

6.1 Student SBAT Checklist

To be completed by the SBAT coordinator or teacher and student before a student signs a Training Contract and Training Plan, and kept by the school in the student's file.

Parent/Carers should be invited to meet with school staff and the student when this form is discussed.

Student name	Class	Yes/No
1	The student is in Year 10, 11 and 12	
2	The student has sufficiently engaged in work experience/exposure to industry/with the employer to make an informed decision	
3	The School-based Apprenticeship/Traineeship (SBAT) is integral to the student's SACE/Senior Secondary Certificate	
4	The student has discussed their SBAT with their parent/carer and with relevant school staff	
5	The student has checked to see that they are able to meet the employment and training conditions as well as other school commitments and out of school activities	
6	The student has read the Training Contract and understands: <ul style="list-style-type: none"> • that they may take additional time (recommended) to consider the implications of the Contract before signing • that it is a legal document that commits them to employment and training obligations over a period of years which may extend beyond school • the probationary period and conditions of the Contract 	
7	The student understands that the apprenticeship/traineeship will be converted to a full-time (or part-time) apprenticeship/traineeship when they leave school (if not already completed)	
8	The student has explored the Industrial Award under which they will be employed, together with the wage rates and leave conditions.	
9	A criminal history clearance is required for employment in the workplace	
10	The student may require a licence, for example to operate equipment or drive a car, as part of the SBAT Identify these:	
11	There are age restrictions for employment in this industry Identify these:	
12	The student has successfully completed the required school program covering general work, health and safety training.	
13	The student is clear about who will be responsible for the training costs. The student has discussed with the employer the costs for which the student will be responsible eg, tools of trade, Personal Protection Equipment (PPE)	
14	Permission has been sought from the student (and parent/carer) to access a copy of the approved Training Contract and Training Plan	
15	The student (and parent/carer) know that the school will require timely RTO results for reporting to the SACE Board	
16	The student needs to make special travel arrangements to get from home to work to training and to school	
17	The student knows who to contact should an issue arise	