTANT** - You can only begin the SAT once the contract has been signed by all parties, including the school.