

## **SBAT INFORMATION SHEET**

### **What is an SBAT?**

School-based apprenticeships and traineeships (SBATs) allow you to begin your career early by blending school with on-the-job training and vocational study. Through an SBAT, you can work towards a nationally recognised qualification by the end of Year 12 while earning an income.

### **What can an SBAT do for you?**

- Help you get an early start in your dream career
- Learn practical skills with valuable, hands-on work experience
- Earn real wages through part-time employment
- Work towards a nationally recognised qualification
- Gain credit towards your VCE Vocational Major (VM)
- The option to continue with further vocational education or university studies once you've finished your apprenticeship or traineeship

### **How it works**

SBATs are open to senior secondary students 15 years and up who are enrolled in the VCE Vocational Major. You will combine regular school attendance (3 days) with at least one day a week on the job or in structured training provided by a registered training organisation (RTO).

The program involves a formal training contract with an employer, and a training plan registered with the Victorian Registration and Qualifications Authority (VRQA). SBATs need to be approved by your school and meet The Department of Education Guidelines.

By starting an apprenticeship or traineeship at school, you may be able to reduce the time required to complete an apprenticeship or even complete a traineeship, depending on the type of qualification you want.

For most students, the first step towards an SBAT will be speaking to the VET Leader.

### **The process**

1. Organise a time to speak with the VET Leader, who will go through SBAT information, ask you questions and outline the steps to setting up an SBAT.
2. Students are to find an employer and ensure they are enrolled in a VET course. Your SBAT must be in the same industry as your VET course.
  - a. You do not have to start an SBAT at the beginning of the year. You can start with Structured Workplace Learning and change to an SBAT at any stage throughout the year. If you're not sure on your pathway, we encourage you to utilise SWL and spend time with different employers first, to gain exposure and skills before jumping into an apprenticeship where you may not be 100% certain about.
3. Engage an Australian Apprenticeship Support organisation to initiate the SBAT. MLMC has a contact which is shared with students in step 1. The organisation will reach out to the employer and TAFE to create a training plan. The training plan is then endorsed by the school. (Important note - the school does not initiate the creation of an SBAT, this must go through an Apprenticeship Support Organisation)

4. Once completed, MLMC will receive the finalised training plan to view and endorse.

#### **Important information for students**

- You must meet with the VET Leader and decide if an SBAT aligns with your goals/pathway.
- Be actively involved in the SBAT process, including sourcing an employer, timely enrolment in a VET course
- Commit to all aspects of the SBAT and keep the school informed of any changes.
- Communicate early with the school, employer, or RTO/Tafe about any absences, concerns, or issues needing support.

#### **Important information for Parents/carers**

- Support your child to get information and make an informed decision to undertake an SBAT
- Provide permission for your child to undertake the SBAT as outlined in the training plan, including during any holiday periods. (please note, that unless discussed with the employer, SBAT attendance includes holiday periods eg. term breaks).
- Report any absences to the employer, RTO and school as soon as possible.
- Maintain communication with the school, RTO and employer to support your child during the SBAT program.

#### **The role of the Australian Apprenticeship Support organisation**

- Assess the SBAT's suitability to undertake the proposed apprenticeship.
- Administer the signing and registration of the student's SBAT training contract.
- Assist employers, apprentices, trainees and training providers throughout the duration of the apprenticeship or traineeship.

#### **Additional Information**

- The goal of an SBAT is that the apprenticeship will continue post-school. Therefore, if you're unsure of your pathway, we encourage you to instead engage in Structured Workplace Learning (SWL), rather than an SBAT.
- You can find information about SBATs on the MLMC pathway portal under 'Which Pathway?'
- For further information and assistance please contact Ms Stephanie Tonietto via email [vetadmin@mlmc.vic.edu.au](mailto:vetadmin@mlmc.vic.edu.au)