



School Based Apprenticeship / Traineeship Application (SAT)

Student name: _____ Access: _____

This form should be completed by those students who are interested in studying school-based apprenticeship or traineeship. A student may already have a SAT lined up, or be interested in looking for one. It is important that the SAT aligns with the career aspirations and SET plan of a student. If a student has not yet completed year 10 they will need Principal approval for commencement of a SAT.

You will be required to discuss your situation with the following people and have them sign off on the decision:

1. The College VET Coordinator or Youth Pathways Officer – before and after completing the form.
2. Your parents or guardian.
3. The Guidance Officer.

SAT details:
Name of Qualification:
Name of Employer:

School Approval Check:						
Student has completed a SET plan and study aligns with this:					YES/ NO	
Student attendance (should be above 90%)					YES/ NO	
Student academic achievement:	ENGLISH	MATHS				
Behaviour concerns:						
Comments:						

Parent or Carer Approval:	
<ol style="list-style-type: none"> 1. I give permission for my student to apply for School-Based Apprenticeship or Traineeship; 2. I understand that there is a study component to the SAT (usually a Certificate III level); 3. I understand that my student will be required to complete their study component in their own time; 4. I understand that my student will be signed up, under a contract, usually by a Group Training Organisation; 5. I understand that in order to be signed up to SAT a student is required to miss part or a full day from their school timetable to complete their work placement hours. This should be in paid employment. 6. I understand that my student is responsible for completing the work they miss at school in their own time; 7. I understand that my student must continue to meet the behaviour expectations of the College. 	
Signature:	Date:
Comments:	

Guidance Officer:	
Signature:	Date:
Comments:	

Student Agreement:	
<p>This student agreement should be completed and signed during an interview with the College VET Coordinator or Youth Pathways Officer.</p> <p>Before you arrange this interview, this form must be complete and you should have read through and completed the Be Work Smart guide and assessment.</p> <p>I, _____ have been explained the following points and agree to adhere to them while completing a SAT:</p>	
<input type="checkbox"/> My SAT impacts my school timetable	
<input type="checkbox"/> I will be required to complete study through a SRTO for my SAT which I am responsible for completing in my own time. Failure to complete this study will mean I am not awarded the qualification.	
<input type="checkbox"/> If there are any changes to my SAT, including work day, temporary suspension or cancellation, I must notify the school immediately.	
<input type="checkbox"/> If I have any concerns regarding my SAT, I will approach the VET Coordinator or Youth Pathways Officer to discuss.	
<input type="checkbox"/> My school attendance must stay above 90%.	
<input type="checkbox"/> I will need to be completing a minimum of 7.5 hours of paid work a week for my SAT.	
<input type="checkbox"/> My academic grades must not drop while I am completing my external study.	
<input type="checkbox"/> Assessment due dates and exams take precedence over my SAT. If assessment due dates fall on a day I am off campus due to my SAT, I must submit the assessment before the due date. If an exam falls on a day I am off campus due to my SAT, I must notify the school beforehand to organise a plan.	
<input type="checkbox"/> I will uphold the College values while at external study, demonstrating respect, courage and excellence.	
<input type="checkbox"/> I will not use my mobile phone at my SAT location unless instructed to do so.	
<input type="checkbox"/> I will not be able to discontinue a subject until I have passed my probation period and demonstrated commitment to my SAT. Grades in all my other subjects must be at a passing standard and my attendance must be excellent.	
<input type="checkbox"/> I have completed the Be Work Smart Guide and assessment and discussed the results with the VET Coordinator or Youth Pathways Officer.	
Student signature:	Date:
VET Coordinator / Youth Pathways Officer	Date:
Year Level Deputy:	Date:
Principal:	Date:

Application approved and processed:	
Date:	
Email Timetabling DP to adjust timetable:	<input type="checkbox"/>
Email Attendance Officer timetable variation:	<input type="checkbox"/>
Update Student Training Record:	<input type="checkbox"/>
Print new timetable for student:	<input type="checkbox"/>