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Get involved in high school

Become a school-based apprentice or trainee

Did you know you can increase your career opportunities by starting an apprenticeship or traineeship while at high school?

- Start earning money
- Learn real-life skills
- Get a head start on your career
- Meet new people
- Gain credits towards your HSC
- Get a qualification without a HECS-HELP debt
- Plus, you may receive financial incentives from the Australian government

What's involved?

- You participate in paid, on-the-job work and training
- You will make a start on your career before you graduate from high school
- To qualify you must work and get paid for a minimum number of hours
- You must complete the formal part of your training by the end of term 3 of your HSC year and on-the-job training days by 31 December of your HSC year.

A typical program

John is in year 10... He would like to do a four-year electrician apprenticeship when he leaves school. He chooses to do an apprenticeship part-time during years 11 and 12, completing a

minimum of 180 days on-the-job training, which is the equivalent of completing the first year of his apprenticeship.

This means that he will have only three years of his apprenticeship to do, on a full-time basis when he leaves school.

Where do I start?

Talk to your Careers Advisor

To ensure that you are ready to start at the beginning of year 11, we recommend that you speak with your Careers Advisor about your interest in doing a school-based apprenticeship or traineeship, and start researching possible qualifications and employers before or during the last term of year 10. If you would like to start later, it must be shown, that you can complete the required formal training, by 31 December of year 12.

Talk to your school

Most schools actively encourage their students to get experience working in industry, as you can gain valuable hands-on skills, and experience. This will make you more employable after you complete your schooling and it will be easier to find a job.

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Important things to consider

The school leaving age in NSW is now 17. This means you need to be in school, in other approved education or training, in paid full-time employment, or a combination of these.

So after year 10 you decide whether a school-based apprenticeship or traineeship is the best option for you.

Think about the following:

- Will you be able to manage the workload of school, paid employment, and off-the-job training?
- Do you have the support of your parents and school?
- How will the work fit into your school timetable?
- Will you be able to travel easily to and from the workplace?

If the answer is yes, follow our step-by-step by guide and get the job you want.

Step-by-step guide

Decide

Decide what industry and job will suit you. If you don't yet know, try the Skillsroad Career Quiz, visit Skillsroad.com.au

1

Talk

Talk to your Careers Advisor about your interest in school-based apprenticeships and traineeships prior to year 11.

2

Resume

Put together a resume and cover letter to give to employers. Use the easy Resume Builder on Skillsroad.com.au

3

Resources

Consider approaching family, friends or local businesses for work opportunities.

4

Incentives

Mention to employers that they may receive Government financial incentives of up to \$5,500 if they take you on as a school-based apprentice or trainee.

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Contact

Once you have found an employer, you or your employer should contact Australian Business Limited Apprenticeships Centre (ABLAC) on **1300 652 236**.

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Assistance

ABLAC will take you through the process of signing a training contract between you, your employer, and if you are under 18, your parent or legal guardian. ABLAC will also help you find a training provider in your area that offers the course you are interested in and will help you and your employer receive the government financial incentives you may be entitled to.

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Call > 1300 652 236

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