



School Based Apprenticeship & Traineeship Guide



"Complies with the National Standards for GTOs"

Company Profile

What is a Group Training Organisation?

Group Training is an employment and training arrangement whereby an organisation employs apprentices and trainees under an Apprenticeship/Traineeship Training Contract and places them with host employers. A GTO undertakes the employer responsibilities for the quality and continuity of the apprentices' and trainees' employment and training. The GTO also manages the additional care and support necessary to achieve the successful completion of the apprenticeship or traineeship.

Victorian Group Training Company Ltd (VGTC) employs approximately 300 trainees and apprentices across Victoria, approximately 100 of those are School Based Trainees and Apprentices. VGTC is dedicated to delivering products and services to the standard of excellence that meets the needs of our customers, new clients and existing and prospective employees.

VGTC endeavours to support its Host Employers, Employees, Parents, Schools and Communities in achieving successful educational outcomes and recruitment solutions.

Victorian Group Training Company Ltd Trademarks

VGTC prides itself on 'staying ahead of the game' and following these trademarks:

Highly Professional

Reliable & Honest

Efficient

Leaders



What is a School Based Apprenticeship/Traineeship (SBAT)?

A School Based Apprenticeship or Traineeship is a training contract between an employer and an employee (student) in which the employee learns a Nationally Recognised Qualification whilst at school. You must be a minimum age of 15 years and enrolled in secondary school.

A School Based Apprenticeship or Traineeship combines:

- Part-time paid practical experience in the workplace 1 day per week
- Formal, structured training with a TAFE or Registered Training Organisation (RTO)
- Your school studies

A School Based Apprenticeship or Traineeship may also give you credit towards your Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL).

Who is involved?

- Your parent or guardian (if you are under 18 yrs)
- Your school
- The Employer
- The Registered Training Organisation (RTO)



What VGTC look for in a SBAT

VGTC look for all of our school based employees to portray our organisational Trademarks.

Highly Professional

We expect you remain highly professional in your employment

Efficient

You must make the most of your time and learning experiences both in school and in the workplace

Reliable & Honest

You must be reliable and honest both at school and in your employment e.g. be punctual

Leaders

Lead the way in your chosen career and following your dreams

Here are some examples of SBAT's...

Apprenticeships

Carpentry
Plumbing
Floristry
Chef
Painter
Automotive



Traineeships

Administration/Business
Agriculture
Dental Assisting
Child care
Financial Services
Information Technology



If you have an interest, chances are there is an Apprenticeship or Traineeship that you can do in that area and kick-start your career!

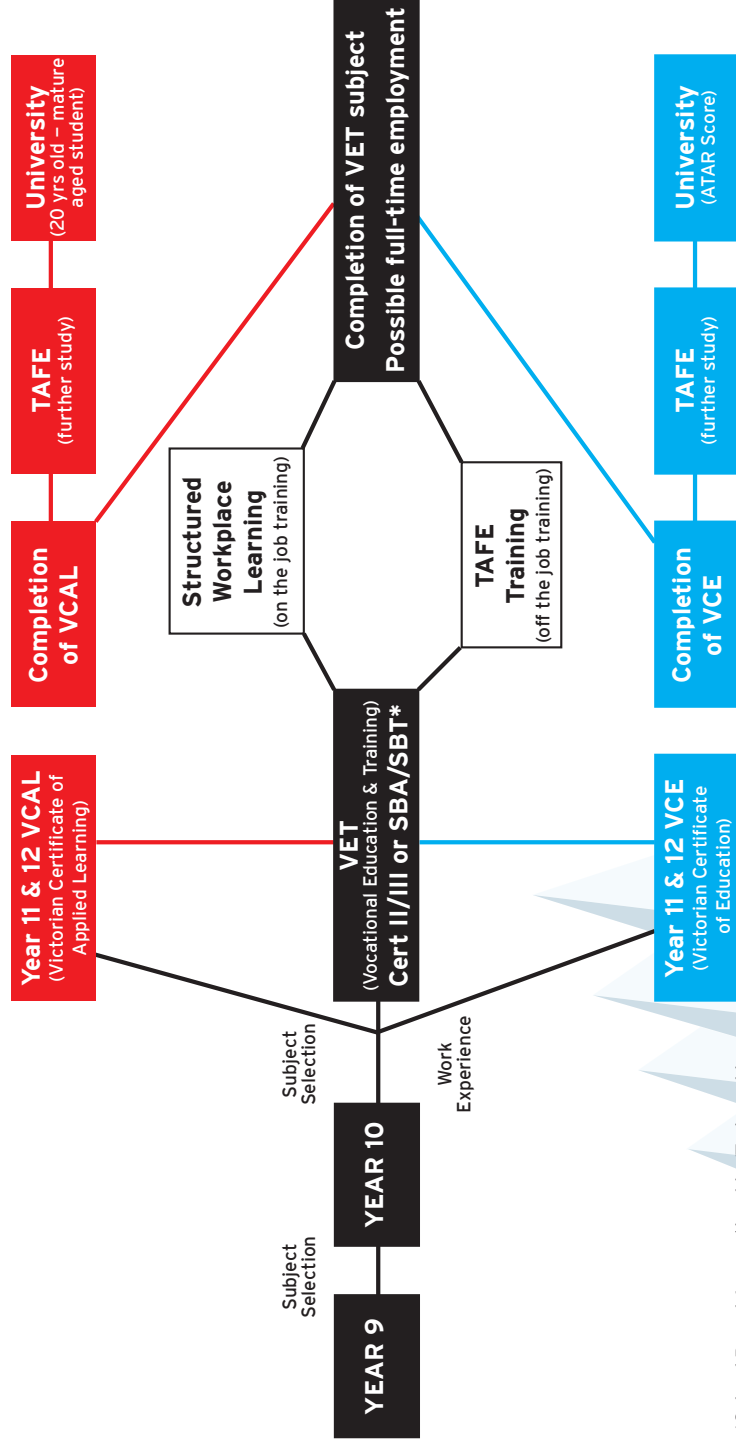
Benefits of a School Based Apprenticeship or Traineeship

There are too many to count!

But here are just a few:

- Get paid to learn
- Try out a career
- Gain a nationally recognised qualification
- Results go towards VCE or VCAL
- Potential to gain full-time employment
- Hands on experience in a real job

This chart shows the pathway options you have with VCE or VCAL



*School Based Apprenticeship/Traineeship

FAQ's

Will I get paid to work?

Yes, you will be paid to work.

You are classified as a part-time employee when undertaking a SBAT and you will be paid an hourly award wage rate for hours worked on the job.



Will VGTC help me find an Employer?

Yes, VGTC can assist you in finding an Employer however you must also show initiative and attempt to make some contacts with employers also - this is something employers love to see an employee do.

Start by speaking to your career advisor at school and your parents/guardians.

If a SBAT is for you, your career advisor can put you in touch with us and we can start helping you on your way to beginning a SBAT.



What happens if I don't finish my SBAT while at school?

Hopefully, whether you complete your SBAT whilst at school or not, it will lead to full time work outside of school.

If you haven't completed your qualification before you finish school, you can continue your apprenticeship or traineeship part-time or full-time with your existing employer (if they offer this to you) or with another employer in the industry.

If you need to, you can suspend the apprenticeship or traineeship which puts everything 'on hold' whilst you look for employment.



How to Contact Us



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