

Part Time Apprenticeship and Traineeship					School Based Apprenticeships and Traineeships (SBATs)		
<b>Not Fully Workplace Based</b>	<b>Minimum hours of employment</b>	<b>Non School Student</b>		<b>School Student</b>		<b>School Student</b>	
		13		13		13	
		<b>Employment</b>	<b>Training</b>	<b>Employment</b>	<b>Training</b>	<b>Employment</b>	<b>Training</b>
	7	6	7	6	7	6	
	<b>Averaged Cycle</b>	1, 2 or 4 weeks		3 periods of 4 months per year		3 periods of 4 months per year	
	<p>For part time apprenticeships and traineeships which are not fully workplace based, the requirements of the Commission's part time apprenticeships and traineeships policy shall apply. This requires that there be a minimum of 7 hours per week of employment and a minimum of six hours per week of structured training. This may be averaged over 1, 2 or 4 week cycles unless the apprentice or trainee is also a school student undertaking the apprenticeship or traineeship outside school hours in which case it may be averaged over three periods of four months in each year of the program.</p>				<p>In order for a training contract to be registered as a school based apprenticeship or traineeship (SBAT), the Commission requires that there be a minimum of 7 hours per week of employment and a minimum of six hours per week of structured training which may be averaged over three periods of four months in each year of the program.</p> <p>However if the training program is fully workplace based, the Commission's standards for workplace based training shall apply (see below).</p> <p>Additionally a school representative is required to sign the training plan and that plan should be submitted within 2 months of the training contract commencing. At least one day per week must be timetabled to be spent on the job or in training during the normal school week.</p>		
<b>Fully Workplace Based</b>	<p>The minimum hours of employment are 13 hours per week.</p> <p>All apprentices/trainees undertaking workplace training at AQF levels 1 and 2 must be withdrawn from routine work duties for a minimum of 1.5 hours per week (pro rata for part time apprentices/trainees with a minimum of one half hour), averaged over a two month cycle for the purpose of undertaking structured training/learning activities. This release must occur periodically.</p> <p>Where the qualification is at Certificate III or above, apprentices/trainees must be withdrawn from routine work duties for a minimum of three hours per week (pro rata for part time apprentices/trainees with a minimum of one hour) for planned training, averaged over a four week cycle.</p> <p>The training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred, to be delivered in one or more blocks during the first three months of the training program.</p>						

The policy applies to all students who will be substantively commencing programs in 2009 irrespective of when the training contract is signed and irrespective of whether some amount of training delivery and/or employment, occurs prior to January 2009.