

# ***Make the Connection Program***

## **School Based Apprenticeships and Traineeships**

A School Based Apprenticeship and Traineeship Program for ALL students enrolled in secondary and central schools.

### **Western Student Connections:**

Western Student Connections is a Western NSW Region Indigenous Youth Careers Pathways (IYCP) Provider. As such, we have experience in facilitating the establishment of School Based Apprenticeships and Traineeships (SBATs) for Aboriginal and Torres Strait Islander students in all secondary schools: NSW DEC, Catholic Education Commission and Independent schools.

Western Student Connections is a Work Placement Service Provider (WPSP) for the coordination of mandatory work placement for all students enrolled in VET and TVET courses for the Higher School Certificate.

Through the WPSP and IYCP programs, Western Student Connections has established sound partnerships with over 5,000 businesses in towns and cities across Western NSW.

### **SBAT Facilitation:**

The ***Make the Connection Program*** is a fee for service program offering full facilitation of School Based Apprenticeships and Traineeships for all students in Year 9 or 10 in 2014. (i.e. they will be in Year 10 or Year 11 in 2015). This program includes:

**Contact** with each school – meeting with students

**Identification** of students – student and parent sign IYCP Application Form

**Planning** with students – develop a quality resume, identify industry, specific career path, long term and short term goals.

**Approaching** employers – develop a local database of employers in industry areas identified by students, provide IYCP and SBAT information to employers, obtain employer information for Training Plan, provide employer with students' resumes, organise with the school's Careers Adviser for successful students to do a short work experience, notify successful student(s) of position offer.

**Liase** with Apprenticeship Centre (AAC) – identify and contact RTO, Employer – days at work, days at training.

**Prepare** paperwork: complete SBAT notification form for school, contact AAC, SBAT Coordinator and TAFE SBAT Coordinator (if TAFE is the RTO).

**Sign-up** – AAC, Employer, Student, Parent, School, Sector Representative sign Training Plan and/or Training Contract

**Mentoring** – Structured mentoring for the duration of the SBAT, person to person contact with student, employer, parent, school, RTO

### **Benefit to schools, students and employers:**

The ***Make the Connection Program*** will provide a "one stop shop" for schools and employers. The knowledge and experience of Western Student Connections staff regarding School Based Apprenticeships and Traineeships ensures a successful outcome for students, employers and schools.

Further information is available by contacting Kylie Ryan: [Kylie.Ryan@wsc.edu.au](mailto:Kylie.Ryan@wsc.edu.au) or contact details below.

**Western Student Connections *Make The Connection* Program**  
**SBAT Support for ALL students**  
**Partnership Agreement**

**Step 1 – Identification of Students and SBAT**

1. Western Student Connections (WSC) will contact your school to organise a visit to talk with students.
2. Alternatively, the Careers Adviser or Executive may refer a student to WSC.
3. In liaison with the Careers Adviser and Executive, students will be identified as suitable for the SBAT program.
4. WSC will conduct individual student interviews at the school where:
  - a. An Application to Establish an SBAT Form will be provided for student, parent and school signatures
  - b. A resume template will be completed
  - c. Appropriate SBAT will be identified
  - d. Pattern of study checked to ensure HSC/ATAR requirements are met
5. WSC will check the SBAT NSW website to ensure the appropriate SBAT is available. If there is any doubt, WSC will contact the SBAT Coordinator responsible for your school or arrange an interview with the student to look at alternative SBATs.

**Step 2 – Planning With Students and Employers**

1. Student returns the completed Application to Establish an SBAT Form to WSC via the school.
2. WSC will prepare a quality resume for the student.
3. WSC will approach suitable local employers.
4. The school and student will be notified of any employers expressing an interest in employing an SBAT.
5. The student's resume will be provided to the preferred employers.
6. WSC will liaise with the employer to set up an interview.
7. WSC will liaise with the employer and school to set up a short work experience program, if required.
8. WSC will complete the SBAT Notification Form and keep a copy of this and the Application to Establish Form in its office and also issue a copy to the school to be placed in the student file at school.
9. WSC will forward both the Application to Establish Form and Notification Form to the sector SBAT Coordinator.
10. If TAFE NSW Western Institute is delivering the training, WSC will ensure that the student completes the Expression of Interest Form to Undertake a TVET course and provide all forms to TAFE.
11. If another RTO is delivering the training, WSC will provide all necessary forms to the RTO so they can develop a Training Plan.
12. WSC will contact the Apprenticeship Centre (AAC).
13. WSC will negotiate a start date with the employer so the student can start on-the-job as soon as possible.
14. WSC will liaise with all parties up to and including the sign-up.

**Step 3 – Support**

1. WSC will monitor the training, on-the-job and formal training, in the first 3 months to ensure the student is coping with the SBAT.

This process will relieve the pressure of administration on the school's contact person.

## **A fee for service**

### **Start-up fee:**

Administration

Set-up for local forms and employers

2 student referrals

\$2200.00

### **Other student referrals:**

Instalment 1 (per student)

\$330.00

Instalment 2 (per student)

\$220.00

### **Please note:**

Amounts include GST

Only students approved by the school as acceptable for an SBAT will be supported under this partnership agreement.

**Instalment 1** will be requested by Tax Invoice to the school at Step 1 Section 3, and will cover all sections above up to and including Step 2 Section 7.

If there are no local employers interested in the SBAT program in the student's selected industry area, students will be contacted to select an alternative industry.

**Instalment 2** will be requested by Tax Invoice to the school at Step 2 Section 9, when the SBAT is established and notifications are sent to the RTO.

### **Signatures:**

**School:** \_\_\_\_\_

Principal Name: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Western Student Connections:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Western Student Connections

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