



Information on Work Experience, Apprenticeships and Traineeships at Marist College Ashgrove

These programs allow students to work and train towards a recognised qualification while completing their studies. Generally, if students are enrolled in an ATAR pathway (after a probationary period has been successfully completed) they will be allotted one (1) day per week to work in his apprenticeship, with the balance spent completing school studies. If they are enrolled in an ATAR-eligible course, other models do exist, these are dependent upon the employer, College, student and parent negotiations.

School-based traineeships

School-based traineeships are Vocational Education & Training (VET) Certificate II or III qualifications that include on-the-job training. Completed traineeships can contribute four (4) credits for Certificate II and up to eight (8) credits for Certificate III qualifications. Partly completed VET Certificates undertaken as part of a traineeship may contribute credits to the Queensland Certificate of Education (QCE). The same provisions apply to VET Certificates (see above).

School-based apprenticeships

School-based apprenticeships include a VET Certificate III qualification. It is anticipated that students will complete 30% of competencies while enrolled at school. These competencies can contribute up to 2 credits towards the QCE but do not count towards completed core requirements. In addition, an on-the-job component of 96 days over a 2-year period may contribute four (4) credits towards core requirements for a QCE. An incomplete on-the-job component of a school-based apprenticeship contributes one (1) credit per twenty (20) days of participation.

QCE credits accrued for a school-based apprenticeship is affected by the amount of workplace training completed by the student, as well as the competencies achieved. School-based trainees accrue QCE credits for competencies achieved only.

For further information and guidance on school-based apprenticeships and traineeships please visit [School-based apprenticeships and traineeships | Education and training | Queensland Government \(www.qld.gov.au\)](#) and [Australian Apprenticeships and Traineeships Pathways - AAPathways](#)



Steps to Securing a School-Based Apprenticeship or Traineeship (SAT) at Marist College Ashgrove

Year 10/11/12 Work Experience - Which apprenticeships am I suitable for?

Students should review the tools they have received in class such as [Bulls Eye](#) and Australian Apprenticeships Pathways ([AAPPathways](#)).

Students should then collect a Work Experience (WEX) Expression of Interest form from the VET office and review with parents/care givers before submitting.

These forms are worked on by the Industry Liaison Officer (ILO) to achieve a suitable WEX for the student.

Students are responsible for taking the form to the employer a week prior to the placement so that they can get the form signed and ask any questions. This must be returned and signed off by the Principal (for Year 10 students) or by the VET Program Leader (for Years 11 & 12).

Only once this has occurred is a student free to attend work placement.

A logbook must be collected from the VET Office prior to work experience. The student is instructed to complete and return this document to the VET Office for review and to assist them with resume building.

The VET Program Leader is always available to discuss the process.

Note: Not every contact we have wants an apprentice. They are offering you a taster of what the job would be like.

STEP 2. Connecting with Industry for Apprenticeships

Students are encouraged to seek out any potential apprenticeship positions themselves rather than relying solely on College contacts. They should use the work experience opportunity to build relationships with future employers (offering to do WEX on the holidays) and to develop their resumes.

The VET team will try to support the search for apprenticeships using College connections if/where possible. An appointment with the VET Program Leader is welcomed at this point.

Please ensure that the student has researched the requirements to enter the apprenticeship, so they are capable of completing it successfully. Please review information on [AAPPathways](#) prior to the interview. It is also recommended that students sign up to industry job alerts:
<https://www.megt.com.au/job-board/>
<https://www.busyatwork.com.au/jobs/>
<https://www.mrael.com.au/draft-job-board/>

Note: Please be aware that some employers are not wanting apprentices until the student leaves school. There are some companies and councils that require students in Year 12 to complete work experience with them prior to offering post school apprenticeships around September.

STEP 3. Once you have been accepted into a School Based Apprenticeship

If the student has been offered an apprenticeship, the student, parent/care giver, training organisation and Australian Apprenticeship Support Network (ASSN) will suggest the most suitable day for the student to attend work.

The VET Program Leader will then work with the student and parent/care giver to ensure the selected day will have the least impact on the student's education outcomes.

Be aware that a student's behaviour is a serious consideration in the placement process, as the College must sign off on the suitability of all applicants.

Students must continue with all lessons during the 90-day probationary period. ONLY then will there be an option for the student to be removed from a subject and attend work two days per week.

Note: Year 10 students must attend an interview with the Head of College in relation to obtaining an apprenticeship. Students will not come out of subject in year 10.