



School-based
apprenticeships/traineeships
and work experience/placements

Employer Guide



The Redlands Regional Jobs Committee is proudly supported and funded by the Queensland Government

Partner with schools

*to influence education, training pathways
and youth career development into your
workforce and/or industry sector*



This guide has been compiled by Redlands Regional Jobs Committee, proudly funded and supported by the Queensland Government

Acknowledgements

Our thanks to our Champion Redlands Coast Industry Partners, for their ongoing commitment to a bright Redlands Coast future



For further information about skills, training and employment opportunities in Redlands, visit:
redlandscoastchamber.org.au/redlands-regional-jobs-committee

Benefits of becoming a host workplace



Participate in the education and career development of young people in the region



Promote the attitudes and skills you want in your workforce



Strengthen links with your local community



Support workforce age diversification



Promote and raise your business profile



Be a part of a 'grow your own' workforce strategy



Raise the quality and skills of those coming into your industry



Identify talented future employees in your local area



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Congratulations and thank you

***for considering becoming a host workplace
and providing support for school students
seeking work experience, work placement,
a school-based traineeship or school-based
apprenticeship***

These initiatives provide a vital link between young people and the world of work and ensure students gain realistic industry experience. Being a part of work placement programs can help you to identify talented future employees in your local area, increase the supervisory, training and mentoring skills of your staff, provide students with knowledge of the value of work and raise the quality of those coming into your industry.

By partnering with schools, you have the opportunity to influence education, training pathways and youth career development into your workforce and/or industry sector.

This guide has been written specifically for employers and workplace supervisors, looking to participate in “School-to-Work” programs in QLD. It explains the types of workplace programs available, your role in hosting a student at your workplace and provides resources to further assist you in creating a well-planned and structured experience for students.



Introduction

School-to-work programs provide an introduction to “working” and allow students to:

- ✓ observe a variety of work in an industry setting
- ✓ identify skills or adjustments they may need to participate in workplace tasks
- ✓ undertake supervised work appropriate to their skill level and learn the importance of working safely and efficiently
- ✓ complete course assignments relevant to the industry or workplace
- ✓ gain important employability skills
- ✓ ask questions about the workplace
- ✓ learn how enterprises work and how to be enterprising
- ✓ find out about careers, training and employment opportunities
- ✓ fine-tune their career aspirations and career transition planning





Host workplaces

A host workplace may be a...

company, a small business, an association, a local authority, a government department, a statutory authority or any other body, that can provide workplace exposure in an area identified as part of a student's educational plan or intended career path.

An ideal host workplace is collaborative, inclusive and maintains high levels of communication throughout. The best school-to-work programs are those in which a solid partnership is fostered between the workplace, school, students and parents.

It is important that all staff in your workplace are aware of the school-to-work program your business is offering, of the purpose of the students' work placement and their own role in supporting this initiative.

Businesses that become host workplaces for school-based apprenticeships or traineeships, may be eligible for Government funding and incentives to reduce the cost of training and supervision. Depending on your circumstances, your business may be eligible for more than one kind of payment including:

>> one-off incentive payments

>> discounts (workers' compensation)

>> subsidies (wages, training)

>> exemptions (payroll tax)

A photograph of a male and female workplace supervisor in an industrial setting. They are both wearing white hard hats and orange high-visibility safety vests over dark shirts. They are looking down at a metal structure, possibly a roof or a large piece of machinery, with the man pointing at it. The background shows green foliage and a concrete structure.

Workplace supervisors

To provide students with the best opportunity to learn in your workplace...

it is important to appoint a Workplace Supervisor. This person acts as a role model and coach for the student, during their time in your business. This position also provides a fantastic development opportunity for your staff members, to enhance their mentoring and supervisory skills.

Workplace supervisors

To provide a richer, deeper, quality experience, workplace supervisors are fundamental. An effective workplace supervisor will:



provide a safe and supportive workplace, ensuring the student understands their safety rights and responsibilities



engage the student straight away, as the first hour can set the tone for the week. Likewise, debrief with the student at the end of each day and plan tomorrow's work



consider the students preferred learning style when providing training



talk with the student about their current school work to set workplace tasks at the right skill level for them



provide constructive feedback and encouragement on tasks performed



have a reserve list of tasks if the student works quickly - busy students tend to be happier and learn more



act as a role model



consider hosting students in pairs to give them buddy support to solve problems and get the work done



help the student develop problem solving and general employability skills



maintain a record of progress by completing the student's work placement record



raise any concerns and provide feedback to the school in a timely manner



Types of programs

A young man with curly brown hair and a grey t-shirt is looking at a tablet. A young woman with long blonde hair and a dark plaid shirt is leaning in and smiling at the tablet. They are in a bright, modern setting, possibly a school or office.

School-based apprenticeships & traineeships...

allow young people to study at school while getting on-the-job, paid, experience through training and working to gain a nationally recognised qualification in a trade or occupation

- Students can start an apprenticeship or traineeship while they are still at school, generally in Years 10, 11 or 12, while studying for their Queensland Certificate of Education (QCE)
- Students are required to work at least 7.5 hours a week, averaged over every 3 months, for every 12 months of your training contract
- Students are paid for the hours worked, but not necessarily the hours in training
- Employers will often contact schools directly, with apprenticeship and traineeship opportunities available
- Employers work directly with the student and school to develop the training plan
- When you employ an apprentice or trainee, you may be eligible for government financial support to reduce the cost of training and supervision throughout the apprenticeship or traineeship
- Apprenticeships and traineeships are offered in many industries including aviation, beauty, health, tourism and travel, telecommunications, library and museum services, printing and graphic arts, conservation and land management, business, and boating and marine

Types of programs

School-based apprenticeships

- >> Are started while a student is in school but cannot be completed during high school. However workplaces with school-based apprenticeship programs take on the student as a full-time apprentice after they finish school.

School-based traineeships

- >> Usually takes 2–4 years to complete, depending on when it is started and the type and level of the qualification.
- >> Traineeships that are not finished before graduating school, can be converted to part-time or full-time with the employer until it is completed.



Types of programs

Work experience...

gives students a feel for a particular industry or workplace that they are interested in working in the future

- Students must be at least 14 years old and enrolled in school (including those registered for home education), generally they will commence work experience in Year 10
- Students can participate in work experience for up to 30 days in a calendar year
- Generally students have not been taught industry specific skills, and are only able to carry out basic tasks allocated by their supervisor and observations of the workplace
- The aim of work experience is to provide insights into the industry and the workplace in which they are located
- Work experience is unpaid
- Activities and tasks should not require extensive training or expertise
- Each individual work experience placement is approved by the school Principal
- Work experience may be offered to a student, with a view to progressing to a school-based apprenticeship or traineeship

The process



Complete the following steps...

Start 1. School/student contacts workplace

2. Employer prepares & negotiates arrangements

3. Documents completed (each school will have its own procedures)

4. Placement/apprenticeship occurs (with regular checkpoints)

5. Assessment/follow up

Completion

The employers' roles & responsibilities

Getting Started

- >> Generally, a school/training organisation will contact an employer in their student's chosen interest field to see if opportunities are available. The school will have their own documented processes and procedures for school-to-work programs. However if you believe you have an opportunity available in your workplace, for a school-based apprentice/trainee or have an opportunity for work experience or placement contact your local school.
- >> Workplace position arrangements are negotiated & agreed with the school, student and parent.
- >> Required documents are completed:
 - ☒ risk Assessment (schools are required to complete a risk assessment of the workplace)
 - ☒ work Experience Agreement form
 - ☒ white, Yellow or Blue Card if applicable
 - ☒ any others specific to your workplace
- >> Complete your own due diligence (check insurance, risk assessments, safety requirements, all documents signed by appropriate people etc.)

The employers' roles & responsibilities

Note: Insurance is the responsibility of the school

Liability insurance

The Department of Education has an arrangement with an insurer to indemnify students from state and non-state schools and work experience providers (employers) on approved work experience placements.

Workers compensation

The Department of Education insures students from state schools and approved home education attending an approved work experience placement under a Contract of Insurance with WorkCover Queensland. The Queensland Catholic Education Commission and Independent Schools Queensland will purchase from WorkCover, on behalf of their students.

For more information about insurance specific to work placements, view the Supporting Information on: ppr.qed.qld.gov.au/pp/work-experience-placements-for-school-students-procedure



Preparing the workplace

- Appoint a workplace supervisor and discuss/document their role with the student - it is important that students are supervised for their safety and yours
- Develop a documented induction plan to provide the student a structured introduction to the workplace - a description of the business, key staff, roles and responsibilities, health & safety, workplace rules and confidentiality
- Implement reasonable adjustments where appropriate, for students with disability or additional educational needs
- Ensure all staff understand the purpose of the student's work experience and the part they play in supporting the student's time in the business

The employers' roles & responsibilities



Day 1 of the placement



The student should be met by their workplace supervisor



Complete an induction and tour of the workplace with the student



Discuss the tasks and observations that student will undertake



Outline your expectations for the student and their time in the business



Commence relevant training

The employers' roles & responsibilities



During the placement



Provide a safe working environment for the student



Mentor and coach the student, providing on the job training and observations relevant to their placement



Complete regular check-ins with the student and an opportunity to ask questions



Ensure the student and supervisor are regularly completing a workplace logbook, record or diary of activities, as well as any assessments required by their school



Raise any issues or provide feedback immediately to school

After the placement



Complete any required documentation or assessments about the student for the school



Provide feedback about the work experience program to the school, to assist with future planning

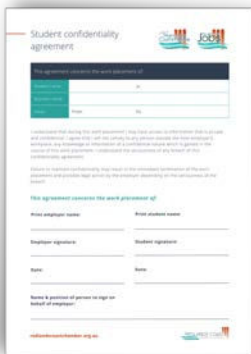
Employer tool kit



Employer checklist & student induction

Scan the QR Code or click the button to download now

[Click to download your copy](#)



Confidentiality agreement

Scan the QR Code or click the button to download now

[Click to download your copy](#)



Work experience student record

Scan the QR Code or click the button to download now

[Click to download your copy](#)



Work experience one week plan

Scan the QR Code or click the button to download now

[Click to download your copy](#)

Useful links

- >> redlandscoastchamber.org.au/redlands-regional-jobs-committee
- >> redlandscoastchamber.org.au/futures-forum
- >> education.qld.gov.au/careers/apprentices-and-trainees/school-to-work
- >> ppr.qed.qld.gov.au/pp/work-experience-placements-for-school-students-procedure
- >> ppr.qed.qld.gov.au/attachment/frequently-asked-questions-about-work-experience.pdf
- >> ppr.qed.qld.gov.au/attachment/work-experience-agreement-form.docx
- >> desbt.qld.gov.au/training/employers/gateway-schools
- >> desbt.qld.gov.au/training/employers/s2wt
- >> qld.gov.au/education/apprenticeships/school-based
- >> business.qld.gov.au/running-business/employing/hiring-recruitment/apprentices-trainees/about/cost-benefits-incentives/employer-incentives-subsidies

References

This guide was created using some of the information in the following documents:

- >> Gateway schools to food, wine & tourism industry - Employer guide





Get in touch with the Redlands Regional Job Committee to be connected with schools, students, Government support representatives and training providers across the Redlands Coast

Contact information

Kate Adams
0430 716 320 | jobs@redlandscostchamber.org.au
Project Manager
Redlands Regional Jobs Committee
redlandscostchamber.org.au/redlands-regional-jobs-committee

