

2025 School-based Apprenticeships and Traineeships

What are apprenticeships and traineeships for school students?

A school-based apprenticeship or traineeship allows students in years 10, 11, 12, or 13 to combine their South Australian Certificate of Education (SACE), VET learning, and paid employment. In most cases, the apprenticeship or traineeship will form part of a Flexible Industry Pathway (FIP) - an industry-endorsed pathway to employment.

Formal study and work hours are balanced between the needs of the student, the employer, and the school

Apprenticeships and traineeships for school students have 2 phases

Year 10 to 11 (phase 1): Students commence a school-based apprenticeship or traineeship, generally for one to three days per week, to allow time also to complete compulsory SACE subjects.

Year 12 (phase 2): Students will have greater flexibility to continue their school-based apprenticeship or traineeship up to five days per week while also completing compulsory SACE subjects.

Eligibility

To participate in a school-based apprenticeship or traineeship, the student must be enrolled in years 10, 11, 12, or 13 and must be undertaking SACE or an equivalent secondary school qualification.

School pre-endorsement of an Australian school-based apprenticeship (Form 1285)

The school must complete this form in a timely manner and requires information from the student, parent/guardian, employer and school. The school then needs to send the completed

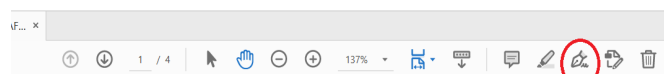
form to the student, parent/guardian, ANP and employer. Any delay in completing this form will impact the student's ability to be signed up as a school-based apprentice/trainee. Schools should maintain communication with all parties throughout the process.

A link to this document can be found here:

<https://www.dewr.gov.au/australian-apprenticeships>

PDF documents

To allow the process to flow, documents must be completed and signed digitally. Please see the image below to assist in signing the document digitally in the Adobe Reader program.



Please click on this "pen" symbol ↑

VETRO referral

Upon receipt of a student's completed **training contract**, Mount Barker High School will submit an online application (VETRO) to access State Government funding for a subsidised course on a student's behalf. Students and parents will receive an email notification when this occurs, and as part of the process, they will be required to respond to these emails, giving permission for this application to proceed.

Training plan

Skills SA, the state government regulator, requires a training plan, which includes details of the qualifications and units of competence to be delivered.

By signing the training plan, the school principal or delegate has endorsed the school-based training contract as an integral part of the student's SACE completion pathway and confirmed that the student is in years 10, 11, 12, or 13 and undertaking SACE.

UAN assessment

Once permission has been granted, the training provider will invite students to attend an Upfront Assessment of Need (UAN). This will be completed online or face-to-face. The UAN consists of a basic literacy and numeracy assessment to gauge what support students may need with their learning as part of the apprenticeship. If a student drops below the entry standard for the course, they will be required to sit an additional, longer assessment to gauge what support is needed.

A one-off practice assessment is available:

<https://providers.skills.sa.gov.au/Deliver/Upfront-Assessment-of-Need>

Subjects

Semester 1, 2025: Timetables are usually finalised at the end of term 4, 2024. Upon receiving a contract of training, families will be responsible for contacting Justin Saegenschnitter, Assistant Principal Curriculum, via phone at 8391 1599 or email at

justin.saegenschnitter202@schools.sa.edu.au to discuss any subject withdrawals to accommodate their apprenticeship.

Apprenticeship withdrawal

If a student withdraws from an apprenticeship after it has begun, the parents may be liable for the expenses charged by the training company.

Additionally, students will miss out on SACE credits they would have gained. This will impact their SACE pattern and require them to study additional subjects.

Timeline

Week 1

The employer offers the student an apprenticeship/traineeship.

Weeks 2 to 3

The student discusses options with parents/guardians and the school. Discussion points include the SACE pattern and days of work. Completion of 1285 is required.

Weeks 4 to 8

Student, parent/guardian, employer, Australian Apprenticeship Network Provider (AASN) and school representative attend sign-up.

Weeks 9 to 12

VETRO referral completed by the school. Training plan completed by ALL parties. Apprenticeship uploaded to TAS.

Student pathways website

The student pathways website supports students in exploring their VET pathway options, connecting with industry and employers, and building a portfolio of achievements to support their successful transition from school to employment or further education. Students can also connect with employers to find school-based apprenticeships and traineeships aligned to Flexible Industry Pathways.

Further Information can be found here:

[Pathways to further education and employment for school students](#)

Further Information

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

An appointment to clarify any of the information can be made with the VET and Careers Pathway Coordinator, Keeley Gray via phone 8391 1599 or dl.0783.vet@schools.sa.edu.au