

## EXAMS, ASSIGNMENTS & EXCURSION

Students must sit all exams, submit all assignments and assessments and attend all excursions, unless prior negotiations have been made with teachers. Part of your agreement is to fulfil your study requirements. Work commitments do not qualify as an excuse.

## SCHOOL ATTENDANCE

With the exception of your work day or scheduled training day, students are required to attend school for all timetabled lessons.

You must be prepared to have 6 subjects at school as well as your SAT. Generally, students undertaking a SAT will attend one day per week at work. Theory training can be on the same day or on another day and times can be flexible during school hours, fortnightly, weekly, once a month or block training. You need to talk to your individual teachers to catch up on missed classes/work during these times.

## ABSENCES

If a student cannot make it to work or training on the day, they must notify their employer prior to their shift start time and the School Office on 555 40 333 before 9.30am.

## USER CHOICE PROGRAM

The User Choice program provides public funding for the delivery of training by a registered training organisation to eligible school-based apprentices and trainees.

The User Choice policy establishes limits to the amount of public funding which is available to individual school-based apprentices and trainees under the program. Further information can be found at: <https://desbt.qld.gov.au/training/apprentices/s/sats>

## THE SIGN-UP

This refers to when the student is ready to enter into the formal legal agreement between themselves and the employer.

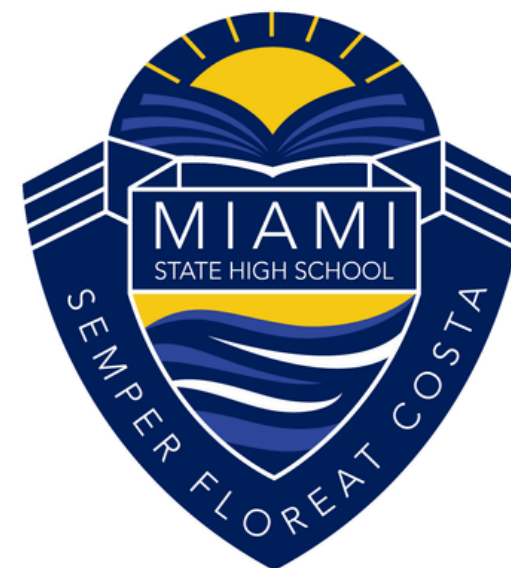
A meeting between all parties involved is organised and for students under 18, a parent or guardian is also required to attend. The legal aspects will be explained by an Australian Apprenticeship Support Network Provider (AASN).

## COMPLETION DATES

Trainees: It is recommended that all students enrolled in a traineeship, complete their course by mid-October in Year 12 to obtain QCE points.

Apprentices: It is advisable that before the end of Year 12, confirmation has been sought as to the continuance of the apprenticeship with the current employer.

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EXPRESSION  
OF INTEREST

## SCHOOL BASED APPRENTICESHIP & TRAINEESHIP (SAT) PROGRAM

The acceptance into this program is conditional and is determined by the student's demonstrated ability to correctly follow school procedures and policies.

# Miami State High School

Takes great pride in offering students a range of future pathways, such as obtaining school-based apprenticeships and traineeships (SATs).

SATs allow high school students to work for an employer and train towards a recognised qualification, while completing their secondary schooling and studying for their Queensland Certificate of Education (QCE).

SATs help young people go places, whether that's a full-time job, a trade career, university, TAFE or other training.

## Benefits of the SAT Program:

- Provides opportunities for young people who prefer hands-on learning to traditional schooling pathways.
- Young people employed as school-based apprentices and trainees develop workplace skills, knowledge and confidence and have a competitive edge when applying for jobs. A SAT can lead directly to full-time employment once a student has left school.
- All school-based apprentices and trainees participate in vocational training that contributes to a Certificate II, III or higher vocational qualification which can count towards the student's QCE and ATAR.
- School-based apprentices and trainees are paid while they learn workplace skills, gain confidence, and adapt to a work environment. It gives the student the opportunity to put skills learnt at school and the training organisation, into practice in a real work environment.

# APPLICATION PROCESS

## Steps:

1. Student visits the Miami State High School website at <https://miamishs.eq.edu.au/curriculum/vocational-education/school-based-apprenticeships-and-traineeships> to view current SAT vacancies. (Please note, not all traineeship or apprenticeship positions are available through the Industry & Vocational Training Officer and students may need to take an active role in finding an employer.)
2. Students register interest with the Industry & Vocational Training Officer by emailing this form to [yfitz0@eq.edu.au](mailto:yfitz0@eq.edu.au) or handing it in at G12.
3. Student obtains an application form from Industry & Vocational Training Officer.
4. Student creates a Unique Student Identifier (USI) by visiting [www.usi.gov.au/students/create-your-usi](http://www.usi.gov.au/students/create-your-usi).
5. Student submits completed application form along with a digital copy of their resume. (Please note, in areas such as construction, a White Card must be produced before any work on site can commence.)
6. Industry & Vocational Training Officer forwards the student's resume to the RTO or employer directly on their behalf.
7. Student attends an interview and in most cases a work trial at the place of employment.
8. If successful, the student and parent/guardian attend the sign-up.

# APPLICANT'S DETAILS

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

Year Level: \_\_\_\_\_

Preferred Work Day: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Contact No. \_\_\_\_\_

List 3 traineeship/apprenticeships you are interested in applying for, including the business name, location & RTO (from the MSHS website):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Do you know someone who may be interested in employing you as an apprentice or trainee? If yes, please include their contact details below:

Name of Business: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Do you currently have your learners or provisional driver's license? Yes / No

What transport can you reliably use to get to work? \_\_\_\_\_