



Department of  
**Education**

## **Apply for the School-based Apprenticeship and Traineeship Support Scheme funding**

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## Apply for the School-based Apprenticeship and Traineeship Support Scheme funding

School staff and students can apply for up to \$1,000 funding per student, to provide additional targeted support for students at risk of not completing their school-based apprenticeship or traineeship (SBAT).

The funding scheme is available until June 2025. You need to submit all applications before 1 May 2025.

### Funding eligibility

Funding is available to help students who:

- are identified as being at risk of not completing their [school-based apprenticeship or traineeship \(SBAT\)](#) <sup>[1]</sup>
- cannot access the funding or support through other sources.

You can apply for SBAT Support Scheme funding to provide support and resources to help students:

- complete their qualification
- build their workplace understanding and capabilities
- access training and employment pathways.

Work with the student and relevant stakeholders to find out what support and resources may help them complete the SBAT.

Funding is:

- on a semester basis
- for the semester in which it is applied for.

To help identify support strategies for students, refer to the Department of Training and Workforce Development's (DTWD) [SBAT: A guide to Western Australian school-based apprenticeships and traineeships for school, registered training organisation, employers, students and parents](#) <sup>[2]</sup>.

## Provide support to students

Provide support and resources to students that are:

- accessible, manageable and deliverable
- compliant with Department of Education policies and procedures, including the [Duty of Care for Public School Students policy and procedures](#) <sup>[3]</sup>.

SBAT student funding can be used to access:

- personal protective equipment, such as boots and safety glasses that meet Australian safety standards
- uniforms or appropriate work attire
- public transport to and from the workplace or training location
- working with children checks and police clearance checks if required by the workplace
- equipment or tools of the trade.

SBAT school funding can be used to help the student access:

- tutoring, mentoring or workplace support
- cab vouchers, where public transport is not an option
- group student travel.

Neither funding type can be used for:

- generic equipment that is not designated as personal protective equipment, such as fashion sunglasses
- rideshare fees, such as Uber, Ola or taxi fares
- teacher relief
- the registered training organisation's (RTO) training fees, as these are usually covered by the Department of Training and Workforce Development (DTWD).

## Apply for 2024 SBAT student funding

To apply for student funding:

1. Provide students who need additional support with the [2024 School-based Apprenticeship and Traineeships \(SBAT\) application form \[PDF 140.34 kB\]](#)<sup>[4]</sup>.
2. The student or their parent returns the completed application form to you.
3. Your nominated school officer endorses the application and emails the form to [SecondaryDHS.Enquiries@education.wa.edu.au](mailto:SecondaryDHS.Enquiries@education.wa.edu.au)<sup>[5]</sup>. Use the subject line 'SBAT Student Application Form 2024'.

We will notify you and the student of the outcome of the application.

For successful applications, the payment will be made directly into the nominated account.

## Apply for SBAT school funding

You can apply for funding to help identified students who require:

- mentoring, tutoring or workplace support
- group student travel.

Before you apply, make sure you have:

- the student's personal details
- the student's course details, including the qualification code
- the student placement details including the company name, dates and hours of placement
- approval from your principal
- approval from the student and their parent.

To apply, complete the [Application for School-based Apprenticeship and Traineeship Support Scheme form](#) <sup>[6]</sup>.

We will notify you of the outcome of the application within 5 business days. Payment will be made directly to your school in the next School Allocation Module payment gateway.

## Apply for support for other eligible training

Students are eligible to apply for support if they are at risk of not completing their training while they are:

- enrolled in any training that has a mandated work placement for example, pre-apprenticeships, skill sets or VET qualifications
- attending a Trade Training Centre outside of their local intake area.

The student funding can be used to access:

- protective personal equipment, such as boots and safety glasses that meet Australian safety standards
- uniforms or appropriate work attire
- public transport to and from the workplace or training location
- equipment or tools of the trade.

### To apply for 2024 student funding

1. Provide students who need additional support with the [2024 School-based Apprenticeship and Traineeships other eligibility application form \[PDF 139.60 kB\]](#)<sup>[7]</sup>.
2. The student or their parent returns the completed form to you.
3. Your nominated school officer endorses the application and emails the form to [SecondaryDHS.Enquiries@education.wa.edu.au](mailto:SecondaryDHS.Enquiries@education.wa.edu.au)<sup>[8]</sup>. Use the subject line 'SBAT Student Application Form Other Eligibility 2024'.

We will notify you and the student of the outcome of the application.

For successful applicants, the payment will be made directly into the nominated account.

## Related services

- [Understand school based traineeships and apprenticeships](#) <sup>[9]</sup>
- [Establish a school-based apprenticeship or traineeship](#) <sup>[1]</sup>

This information can be found in these topics - [Vocational education and training](#) <sup>[10]</sup>

This information is provided by [Secondary, District High Schools and Post-School Pathways](#) <sup>[11]</sup>

## Contacts

### School-based apprenticeship or traineeship support

Office: 9402 6422

## Forms

- [School-based Apprenticeship and Traineeships other eligibility application form \[PDF 139.60 kB\]](#) <sup>[12]</sup>
- [School-based Apprenticeship and Traineeship Support Scheme school funding application form](#) <sup>[13]</sup>
- [School-based Apprenticeship and Traineeship Support Scheme student funding application form \[PDF 140.34 kB\]](#) <sup>[14]</sup>

## Related services

- [Understand school based traineeships and apprenticeships](#) <sup>[9]</sup>
- [Establish a school-based apprenticeship or traineeship](#) <sup>[1]</sup>



## Referenced links

1. <https://ikon.education.wa.edu.au/-/establish-a-school-based-apprenticeship-or-traineeship>
2. <https://www.dtwd.wa.gov.au/sites/default/files/uploads/dtwd-sbat-guide-jan2020.pdf>
3. <https://www.education.wa.edu.au/web/policies/-/duty-of-care-for-public-school-students-policy>
4. <https://apps.det.wa.edu.au/docserver/?key=J7JMmakAYoQY6hHqpoqjMD>
5. <mailto:SecondaryDHS.Enquiries@education.wa.edu.au?subject=SBAT Student Application Form 2024>
6. <https://ikon.education.wa.edu.au/forms/-/form/ikon/application-for-school-based-apprenticeship-and-traineeship-support-scheme/>
7. <https://apps.det.wa.edu.au/docserver/?key=UZ4jAh75NVUDPMtxoYYDYi>
8. <mailto:SecondaryDHS.Enquiries@education.wa.edu.au?subject=SBAT Student Application Form Other Eligibility 2024>
9. <https://ikon.education.wa.edu.au/-/understand-school-based-traineeships-and-apprenticeships>
10. <https://ikon.education.wa.edu.au:443/services/browse/search/-/categories/business-topic/vocational-education-and-training>
11. <https://ikon.education.wa.edu.au/-/secondary-district-high-schools-and-post-school-pathways>
12. <https://ikon.education.wa.edu.au/c/portal/webcms/link?url=https://apps.det.wa.edu.au/docserver/?key=UZ4jAh75NVUDPMtxoYYDYi>
13. <https://ikon.education.wa.edu.au/forms/-/form/ikon/application-for-school-based-apprenticeship-and-traineeship-support-scheme>
14. <https://ikon.education.wa.edu.au/c/portal/webcms/link?url=https://apps.det.wa.edu.au/docserver/?key=J7JMmakAYoQY6hHqpoqjMD>

