



Action List

Getting Started

- Provide the student and parent guardian with SBAT information
- Provide information to the employer to distinguish between SWL and an SBAT including on and off the job requirements – Our VET Advisors can assist with a follow up call if the employer is still confused about the SBAT structure
- Secure employment for student
- Determine the training provider (RTO/TAFE) – our VET Advisors can assist by providing a list of training providers if you get stuck
- Contact Apprenticeships Matter on 1800 005 355 to arrange the sign up

At Commencement

- Have the Employer, Student and Parent/Guardian sign a training contract (TC) with Apprenticeships Matter to officially register the apprenticeship/traineeship
- Wait for the training contract to be processed and approved (initially it is registered as part-time attending school rather than an SBAT). This registration will alert the TAFE/ RTO of the student's desire to do an SBAT.
- Training provider generates a training plan (TP)
- Training plan signed by Employer and Apprentice/Trainee
- Secondary School sign the training plan – without this signature Apprenticeships Matter cannot update the registration to an SBAT
- Send the signed training plan (TP) to Apprenticeships Matter so that the registration can be changed from part time attending school to School Based**
- School to record the certificate on VASS

Ongoing

- Student balances the training, employment and schooling
- If student is experiencing issues that may impede completion of the course, refer to an Apprenticeships Matter mentor for support on 1800 005 355
- If changes to the training contract occur, all parties must be notified immediately. This includes contract suspension, cancellation, changes to course, personal details etc.
- School facilitates clear communication between all parties

Completion

- Update VASS to show successfully completed
- Advise any students that have completed successfully to ensure their details are up to date with the training provider and Apprenticeships Matter so that any official correspondence can be emailed or posted to them.
- Advise any students moving into a full time apprenticeship with their SBAT employer to contact Apprenticeships Matter to obtain paperwork to updated the training contract to full time
- Advise any students that have not completed their course and will not be continuing with it next year to contact Apprenticeships Matter to obtain cancellation paperwork