



ACT
Government

Education and Training

Australian School-based Apprenticeships Schools Guide

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It is the responsibility of the user to ensure this is the current and complete document, located at:

http://www.det.act.gov.au/school_education/

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Glossary of Terms

AAC	Australian Apprenticeships Centre
AATInfo	Australian Apprenticeships and Traineeships Information Service
apprentice	Colloquial term for a traditional trade apprentice
Australian Apprentice	Includes both trainees and apprentices
ACT Qualifications Register	Register of qualifications and RTOs approved to deliver Australian Apprenticeships training.
ASBA	Australian School-based Apprentice / Apprenticeship
ASBA Online	ASBA Online is a web application that enables online principal endorsement and management of Australian School-based Apprenticeships for school principals and their delegates.
BSSS	Board of Senior Secondary Studies
the Directorate	ACT Education and Training Directorate
GTO	Group training organisations are the legal employer to some Australian Apprentices and they provide support to the Australian Apprenticeships system by providing employment to Australian Apprentices. They also offer administrative support to employers acting as hosts to Australian Apprentices.
JSA	Job Services Australia
NOB	Notification of Business
Off-the-job	Training that takes place away from the workplace
On-the-job	Training that takes place in the workplace
Requirements	<i>ACT Requirements for delivery of Australian Apprenticeships training</i> - Replaced by the ACT Standards from 1 January 2014.
RTO	Registered training organisation
STA	State Training Authority
TGA	training.gov.au national register of information on training packages, qualifications, courses, units of competency and registered training organisations (RTOs)
training contract	National Training Contract
Training Package	A set of nationally endorsed standards and qualifications for recognising and assessing people's skills in a specific industry, industry sector or enterprise.
VET	Vocational education and training
Work Experience	Is a formal process through the school which provides a guidance for students in the transition from school to working life in the community and enables students to test tentative career choices against the realities of the workplace.
ACT Standards for delivery of training (known as ACT Standards)	Schedule to the ACTFA. Mandatory standards for RTO management and delivery of training in the ACT.
ACT Standards Compliance Guides	Schedules to the ACTFA which, for each training initiative: <ul style="list-style-type: none"> a) provide direction to RTOs on how to interpret and comply with ACT Standards, and b) include additional mandatory requirements, and c) outline administrative arrangements.

Table of Contents

1. Introduction	4
2. Australian School-based Apprenticeships Overview	4
3. Eligibility for Australian School-based Apprenticeships	5
3.1 ASBA Restrictions	5
4. Roles and Responsibilities.....	6
4.1 Roles and Responsibilities of Schools and Colleges	6
4.2 Roles and Responsibilities of Australian Apprenticeships Centres.....	7
4.3 Roles and Responsibilities of Registered Training Organisations	7
4.4 Roles and Responsibilities of Students	7
4.5 Roles and Responsibilities of Parents/Guardians	8
4.6 Roles and Responsibilities of Employers.....	8
4.7 Roles and Responsibilities of GTOs	9
5. The Training Contract and Training Contract Management.....	9
5.1 Principal Endorsement for Training Contracts.....	9
5.2 ASBA Online	10
5.3 Variations to an ASBA Training Contract	10
6. Transitioning from High School to College as an ASBA.....	11
7. Finishing Year 12 as an ASBA	11
8. Bounty Payments	11
Key Steps in the Implementation and Management of an ASBA	12
Guide to ASBA Enquiries	15
Frequently Asked Questions (FAQs)	16
Useful Links	18
ACT Australian Apprenticeships Centres (AACs).....	20

1. Introduction

The Australian School-based Apprenticeships Schools Guide (ASBA Schools Guide) has been created to support VET Coordinators in assisting school students through ACT Australian School-based Apprenticeships (ASBAs). If a school holds an ACT Funding Agreement (ACTFA) and is a registered training organisation (RTO) this document must be read in conjunction with the current *ACT Standards for Delivery of Training (ACT Standards)* (http://www.det.act.gov.au/training/vet_admin/act-standards) to ensure the school carries out the minimum service requirements of an RTO in the management of Australian Apprenticeships in the ACT. The ASBA Schools Guide is a companion to the *ACT Standards only* and is not to be used as a compliance document. Additionally, the ASBAs schools guide relates to ACT ASBAs only, not NSW. For information on NSW ASBAs, please visit the following link <http://www.sbatinnsw.info/>.

2. Australian School-based Apprenticeships Overview

ASBAs are part of the national Australian Apprenticeships system. Australian Apprenticeships combine practical work on-the-job, with structured off-the-job training to achieve a nationally recognised qualification. For more information on the Australian Apprenticeships system, please visit the following link: <http://www.australianapprenticeships.gov.au>.

An ASBA provides students with the opportunity to combine practical paid work with structured training as part of their education program to achieve a nationally recognised qualification. Students undertaking an ASBA are supported by their school to enrol in a range of qualifications that meet their individual needs and timetables. The school also supports the ASBA to timetable their program to allow for work, training and regular schooling.

It is highly recommended that all students undertake a vocational or work experience placement in the relevant industry area prior to the commencement of their ASBA. For those students who wish to commence a certificate III qualification this may be a requirement of some employers. This should be discussed with the school VET Coordinator and employer prior to commencement. Information on work experience can be found at: http://www.det.act.gov.au/school_education/vocational_learning.

As a part of the National Training Contract (the training contract), the employer and Australian Apprentice agree on an approved RTO to deliver the structured training for the Australian Apprentice. The ACT Qualifications Register, available at <http://www.det.act.gov.au/> lists approved Australian Apprenticeships qualifications available under Australian Apprenticeships pathways and the RTOs approved to deliver each qualification in the ACT.

The ACT Education and Training Directorate (the Directorate) is responsible for the overall management of vocational education and training (VET) in the ACT. The Directorate supports ACT Australian Apprenticeships with various branches of the Directorate managing and providing support for the delivery of ACT Australian Apprenticeships. The roles of these branches are outlined below.

The Training and Tertiary Education (TaTE) branch of the Directorate is the State Training Authority (STA) in the ACT and is responsible for the management of all training contracts (including ASBAs) in the ACT. STAs are government agencies in each state or territory, responsible for the operation of the VET system (including Australian Apprenticeships) within that jurisdiction. TaTE as the STA also administers

funding to RTOs and implements the compliance requirements for RTOs accessing this funding. TaTE has a set of publications which outline the minimum service requirements of RTOs and Australian Apprenticeships Centres (AACs) for the promotion and delivery of Australian Apprenticeships. *ACT Standards Compliance Guide for Australian Apprenticeships* and *ACT Requirements for Australian Apprenticeships Centres* are available at: http://www.det.act.gov.au/training/vet_admin/

The Vocational Education and Training in Schools (VETiS) branch of the Directorate provides support to VET Coordinators in the promotion and management of ASBAs.

The ACT Board of Senior Secondary Studies (BSSS) is a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the ACT.

For more information on the various branches and how to direct specific enquiries, please see [Attachment B](#).

3. Eligibility for Australian School-based Apprenticeships

To be eligible for an ASBA a student must be an Australian citizen, Australian Visa holder, permanent resident or New Zealand passport holder resident for more than 6 months who enters into a training contract with an ACT employer.

An ACT employer is defined as an employer with an ACT workplace address on the training contract. The workplace address on the training contract must be a physical address in the ACT, **not** a PO Box. To be eligible for an ACT training contract an ASBA must also:

- be at least 15 years-of-age
- be enrolled in a school under the relevant education act
- have the ASBA qualification recognised on their school certificate
- combine part-time work with an employer and structured industry approved training
- continue employment and on/off-the-job training throughout the year including school holidays
- complete a minimum of 11 hours per week and a maximum of 20 hours per week towards their Australian Apprenticeship if undertaking a certificate II qualification, this includes eight hours of work and three hours per week of structured training
- complete a minimum of 15 hours per week and a maximum of 20 hours per week towards their Australian Apprenticeship if undertaking a certificate III qualification, this includes 12 hours of work and three hours per week of structured training.

Please note: during school holidays ASBAs completing at either a certificate II or certificate III level may work up to full-time hours.

3.1 ASBA Restrictions

Students must choose wisely the type of industry and qualification before engaging in an ASBA training contract. Students must speak with their VET Coordinator/s, prior to the commencement of an ASBA to ensure the qualification fits into the student's pathway plan. Students must also speak with their

VET Coordinator/s, prior to the commencement of a second or subsequent ASBA as these additional qualifications must fit into the student's pathway plan.

Students currently engaged in an ASBA training contract for a certificate II qualification may consider, on completion or partial completion, progressing to the certificate III level whilst still attending school/college. All ASBAs must consult their school VET Coordinator prior to commencing the certificate III level to ensure Principal endorsement.

It is not appropriate for a student to be undertaking an ASBA in a particular industry and be enrolled in the same/similar units of competency from the same training package in a non-ASBA (VET in Schools) program of study.

4. Roles and Responsibilities

The following section outlines the roles and responsibilities of each party relating to ASBAs.

4.1 Roles and Responsibilities of Schools and Colleges

VET Coordinators and Careers Advisors in schools play an important role in the success of every ASBA. They:

- provide assistance to students in finding a suitable ACT employer
- have administrative responsibility of the student whilst engaged in the ASBA
- liaise with AACs to support ASBAs enrolled at their school (refer to **section 4.2**)
- are responsible for pastoral care of a student undertaking an ASBA
- have discussions with students regarding career pathways and the impact of participation in an ASBA at the commencement of new or existing training contracts
- must advise RTO/group training organisation (GTO) if aware of students non-attendance at school or employment
- ensure the student understands that participation in an ASBA training contract includes school holidays unless other arrangements are agreed to by all parties
- assist with timetable adjustments to include attendance at employment and off the job training if training is provided by a RTO other than the college
- ensure proper procedures for recording standard units regarding student entitlements if working through an external RTO
- facilitate school principal/delegate endorsement of the ASBA through ASBA Online. Please contact TaTE by emailing asbas@act.gov.au **before** rejecting a training contract
- must contact TaTE if the student is not meeting the minimum service requirements of an ASBA.

ASBAs are approved for school students only; therefore, the school/college must notify TaTE via email to apprenticeships@act.gov.au as soon as possible when a student has registered as a school leaver. The school/college must also advise the BSSS of the training package competencies achieved to date as well as nominate standard units appointed for full or partial completion prior to the student leaving the school.

4.2 Roles and Responsibilities of Australian Apprenticeships Centres

Australian Apprenticeships Centres (AACs) provide a free service to employers and Australian Apprentices to assist them with the sign-up into a training contract and administration of Australian Apprenticeships. They **must** ensure the RTO nominated on the training contract is approved to deliver the qualification via an Australian Apprenticeships pathway in the ACT. AACs:

- assist with filling out and the lodgement of training contracts
- provide assistance and support to employers, Australian Apprentices (including ASBAs) and RTOs throughout the duration of the Australian Apprenticeship, through contacts and visits
- liaise with schools/colleges to support ASBAs
- market and promote Australian Apprenticeships in the local area
- explain employer incentive payments and lodge claims for employers
- administer incentive payments to employers and personal benefits to eligible Australian Apprentices
- establish effective relationships with Job Services Australia (JSAs) providers, GTOs, RTOs, schools and community organisations to support uptake of Australian Apprenticeships
- must contact the school to inform them of potential new ASBAs.

AACs are contracted by the Australian Government. The Australian Apprenticeships Referral Line 13 38 73 assists callers to locate an AAC and *Tools for Your Trade* support. Complaints regarding an AAC may be directed to the referral line. Information is also available on the Australian Apprenticeships website: <http://www.australianapprenticeships.gov.au/>.

For more information on the AAC responsibilities please read the *ACT Standards Compliance Guide for Australian Apprenticeships* at: http://www.det.act.gov.au/training/vet_admin/act-standards.

A list of AACs operating in the ACT and their contact details is provided at [Attachment E](#).

4.3 Roles and Responsibilities of Registered Training Organisations

As part of the training contract the employer, together with the Australian Apprentice, decides on an approved RTO to deliver the structured training for the Australian Apprenticeship. The ACT Qualifications Register (<https://www.vetadmin.act.gov.au/>) lists Australian Apprenticeships qualifications and the RTOs approved to deliver each qualification in the ACT.

The minimum service requirements for RTOs are outlined in the ACT Standards at: http://www.det.act.gov.au/training/vet_admin/act-standards.

4.4 Roles and Responsibilities of Students

An ASBA involves the paid employment of a young person who is undertaking an Australian Apprenticeship part-time while still attending school/college. The student must:

- notify their school VET Coordinator of their intention to do an ASBA
- find an employer. They may receive assistance from:
 - their school VET Coordinator
 - family/friends
 - AACs

- direct contact with employers through various methods
- their existing employer (they may speak to them regarding taking them on as an ASBA).
- speak with their school regarding any personal/educational changes that may affect their training contract obligations
- understand the importance and responsibilities associated with signing a legal contract. Students entering into an ASBA are required to sign a training contract in the presence of the employer, AAC and it is recommended that the parent/guardian be present at the sign up (if under 18 years-of-age). Alternatively, the parent can sign the training contract without being present at the sign-up
- attend school, as well as employment and off-the-job training to maintain conditions of the training contract. This includes school holidays unless other arrangements are agreed to by all parties
- notify supervisor and school if they are delayed or not attending training at all.

4.5 Roles and Responsibilities of Parents/Guardians

Parents/guardians need to acknowledge that an ASBA involves the paid employment of a young person who is undertaking an Australian Apprenticeship part-time while still attending school/college. Parents/guardians:

- can assist their child to find a suitable employer
- must recognise the legal implications of a child under 18 years-of-age signing a training contract where the parental/guardian signature is required
- must understand that an ASBA is paid employment and comes with responsibility for their child
- be aware of the changes in their child's school attendance patterns and different workloads when they enter into a training contract, especially if the qualification is being delivered by an RTO other than the school
- should monitor their child's progress throughout the duration of the ASBA and assist with any problems that might arise
- should also ensure their child understands that participation in an ASBA training contract includes school holidays unless other arrangements are agreed upon by stakeholders
- express any concerns with the ASBA's RTO supervisor and school
- should discuss transport to and from work with the employer, especially if their child is working after hours.

4.6 Roles and Responsibilities of Employers

Employers of ASBAs must:

- contact their preferred AAC to discuss their intention to employ an ASBA and arrange a training contract sign-up date
- provide a safe on-the-job training environment for the ASBA
- adhere to the *National Code of Good Practice for Australian Apprenticeships* (<http://www.legislation.act.gov.au/di/2013-167/notification.asp>)
- provide supervision and support

- support structured training through a RTO
- meet the normal legislative requirements of an employer such as Occupational Health and Safety and workers compensation
- ensure an ASBA is treated like any other employee with regard to conditions and entitlements
- pay the ASBA at current industry training rates and provide accurate pay slips (for more information regarding awards please visit the Fair Work Ombudsman website at: <http://www.fairwork.gov.au/awards/pages/default.aspx>).

4.7 Roles and Responsibilities of GTOs

Group training organisations (GTOs) are an employer, and therefore must:

- select the ASBA carefully to ensure that they are suitable for placement with a host employer
- ensure the host employer adheres to the *National Code of Good Practice for Australian Apprenticeships* (<http://www.legislation.act.gov.au/di/2013-167/notification.asp>)
- monitor award conditions and pay rates
- take responsibility for all paperwork connected with wages, allowances, superannuation, workers' compensation, sick/holiday pay and other employee entitlements
- act as a consultant and trouble-shooter throughout the period of employment and training
- manage the additional care and support necessary to achieve the successful completion of the apprenticeship of traineeship.

5. The Training Contract and Training Contract Management

All employers of Australian Apprenticeships, including ASBAs, must enter into a training contract with their Australian Apprentice. An approved training contract is a legally binding document between the employer, the Australian Apprentice and their parent/guardian if the Australian Apprentice is under 18 years-of-age at the time of sign-up. It protects the interest of both parties and outlines their obligations. As a part of the training contract, the employer together with the Australian Apprentice may agree to use the attending school/college as the RTO to deliver the structured training for the ASBA. If the school is chosen to be the RTO, it must be listed as an approved provider on the ACT Qualifications Register.

5.1 Principal Endorsement for Training Contracts

ASBAs must be endorsed by the school principal or nominated delegate prior to the approval of the training contract. The school must endorse the ASBA through the electronic Principal's endorsement process through ASBA Online (http://www.det.act.gov.au/training/vet_admin) or provide Principal re-endorsement for an already approved training contract (refer to **section 4.1**).

Principal re-endorsement is required when an ASBA moves from year 10 High School to year 11/12 College or changes schools at any stage. TaTE is unable to process electronic principal re-endorsements for already approved training contracts. The process is outlined below.

If an Australian Apprentice in an already approved ASBA training contract wishes to change school, either for transition from year 10 to year 11 or 12 or across sectors, then an *Application to Change Australian Apprentice Details* form (F9) must be completed (refer to **section 5.3**).

- On receipt of this form the Directorate will send a *Principal re-endorsement form* to the relevant school/college for completion and return to TaTE.
- TaTE will then process the form accordingly (endorsed or not endorsed).
- A copy of the form noting action completed will be forwarded to the school, AAC, RTO, and other parties as required.
- The completed form will be placed on the ASBA's file.

5.2 ASBA Online

ASBA Online is a web application, available at <https://www.vetadmin.act.gov.au/ASBA/Logon.aspx>, which enables online endorsement and management of ASBA's for school principals and their delegates. ASBA Online:

- enables users (school Principals and their delegates) to process ASBA pending training contract(s) by either endorsing the training contract or rejecting it
- view historical data of ASBA training contracts
- maintain ASBA Online user information.

A step-by-step guide on how to use ASBA Online is available at: <http://www.det.act.gov.au/>.

5.3 Variations to an ASBA Training Contract

A training contract is a legally binding document and as such any changes to this training contract must be agreed to by all parties (employer, ASBA, parent/guardian if Australian Apprentice is under 18 years-of-age). Any changes to an ASBA's training contract must be submitted to TaTE on the appropriate form. To access training contract variation forms please visit the following link:

http://www.det.act.gov.au/training/vet_admin.

Below is a list of the variation forms available on the Directorate's website:

- F1 – Application to Extend Training Contract
- F2 – Application to Suspend Training Contract
- F3 – Application to Cancel Training Contract
- F4 – Application to Complete Training Contract (Block Release Apprenticeships Only)
- F5 – Application to Change Qualification
- F6 – Application to Change RTO
- F7 – Application to Change Type of Australian Apprenticeship
- F8 – Application to Change Employer Details
- F9 – Application to Change Australian Apprentice Details
- F10 – Application for Credit Adjustment
- F11 – Application to Change Employment Details
- F12 – Application for ACT Extract of Record
- F13 – Application to Change ABN & Ownership Details of an Approved Business/Employer

6. Transitioning from High School to College as an ASBA

If a student enrolls in a college, and wishes to continue with the training contract they commenced at high school, they must speak with the college VET Coordinator and complete an *Application to Change Australian Apprentice Details* form (F9). Once an *Application to Change Australian Apprentice Details* form is processed it will require Principal Re-Endorsement (refer to **section 5.1**). If the student does not complete enrolment with a college, and does not wish to continue with the ASBA then an *Application to Cancel Training Contract* form (F3) must be completed (refer to **section 5.3**).

7. Finishing Year 12 as an ASBA

A year 12 student is deemed to be enrolled as a secondary college student until they either complete their school/college leaver's form or until they receive their ACT Year 12 Certificate. After this date the student is not identified as an ASBA. If the student is to continue training to complete their qualification, they will need to convert the ASBA into a full-time or part-time Australian Apprenticeship. If the college is the RTO the employer will need to find another RTO to complete the training for the qualification.

To continue the qualification and training contract after completing their ACT Year 12 Certificate an *Application to Change Type of Australian Apprenticeship* form (F7) must be completed (refer to **section 5.3**). If the original training contract identifies the college as the RTO then an *Application to Change RTO* form (F6) will also have to be completed (refer to **section 5.3**).

If a student does not wish to continue with the qualification and training contract after completing their ACT Year 12 Certificate the training contract must be cancelled (*Application to Cancel Training Contract* form (F3) (refer to **section 5.3**). The cancellation can be initiated by either the employer or the Australian Apprentice, however it **must** be signed by at least one, but preferably both, the employer and the Australian Apprentice (or the Australian Apprentice's parent/guardian if they are under 18 years-of-age).

8. Bounty Payments

Bounty payments refer to payments made to ACT Government schools for students engaged in an ASBA training contract, who are undertaking training with a RTO that is not the school. To be eligible for a bounty payment the ASBA must have been in an active training contract for at least three (3) months. Bounty payments are made in payments of \$200 or \$400 (maximum of \$400 over the ASBA training contract) amounts, depending on:

- the school term in which the ASBA commences
- the current year level of the student (e.g. year 9, year 12)
- if the student has previously entered into an ASBA for the same or similar qualification and a bounty payment has previously been processed.

Bounty payment eligibility of students undertaking an ASBA is determined on a quarterly basis. A list of individual ASBAs assessed as eligible to receive bounty payments is forwarded by TaTE to school VET Coordinators and Business Managers to verify prior to payment. If the list is not verified by the school no payments will be made. Bounty payment queries can be directed to ASBAs@act.gov.au.

Key Steps in the Implementation and Management of an ASBA

1. Implementation of an ASBA

There are several ways that VET Coordinators become aware that a student wishes to undertake an ASBA. Three of the most common ways are:

- the student will approach them to discuss the option
- the VET Coordinator will receive notification (by phone or email) from an Australian Apprenticeships Centre (AAC) that a student wishes to sign up into an ASBA
- the VET Coordinator will receive a notification for principal endorsement of an ASBA.

In any case, it is highly recommended that when the VET Coordinator becomes aware that a student wishes to undertake an ASBA, they must discuss this pathway with the student, including:

- the benefits and responsibilities of an ASBA, including the study and employment requirements it presents
- the process and commitment required
- the implications on study choices
- the type of industry they wish to enter and the qualification level
- if the ASBA aligns with the student's pathway plan at school.

The VET Coordinator must also ensure the student's parent/guardian is aware of these requirements and responsibilities.

Note: Students may already be engaged in an approved training contract that they wish to change to an ABSA (e.g. for an out-of-school hours job). In this case you need to discuss this with the student and determine if the qualification fits in to the student's education program and pathway plan.

2. Where the student has not yet signed up into a training contract

It is recommended the VET Coordinator, where possible, organise for the student to undertake a vocational or work experience placement in the relevant industry area prior to commencement of their ASBA. For those students who wish to commence a certificate III qualification this may be a requirement. The VET Coordinator should discuss this with the student prior to commencement. Information on work experience can be found at: http://www.det.act.gov.au/school_education/.

The VET Coordinator must also discuss with the student if they have an employer willing to employ them as an ASBA (the student must have an employer to commence an ASBA). Employment can be established through a variety of ways including:

- through part-time work, family/reasons, etc.
- initiated by employers or industry
- group training organisation (for information on GTOs please refer to **section 4.7**).

Students may request help from their VET Coordinator/s in finding the right ASBA for them, including relevant industry, qualification type/level and/or finding an employer. Information and help can be obtained from:

- AACs (refer to **section 4.2** and AAC contact information is available in Attachment E)
- the TaTE branch of the Directorate's website (<http://www.det.act.gov.au/training>)
- the ACT Qualifications Register(<https://www.vetadmin.act.gov.au/>)
- the ACT and Region of Chamber of Commerce and Industry.

Once a student has an employer:

- the student must provide their VET Coordinator with their employer contact details
- the VET Coordinator must confirm with the employer their willingness to sign into an ASBA training contract, qualification level, suitable preferred work attendance day and a commencement date.

The following steps will then occur:

- The employer must then contact its preferred AAC to discuss their intention to employ an ASBA and to arrange a training contract sign-up date. The employer must provide the name of the student, date-of-birth (if known) and the school/college the student is enrolled in to the AAC.
- AACs are required to send an email to a student's school/college within 5 business days of being approached by an employer or student about commencing an ASBA. The email must notify the school that a student wishes to commence an ASBA, it should also include the student's DOB, the intended qualification and the date of contact. Once the email has been sent to the school/college, the AAC will continue with the sign up unless otherwise indicated by the school/college.
- The AAC arranges a date to complete the training contract sign-up and lodges the training contract with the Directorate (it is recommended that the parent/guardian be present at the sign up (if under 18 years of age). Alternatively the parent can sign the training contract without being present at the sign up).

The Directorate will then:

- forward a Notification of Business (NOB) to the RTO
- assess the training contract for approval
- forward the training contract details to the school/college through ASBA Online for Principal endorsement.

The school/college principal must complete the ASBA Online Principal endorsement process prior to the Directorate approving a training contract. No funding for a student as an ASBA can be paid prior to Principal endorsement. The school/college Principal or delegate:

- determines the educational value the ASBA provides to the student

- completes ASBA Online with either endorsement or rejection. (refer to **section 5.2** or a step-by-step guide on how to use ASBA Online is available at http://www.det.act.gov.au/vet_admin).

PLEASE NOTE: if considering rejection please contact TaTE before rejecting the ASBA.

3. Management of ASBAs

- The VET Coordinator should maintain communication with the ASBA during the life of their training contract to ensure the ASBA is not impacting on the student's school work and continues to fit into the student's pathway plan.
- Contact the Board of Secondary Studies (BSSS) regarding any reporting obligations they may require.
- If any issues arise refer to Attachment B for advice on where to direct the enquiry.
- If a student is approaching the end of year 10 and wishes to continue their ASBA in college an *Application to change Australian Apprentice Details* form (F9) must be submitted to TaTE to ensure that further Principal Endorsement is applied.
- If a student is approaching the end of year 10 and does not wish to continue their ASBA in college an *Application to Cancel Training Contract* form (F3) must be submitted for approval.
- If a student is approaching the end of year 12 and is not likely to complete their ASBA there are a number of options available:
 - cancel the training contract by submitting an *Application to Cancel Training Contract* form (F3) to TaTE for approval
 - change the type of Australian Apprenticeship from ASBA to a full-time apprenticeship submitting an *Application to Change Type of Australian Apprenticeship* form (F7) to TaTE for approval
 - if the school was the RTO an *Application to Change RTO* form (F6) must be submitted to TaTE for approval.

4. Completing the ASBA

- The school/college as the RTO is required to notify the BSSS of completion so that the BSSS can prepare the certificate or Statement of Attainment within eight (8) weeks of completion.
- External RTOs must issue an Australian Quality Framework (AQF) compliant qualification to the Australian School-based Apprentice within eight (8) weeks of the date-deemed-competent and provide a copy to the school/college of attendance.
- For Australian School-based Apprentices who do not successfully complete a qualification, external RTOs must issue an AQF compliant Statement of Attainment to the Australian School-based Apprentice within 30 days of the Australian Apprentice's withdrawal from training

Guide to ASBA Enquiries

All enquiries relating to:

- VET in Schools Forums
- Support in managing ASBAs
- The promotion of ASBAs
- ASBA advice and assistance

Email VETiS@act.gov.au

All enquiries relating to:

- Bounty payments
- Principal Re/Endorsements
- ASBA training contract management
- ASBA Online

Email ASBAs@act.gov.au

All enquiries relating to:

- Training and Tertiary Education Stakeholder Forums
- Training and Tertiary Education Consultations
- Distribution List subscription/un-subscription
- News Items

Email tateconsultation@act.gov.au

All enquiries for schools that are RTOs, relating to:

- Training contract management
- Submission of training contract variation forms
- Australian Apprenticeships advice and assistance

Email apprenticeships@act.gov.au

All enquiries for schools that are RTOs, relating to:

- User Choice funding
- Qualification nominations
- ACT Qualifications Register
- ACT Funding Agreements
- RTO Compliance
- RTO Online

Email: funding@act.gov.au

Frequently Asked Questions (FAQs)

What is an ASBA?

Australian School-based Apprenticeships (ASBA) are part of the national Australian Apprenticeships system. Australian Apprenticeships combine practical work on-the-job, with structured off-the-job training to achieve a nationally recognised qualification (<http://www.australianapprenticeships.gov.au>).

ASBAs involve paid employment and training and also provide valuable experience to students, increasing their industry specific knowledge and employability skills. Students undertaking an ASBA are supported by their school/college to enroll in a range of courses that meet their individual needs and timetables, as well as to timetable their program to allow for work, training and regular schooling.

Which organisations can be an RTO? Where do I find this information?

The ACT Qualifications Register lists the RTOs approved to deliver each qualification. All RTOs must be approved and registered with TaTE to deliver Australian Apprenticeships training in the ACT, whether they receive public funding or not. The ACT Qualifications Register is available at http://www.det.act.gov.au/training/vet_admin.

When does a year 12 student have to complete their course work to ensure the qualification is recorded on their year 12 certificate?

The BSSS has an agreement with ACT schools/colleges to print certificates on their behalf. Where the school/college delivers the qualification, the college RTO has responsibility for ensuring all the assessment requirements of the ASBA are met and the BSSS is notified of assessment outcomes.

External RTOs are required to provide details of all completed competencies including completion certificates or Statements of Attainment to the school/college. External RTOs must provide copies of certificates/Statements of Attainment to the student's school/college by 1 November of the completing year.

Who is responsible for ASBA wages and worker's compensation?

The employer is responsible for ASBA wages and worker's compensation. To find employer obligations regarding worker's compensation and Australian Apprentice wages please visit the Fairwork Ombudsman website at: <http://www.fairwork.gov.au/Pages/default.aspx>.

What happens if the school Principal or delegate does not complete the Principal endorsement?

The training contract cannot be approved and there are also legal and Industrial Relations implications that can be applied as the training contract is a legally binding document.

What happens if I do not cancel the training contract?

A training contract is a legally binding document therefore it must accurately reflect the current circumstances under the training contract. Variation forms that are not lodged to determine any changes made to the training contract may affect future funding and training.

What happens if I do not submit a variation form for the ASBA changing schools?

The student cannot receive a Statement of Attainment or completion certificate until the variation form has been lodged and approved.

A National Training Contract (training contract) is a legally binding document therefore it must accurately reflect the current circumstances under the training contract. Variation forms that are not lodged to determine any changes made to the training contract may affect funding and future training.

How do I find information about qualifications and/or RTOs in the ACT?

The ACT Qualifications Register contains information provided by RTOs and the Department of Industry and the ACT Education and Training Directorate. The register provides a list of providers approved to deliver training in the ACT and the qualifications approved in the ACT. Information can be accessed using course name/code and RTO name/code.

How do I find an AAC?

To commence an Australian Apprenticeship a National Training Contract must be completed through an AAC operating in your region ([Attachment E](#) of this document provides information on the AACs in the ACT). The Australian Apprenticeships Referral Line 13 38 73 assists callers to locate an AAC and *Tools for Your Trade* support. Information is also available on the Australian Apprenticeships website:

<http://www.australianapprenticeships.gov.au/>.

What qualifications are offered under Australian Apprenticeships?

Australian Apprenticeships are available in a variety of certificate levels, in more than 500 occupations across Australia, in traditional trades, as well as a diverse range of careers in most sectors of business and industry, including:

- Agriculture, horticulture and related industries
- Automotive
- Building and Construction
- Business services
- Finance services
- Food
- Hairdressing
- Community services and health
- Information technology
- Light manufacturing
- Local government
- Metals and Engineering
- Printing
- Process manufacturing
- Property services
- Public services
- Retail
- Seafood
- Sport and recreation
- Telecommunications
- Tourism
- Transport and distribution
- Utilities and energy.

Useful Links

<p>AAC Compliance Guide Outline mandatory requirements for Australian Apprenticeships Centres (AACs) in approval and management of National Training Contracts for Australian Apprentices in the ACT.</p>	<p>http://www.det.act.gov.au/training/vet_admin/act-standards</p>
<p>AAT Info: A website that provides apprenticeships and traineeships information and resources for AACs, RTOs, GTOs, JSAs and other service providers and stakeholders.</p>	<p>http://aainfo.com.au/Home</p>
<p>ACT and Region Chamber of Commerce and Industry: The Chamber of Commerce website provides valuable resources to VET Coordinators especially in relation to the Employment, Education and Training team.</p>	<p>http://www.actchamber.com.au/index.html</p>
<p>ASBA Online: A web application that enables online endorsement and management of ASBAs for school principals and their delegates.</p>	<p>http://www.det.act.gov.au/training/vet_admin</p>
<p>Australian Apprenticeship Standards: Outline mandatory requirements for RTOs in the management of training contracts for, and delivery of, Australian Apprenticeships including ASBAs in the ACT.</p>	<p>http://www.det.act.gov.au/training/vet_admin/act-standards</p>
<p>Australian Apprenticeships Centre Search: AAC Search allows you to search for an AAC within your region.</p>	<p>http://www.australianapprenticeships.gov.au/search/node</p>
<p>Australian Apprenticeships Pathways: The Australian Apprenticeships Pathways website provides students, careers advisers, job seekers and employers with a broad range of Australian Apprenticeships information and resources including sample job and training descriptions, industry based job pathway charts and practice aptitude quizzes.</p>	<p>http://www.aapathways.com.au/Home</p>
<p>Australian Apprenticeships: The Australian Government website for information and assistance with Australian Apprenticeships.</p>	<p>http://www.australianapprenticeships.gov.au/</p>
<p>Australian Government Skills Connect Australian Government Skills Connect is an employers' gateway to Australian Government support and assistance to meet their unique business training and workforce development needs.</p>	<p>http://skillsconnect.gov.au/home/improving-the-skill-level-of-employees/</p>

<p>BSSS – ACT Board of Senior Secondary Studies: The ACTBSSS is a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the ACT.</p>	<p>http://www.bsss.act.edu.au/home/about_the_bsss</p>
<p>Fair Work Ombudsman: Fair Work Ombudsman is the central point of contact for free advice and information on Australia’s workplace relations system for employers and employees.</p>	<p>http://www.fairwork.gov.au/Pages/default.aspx</p>
<p>Group Training Australia Group Training Australia Limited (GTA) is the national association representing a network of around 150 GTOs located throughout metropolitan, regional and remote areas of Australia.</p>	<p>http://www.grouptraining.com.au</p>
<p>Training and Tertiary Education (TaTE) TaTE is responsible and accountable for the provision of strategic advice and overall management of vocational education and training (VET) and higher education. The Directorate also manages Commonwealth and ACT funding directed to VET programs in the ACT.</p>	<p>http://www.det.act.gov.au/training</p>
<p>Training.gov.au: Training.gov.au (TGA) replaces National Training Information Service NTIS as the authoritative national register for the VET sector. TGA is the official national register of information on VET training packages, qualifications, courses, units of competency and RTOs and has been developed for experienced training sector users.</p>	<p>http://training.gov.au/</p>
<p>VET in Schools (VETiS) VETiS webpage provides information on VET in Schools including Australian School-based Apprenticeships.</p>	<p>http://www.det.act.gov.au/school_education/vocational_learning_in_schools/vet_in_schools</p>
<p>World Skills WorldSkills Australia (WSA) aims to develop and nurture the skills of young Australians. Its purpose is to promote and build a skills culture by inspiring young people, celebrating skills excellence and providing them with an opportunity to showcase their trade and skill talent.</p>	<p>http://www.worldskills.org.au</p>

ACT Australian Apprenticeships Centres (AACs)

Australian Apprenticeships Centres (AACs) are funded by the Australian Government, Department of Industry to provide a free service to employers and prospective trainees and apprentices, including:

- Provide assistance to employers, Australian Apprentices and RTOs throughout the duration of the Australian Apprenticeship
- Market and promote Australian Apprenticeships in the local area
- Administer incentive payments to employers and personal benefits to eligible Australian Apprentices
- Work with STAs to provide an integrated service
- Establish effective relationships with Employment Services providers (ESPs), group training organisations (GTOs), RTOs, schools and community organisations to support uptake of Australian Apprenticeships.

ACT employers that have not previously contact an AAC can choose one of the support services listed below in alphabetical order.

<p>Australian Business Apprenticeships Centre</p> <p>Physical Address: Nouvelle House, Ground Floor 216 Northbourne Avenue BRADDON ACT 2612</p> <p>Postal Address: Locked Bag 938 North Sydney NSW 2059</p> <p>Phone: 1300 652 236 Fax: 1300 650 755 Email: info@apprenticeshipscentre.com.au Website: www.apprenticeshipscentre.com.au</p>	<p>Housing Industry Association</p> <p>Physical Address: 79 Constitution Avenue CAMPBELL ACT 2612</p> <p>Postal Address: 79 Constitution Avenue CAMPBELL ACT 2612</p> <p>Phone: (02) 6245 1300 Fax: (02) 6257 5658 Email: enquiry@hia.com.au Website: http://hia.com.au</p>
<p>MEGT</p> <p>Physical Address: Suite 1, Level 2 39 London Circuit CANBERRA ACT 2600</p> <p>Postal Address: PO Box 3045 CANBERRA MC ACT 2600</p> <p>Phone: 13 MEGT (13 63 48)/ 02 6274 0000 Fax: 02 6274 0099 Email: AACinfo@megt.com.au Website: www.megt.com.au</p>	<p>Regional Group Training (RGT) Australian Apprenticeships Centre</p> <p>Physical Address: 23 Garratt Street WANNIASSA ACT 2903</p> <p>Postal Address: PO Box 3007 WANNIASSA ACT 2903</p> <p>Phone: 02 6241 2969 Fax: 02 6241 2631 Email: info@rgt.asn.au Website: www.rgt.asn.au</p>