

FAQ's about SBT's

What is an SBT

- An SBT is a School Based Traineeship where a student attends school four days per week and works 1 day a week with a host employer whilst at the same time completing a nationally recognized qualification that can contribute towards their WACE.

What is the term (or duration) of an SBT?

- School based trainees are signed up for an 18-month nominal term training contract. All training contracts are registered with the state government. Many school based traineeship qualifications are able to be completed in about 12 months depending on the number of units of competency in the qualification. Most school based qualifications are at a Certificate 2 or 3 level and all are competency based, meaning the completion time is dependent on the progress rate of the student.

Are there age restrictions to be an SBT?

- Students must be a minimum of 15 years old at the date of commencement of the training contract.

What are the minimum hours an SBT must work?

- An SBT must do a minimum of 7.5 hours per week of paid work. The hours can be averaged out to 7.5 hours/week over each six-month period (e.g. more work in school holidays) to allow for time off taken for exams, holidays or major school events that the student is required to attend.

Does the student have to work 7.5 hours in one shift?

- No. The work times can be arranged to suit the employer, school and student. For example, the work hours could be completed as two half days, short shifts after school hours, week-end shifts or a combination of these. This flexibility allows SBTs to get workplace experience and complete the legislated required number of hours (minimum 195 in each six-month period of employment)

Do SBT's get paid?

- School based trainees are paid an hourly rate defined by the Miscellaneous Workers Modern Award. Their conditions and penalty rates are covered by the National Modern Award applicable to the industry they work in. ATC Work Smart makes sure that all its Apprentices and Trainees employed and placed with host employers are paid the correct pay rates.

Does an SBT have to pay for the qualification they do as part of the traineeship?

- Trainees are exempt from tuition, resource and RTO enrolment fees if they are enrolled in school and are undertaking an SBT as part of their secondary education. However, there may be other costs. Some industries may require students to purchase uniforms, books, protective equipment, tools or other equipment. These items generally remain the student's property.

Do SBT's have a probation period?

- Yes, SBT's have a probation period of 6 weeks under the training contract. SBT's can still face dismissal at any time post the probation period if they don't meet performance standards or if they are seriously in breach of the host employer or ATC Work Smart company values and policies.

Who are the stakeholders in an SBT?

- Stakeholders include ATC Work Smart, the student, parents/guardian, school, host employer, RTO and the AASN. Having so many stakeholders makes school based traineeships complicated to manage for small businesses. ATC Work Smart manages this burden for the host employer, leaving them to concentrate on their core business.

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Who is ATC Work Smart and why do we exist?

- ATC Work Smart is an incorporated **not-for-profit** community based organisation that began group training operations in November 1987 in Albany, Western Australia with the aim of creating additional training and employment opportunities for the youth of the region.
- ATC Work Smart now provides a labour hire, recruitment, selection, training and administrative support service to industry in the Great Southern, Southwest, Midwest and the Perth Metro area. Our Head Office is located in the Albany CBD.
- Our primary role is to create training and employment opportunities for apprentices and trainees and provide businesses with the opportunity to have access to apprentices and trainees without many of the employment and training related hassles.

What is the difference between 'legal employer' and 'host employer'?

- ATC Work Smart is the legal employer for SBT's and they are placed with host employers where they gain on the job training and work experience. As the legal employer, ATC Work Smart takes industrial relations responsibility for the SBT. The training contract is between the SBT and ATC Work Smart.
- ATC Work Smart hires out SBT's to host employers on an hourly fee for hire basis. Rates are calculated to include all on-costs such as wages, leave loading, workers compensation, superannuation, and the administration of the services listed below.

What services are ATC Work Smart supplying to host employers that are included in the ATC Work Smart Charge-out Rate on top off the trainee wages?

- Advertising and recruiting SBT candidates across multiple schools (including initial interviewing).
- Coordinating the opportunity for the host employer to interview and trial the candidate at no cost as a Workplace Learner. This helps to determine if the SBT candidate is suited to the job and the industry.
- Coordination of training contract signup between the school, student, parents and AASN.
- Coordination of registration of the SBT with a reliable RTO (Registered Training Organisation) and monitoring of workplace visits conducted by the RTO trainer/assessor at the workplace or school.
- Regular visits to the workplace by the ATC Work Smart field officer to make sure that the trainees performance in the workplace is meeting the needs of the SBT and the host employer.
- Mentoring and Performance Management of the SBT via communication with the SBT, host employer, school and parents. This may include drug and alcohol testing.
- Monitoring the progress of study aligned with the training plan to make sure that the SBT remains on track to successfully complete. If off track, the field officer works with the SBT, school, RTO and parents to put corrective actions in place to get the student back on track.
- ATC Work Smart covers the cost of worker's compensation and manages any claims.
- Payment of wages direct to the SBT's nominated bank account and management of leave entitlements and payment of superannuation.
- All wage, taxation, and training contract communication and record keeping in accordance with government legislation.
- Continuous update of SBT's information on the Western Australian Apprenticeship Management System (WAAMS).

Managing Apprentices and Trainees is ATC Work Smarts core business. Allowing ATC Work Smart to manage your SBT enables you to remain focused on your core business, improves the likelihood that the SBT will add value to your business and assist the SBT to complete the traineeship.