

## 2026 School-Based Apprenticeships/Traineeships

### WHAT ARE APPRENTICESHIPS/ TRAINEESHIPS FOR SCHOOL STUDENTS?

A school-based apprenticeship or traineeship allows students in years 10, 11, 12 or 13 to combine their South Australian Certificate of Education (SACE), VET learning, and paid employment. In most cases, the apprenticeship or traineeship will form part of a Flexible Industry Pathway (FIP) – an industry-endorsed pathway to employment.

Formal study and work hours are balanced between the needs of the student, the employer, and the school.

### APPRENTICESHIPS/TRAINEESHIPS FOR SCHOOL STUDENTS HAVE TWO PHASES

Phase One (year 10 and 11): Students commence a school-based apprenticeship or traineeship, generally for one to three days per week, to allow time to also complete compulsory SACE subjects.

Phase Two (year 12): Greater flexibility for students to continue their school-based apprenticeship or traineeship up to five days per week, while also completing compulsory SACE subjects.

### ELIGIBILITY

To participate in a school-based apprenticeship or traineeship, the student must be enrolled in year 10, 11, 12, or 13 and must be undertaking SACE or an equivalent secondary school qualification.

### SCHOOL PRE-ENDORSEMENT OF AN AUSTRALIAN SCHOOL-BASED APPRENTICESHIP (FORM 1285)

The school must complete this form in a timely manner and requires information from the student, parent, employer and school. The school then needs to send the completed form to the student, the parent, the ANP, and the employer. Any delay in completing this form will impact the student's ability to be signed up as a school-based apprentice/trainee.

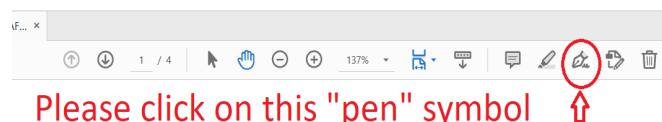
Schools should maintain communication with all parties throughout the process.

A link to this document can be found here:

<https://www.dewr.gov.au/australian-apprenticeships/>

### PDF DOCUMENTS

To allow the process to flow, documents need to be completed and signed digitally. Please see the image below to assist in signing the document digitally in the Adobe Reader program.



### VETRO REFERRAL

Upon receipt of a student's completed training contract, Mount Barker High School will submit an online application (VETRO) to access State Government funding for a subsidised course on a student's behalf. Students and parents will receive an email notification when this occurs, and as part of the process, you will be required to respond to these emails, permitting this application to proceed.

### TRAINING PLAN

Skills SA requires the training plan, as mandated by the State Government. The training plan includes details of the qualification and units of competence to be delivered.

By signing the training plan, the school principal or delegate has endorsed the school-based training contract as an integral part of the student's SACE completion pathway. It confirms that the student is in year 10, 11, 12 or 13 and undertaking SACE.

## UAN ASSESSMENT

Once permission has been granted, students will be invited by the training company to attend an upfront assessment of need (UAN/LLN). This will be completed online or face-to-face. The UAN consists of a basic literacy and numeracy assessment to gauge what support a student may need with their learning as part of the course. If a student drops below the entry standard for the course, they will be required to sit an additional, longer assessment to gauge what support is needed.

A one-off practice assessment is available:

<https://providers.skills.sa.gov.au/Deliver/Upfront-Assessment-of-Need>

## SUBJECTS FOR 2026

Timetables for semester 1, 2026 are usually finalised at the end of term 4, 2025. Upon receiving a contract of training, families will be responsible for contacting Justin Saegenschnitter, Assistant Principal, Innovative Pedagogies and Curriculum, via phone 8391 1599 or email [justin.saegenschnitter202@schools.sa.edu.au](mailto:justin.saegenschnitter202@schools.sa.edu.au) to discuss any subject withdrawals to accommodate their apprenticeship/traineeship.

## APPRENTICESHIP/TRAINESHIP WITHDRAWAL

If a student withdraws from an apprenticeship or traineeship after it has begun, parents will be liable for the expenses charged by the training company. Additionally, students will miss out on SACE credits they would have gained. This will impact their SACE pattern and require additional subjects to be studied.



## SCHOOL-BASED APPRENTICESHIP/TRAINESHIP PROCESS

1. The employer offers the student an apprenticeship or traineeship/
2. The student discusses options with parents and the school. Discussion points include the SACE pattern and days of work. Completion of Form 1285 is required.
3. Student, parents, employer, Australian Apprenticeship Support Services (AASS) and the school representative attend a sign-up meeting.
4. The school completes VETRO referral. All parties complete a training plan. The apprenticeship or traineeship is uploaded to TAS.

## STUDENT PATHWAYS WEBSITE

The student pathways website supports students to explore their VET pathway options, connect with industry and employers and build a portfolio of achievements to help them transition successfully from school to employment or further education. Students can connect with employers to find school-based apprenticeships or traineeships aligned to flexible industry pathways.

[Pathways to further education and employment for school students](#)

Further advice and support about apprenticeships or traineeships

<https://www.apprenticeships.gov.au/>

General enquiries, please email

[dl.0783.vet@schools.sa.edu.au](mailto:dl.0783.vet@schools.sa.edu.au)

Should you have any specific questions, please contact Keely Gray, VET and Careers Pathway Coordinator.

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