

# SBAT STEPS - WHAT TO EXPECT

## COMMENCEMENT PAPERWORK

WHEN YOU HAVE SUCCESSFULLY COMPLETED SCHOOL ARRANGED WORK EXPERIENCE AND YOUR EMPLOYER AGREES TO EMPLOY YOU AS AN SBAT YOUR PARENTS OR CARERS WILL BE ASKED TO COMPLETE/SIGN PAPERWORK. THE EMPLOYER WILL ALSO BE ASKED TO PROVIDE BUSINESS DETAILS. THIS IS USED TO CREATE A TRAINING PLAN PROPOSAL (TPP).

## REGISTERED TRAINING ORGANISATION - RTO

THE TPP IS SENT TO THE RTO. THEY WILL THEN ACCEPT THAT THEY CAN DELIVER THE TRAINING AND LET YOU KNOW IF THIS IS AVAILABLE STRAIGHT AWAY OR IF YOU WILL HAVE TO WAIT FOR THE NEXT SEMESTER. THIS CAN DIFFER BETWEEN FACE TO FACE OR ONLINE TRAINING DELIVERY.

## APPRENTICE CONNECT AUSTRALIA PROVIDER - ACAP

THE ACAP IS RESPONSIBLE FOR ARRANGING A SIGN UP OF YOUR TRAINING PLAN PROPOSAL(TPP). THIS MEANS THAT YOU AND YOUR EMPLOYER SIGN THE TPP AND ARE MADE AWARE OF YOUR RIGHTS AND RESPONSIBILITIES. THEY WILL CONTACT YOU BEFORE THE SIGN UP AND ASK YOU TO COMPLETE A SMALL ASSESSMENT. THIS IS JUST TO SEE IF YOU NEED SUPPORT WITH YOUR TRAINING.

## THROUGHOUT YOUR SBAT

YOU SHOULD EXPECT TO RECEIVE UPDATES/PROGRESS REPORTS ON YOUR TRAINING EACH TERM OR SEMESTER. YOUR TRAINING PLAN (TP) CAN HELP YOU TRACK YOUR PROGRESS AND STAY ON TRACK. YOU WILL ALSO HAVE REGULAR CHECK-INS WITH YOUR SBAT ENGAGEMENT OFFICER. THEY WILL HELP YOU WITH ANY QUESTIONS OR CONCERNS WITH SCHOOL, WORK OR TRAINING.

**REMEMBER, I'M WITH YOU EVERY STEP OF THE WAY - HERE TO HELP.**

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## TRAINING PLAN PROPOSAL - TPP

THE SCHOOL WILL CREATE THE TPP. THIS WILL MEAN YOU WILL DISCUSS WHERE YOU CAN DO YOUR TRAINING AND IF IT WILL BE FACE TO FACE OR ONLINE. YOU WILL ALSO LOOK AT YOUR SUBJECTS AND DISCUSS WHETHER YOU CAN DROP ANY WHEN YOU START YOUR TRAINING.

## COMMENCING YOUR SBAT.

YOU MAY BE ALLOWED TO COMMENCE WORKING WITH YOUR EMPLOYER ONCE YOUR RTO HAS ACCEPTED THEY CAN DELIVER THE TRAINING. THIS MAY NOT HAPPEN UNTIL YOU HAVE OFFICIALLY BEEN SIGNED UP. REMEMBER YOU NEED TO BE EMPLOYED AS A PART-TIME EMPLOYEE (NOT CASUAL).

## TRAINING SERVICES NSW

A TRAINING SERVICES OFFICER MAY ALSO CONTACT YOU TO ARRANGE A DUTY OF CARE VISIT TO YOUR WORKPLACE. THIS IS A REQUIREMENT WHEN AN APPRENTICE/TRAINEE IS UNDER 18YRS OF AGE. THEY WILL MEET YOU, YOUR PARENTS/CARERS AND THE EMPLOYER AND ENSURE THAT EVERYTHING IS RIGHT/SAFE IN THE WORKPLACE FOR YOU. THEY WILL ALSO APPROVE YOUR TRAINING PLAN (TP) THAT HAS BEEN PROVIDED BY YOUR RTO. YOU, YOUR PARENTS/CARERS, SCHOOL, EMPLOYER AND RTO WILL ALL SIGN THE TP. YOU WILL BE PROVIDED WITH A COPY TOO.

## COMPLETING YOUR SBAT

YOU WILL NEED TO KEEP TRACK OF YOUR REQUIRED WORK DAYS FOR YOUR SBAT. YOU WILL BE GIVEN A WORK RECORD BOOK EACH YEAR TO RECORD YOUR WORKDAYS. YOU MIGHT ALSO USE YOUR PAY SLIPS TO TRACK YOUR WORK DAYS.