



## School Based Traineeship Policy

### Rationale

In order to assess the high number of School Based Traineeships the College is receiving, this policy aims to set out how the College will consider these applications and the value of such a program to the educational outcomes of a senior school student. It has to complement the whole educational situation, achievement of WACE and is subject to school guidelines for eligibility.

### What is a School Based Traineeship?

School Based Traineeships (SBT) provide students aged 15 or older with employment skills, practical industry experience and a national recognised qualification while still completing secondary school qualifications. SBT's can be more than just jobs, they are an effective way to set students up in chosen careers. **As a School Based Traineeship is part of the College reporting commitments, the College has to agree for the student to undertake the School Based Traineeship.**

### Structure of a School Based Traineeship

SBT's can be offered in two formats:

1. *One or two day school release*

The student undertakes the required training and practical work during normal school hours. Students have to apply for this type of SBT through an application process via the College.

2. *Out of School*

The student undertakes the required training and practical work during normal shifts at their chosen employer. The employer contacts the College to request students undertake the SBT.

### Guidelines

SBT's can have educational impact on a student and for that reason Ellenbrook Secondary College has devised the following guidelines to ensure that a SBT contributes to the educational outcomes of the student and does not potentially hinder their progress whilst a student at the College:

- A SBT will be authorised by the VET Program Coordinator in consultation with the Dean of Studies and other relevant Senior School staff on a case by case basis
- A SBT requiring timetabling changes will not be supported unless the SBT arrangements have been set up in the year prior and accommodated in the student's existing timetable
- ATAR students can not engage in a SBT as it will negatively impact the number of hours of study available to successfully achieve in this pathway

- Students must have Good Standing at the College if intending to apply for a SBT (including appropriate behaviour, attendance and academic results)
- An SBT will be considered for Non ATAR students but it must complement and enhance the learning outcome of the student eg: a higher level qualification (Certificate III) or a qualification not offered at the College or complement a qualification already undertaken at the College
- A SBT must not be undertaken at the detriment of co-curricular activities eg: Curriculum based activities outside of normal school hours such as drama performances, camps or music rehearsals etc.
- Registered Training Organisations (RTO) and Group Training Organisations (GTO) must adhere to procedures regarding the SBT contract and dates set out by the VET Program Coordinator. RTO/GTO will be asked to sign an MOU adhering to requests and requirements from the College. eg: collection of results and documentation
- Students undertaking an out of school, School Based Traineeship will not be enrolled in the Authority Developed Workplace Learning Program (ADWPL)
- Students undertaking an in school, School Based Traineeship on a one or two day release pattern will be enrolled in the Authority Developed Workplace Learning Program (ADWPL).

<b>Date</b>	<b>Notes</b>	<b>Person</b>
11 March 2016	Policy Created	D Harris