School Based Apprenticeships

Purpose:
A School Based Apprenticeship (SBA) should contribute to student learning, cater for individual learning and training opportunities, whilst maintaining school-based learning and participation.

Stakeholders in determining arrangements will include Students, Parents, Employers, Level Coordinators, Careers Coordinator and SBA Coordinator.

Guidelines
- All School Based Apprenticeships require the approval of the Principal/SBA Coordinator.
- The College reserves the right to refuse approval of a SBA arrangement that is deemed not to be in the best interests of the student or the College.
- Prior to the approval of a SBA, consultation with all relevant stakeholders will be arranged by the SBA Coordinator.
- The decision whether a SBA will be integrated or extra curricula will be determined after all stakeholders have been consulted and the SBA Coordinator assured that the arrangements meet the best learning outcomes for the individual student.
- Short course attendance associated with a SBA may be granted upon advance notice. The student/employer/training organisation must inform SBA Coordinator in advance to ensure teachers, Year Level Coordinators and College Calendars are consulted. Written parental approval is required.
- If a student is not managing the apprenticeship commitments and/or their school work the SBA Coordinator/Level Coordinator must be informed. Solutions to be considered include: time management support, abandonment of the SBA, curriculum allocation.
- Students have the option to make use of their work experience block release and their one day per week local work placement early release and their school holidays for the purposes of a SBA.
- The College must be informed of a student’s allocated work day/s by the employer. Student attendance will be marked as being involved in a school program.
- It is the responsibility of the employer, training organisation, parents and student to notify the SBA Coordinator of any changes to the arranged program.
- The SBA Coordinator will provide teachers with information on SBAs.
- Given that Ouyen P-12 College is a small school, whole school planning and curriculum ramifications will also be taken into consideration.