

Make the Connection

School Based Apprenticeship and Traineeship Program for ALL Students



Process Checklist:

Student Name: _____ School: _____

Activity	Responsibility		Completed
	Student / School	WSC	
1a. WSC will contact your school to organise a visit to talk with students.		✓	
1b. Careers Adviser or Executive refers a student to WSC	✓		
2. Student completes a Participant Commencement Form	✓		
3. Participant Commencement Form sent to WSC	✓		
4. Student interview		✓	
5. Resume Template completed		✓	
6. SBAT preferences checked		✓	
7. Pattern of study checked to ensue HSC/ATAR requirements	✓	✓	
8. Resume prepared – copy sent to school / student		✓	
9. Employers approached		✓	
10. Interested employers provided with copy of resume		✓	
11. Interview organised		✓	
12. Work Experience organised if required	✓	✓	
13. Student completes Application to Establish an SBAT – NSW DEC Form	✓		
14. SBAT Notification Form completed and sent to school		✓	
15. School lodges Application to Establish and SBAT Notification Form	✓		
16. If applicable, Expression of Interest Form to Undertake a TVET course TAFE Form completed		✓	
17. Expression of Interest Form to Undertake a TVET course TAFE Form lodged	✓		
18. Employer preferred Apprenticeship Centre notified		✓	
19. Student starts work	✓	✓	
20. Contract and Training Plan sign-up meeting	✓	✓	