



An Australian Government Initiative

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APPRENTICESHIPS
MELBOURNE

EMPLOYERS GUIDE TO

Australian School-Based Apprenticeships

Apprenticeships Melbourne – Leader in Australian School-based Apprenticeships

An Australian School-Based Apprenticeship (ASBA) is a program incorporating training and paid employment to a secondary student's school curriculum. The student's curriculum integrates a combination of employment, training with a TAFE or Registered Training Organisation (RTO) and school study, which then leads into an Australian Nationally Accredited Qualification and pathways towards a vocational qualification.

Not only does the ASBA program give students the opportunity to complete their VCE or VCAL qualification, they can also complete an Australian Nationally Accredited Certificate III qualification in the chosen industry.

How does it work?

A typical ASBA program is offered to students over 15 years of age and involves:

- Paid part-time employment within an industry (10-15 hours per week on an annual average at a rate based on the National Training Wage)
- Industry specific training at a TAFE or Registered Training Organisation one (1) day per week or delivered in the workplace during work hours or in a blocked period during school holidays
- Study at their secondary school 3 to 4 days a week to complete other VCE/VCAL units.

ASBA's require the support of the employer, the school and the parents in structuring their time table to include all components of the program. The timetable must allow for activities of theoretical and work based practical training in the chosen industry or the apprenticeship.

What's the ASBA structure?

Vocational Training

The student must attend work for the hours agreed by all parties. The Student may also attend employment and/or vocational training during the school holidays, weekends or other times. The student is entitled to pay for the hours spend in productive work. This pay is in accordance with the National Training Award Wage 2000.

School Timetable

A timetable needs to be arranged for the students to gain the most out of the program and allows for the best opportunities for both the schooling and the vocational program. The timetable needs all parties; the student, the parent or guardian, the school and the employer, to agree. The student must be released from school in order to meet the vocational requirements.

FOR MORE INFORMATION

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apprenticeshipsmelbourne.com.au



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Enrolment Fees

RTO's must charge an enrolment fee for students undertaking traineeship training, which is payable to the RTO at enrolment. For further information, speak to the relevant RTO.

Incentives

Employers of ASBA's may be eligible for the normal Commonwealth training incentive of \$1,250 or \$1,500 and a bonus \$750 for commencing an ASBA. A further \$750 is paid for continuing to employ an Apprentice after the completion of Year 12.

Completion Bonus

An additional incentive may apply to employers who employ 3 or more trainees under the age of 25 years. The employer may receive an added bonus of \$1,300 per trainee if they complete their Certificate III qualification.

In what industries are ASBA's available?

ASBA programs are available in most industries such as:

- Agriculture
- Automotive
- Bakery
- Boat Builder and Repair
- Business
- Building and Construction
- Furniture and Cabinetmaking
- Community Services
- Engineering Production
- Electro Technology
- Food Processing
- Hairdressing
- Horticulture
- Hospitality Operation
- Information Technology
- Retail Operations
- Sport and Recreation
- Transport and Distribution
- Roof Plumbing

Who is Apprenticeships Melbourne?

Apprenticeships Melbourne is an Australian Apprenticeship Centre contracted by the Australian Government to provide one-stop shops for those seeking to hire Australian Apprentices or to take up an Australian Apprenticeship as a career path.

apprenticeshipsmelbourne.com.au

Apprenticeships Melbourne provides information, administration services and support to employers and Australian Apprentices. They assist with the signing of training contracts and also, assess, approve and process the payment of Australian employer incentives, scholarships, and income support payments to eligible Australian Apprentices specifically to assist them in the early years of their Australian Apprenticeship when their wages are generally at their lowest.

Australian Apprenticeships Centres now also provide job matching services and work with State and Territory Training Authorities, Job Network Members, Registered Training Organisations, Schools and Community Organisations, to promote Australian Apprenticeships and provide Australian Apprenticeships information to employers and prospective apprentices and trainees.