

School Based Apprenticeships and Traineeships Student Eligibility Policy

Version 2.0

For the 2023-24 contract period

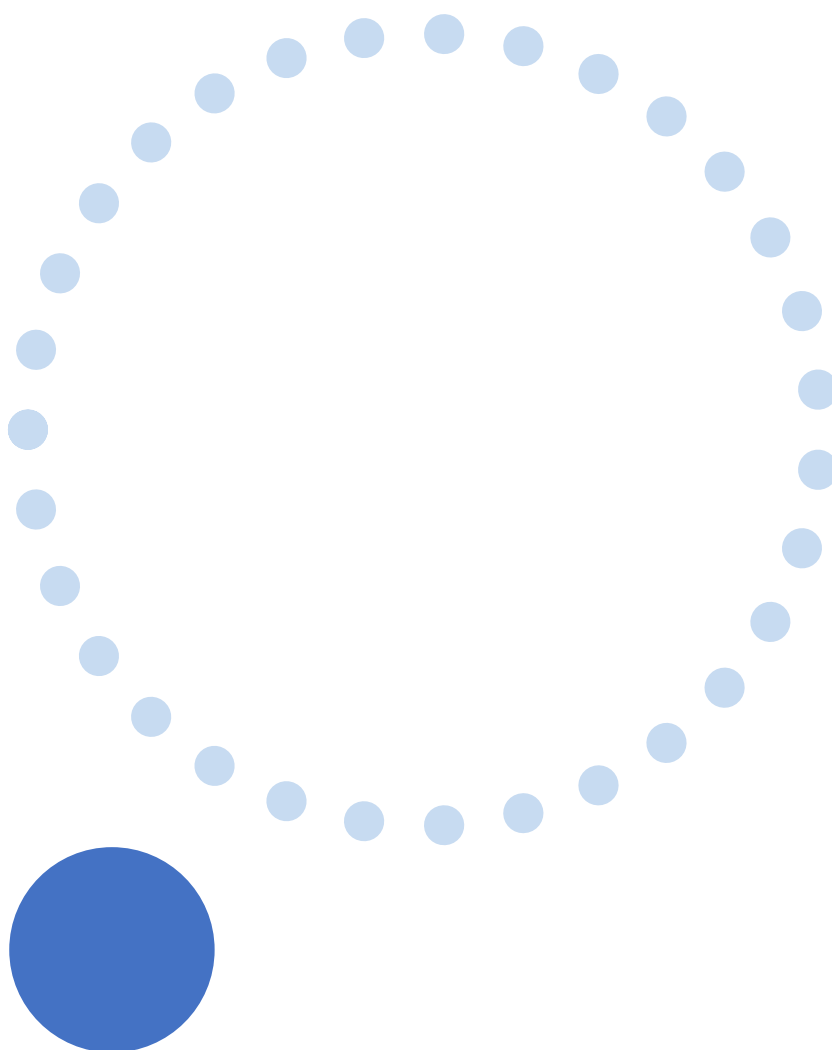
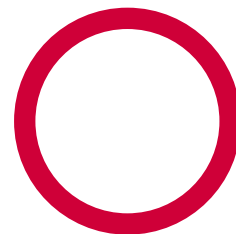


Table of Contents

School Based Apprenticeships and Traineeships Student Eligibility Policy 1

Section 1: Introduction.....3

 1.1 Overview of School Based Apprenticeships and Traineeships.....3

Section 2: School Based Apprenticeships and Traineeships Eligibility Criteria 4

Section 3: Proof of eligibility - Acceptable evidence 5

Section 1: Introduction

This policy sets out the student eligibility and evidence requirements for the Smart and Skilled School Based Apprenticeships and Traineeships (SBAT) program.

This policy should be read in conjunction with the following documents:

- Smart and Skilled Contract Terms and Conditions
- Smart and Skilled Operating Guidelines
- The NSW Skills List
- The Schedule of Prices, Fees and Subsidies
- The School Based Apprenticeships and Traineeships Fee Administration Policy
- Any other relevant Smart and Skilled policy documents.

In this document, a reference to a student means a NSW school based apprentice or NSW school based trainee.

Other Smart and Skilled Programs

The student eligibility requirements and the requirements for the application and management of student fees under all other Smart and Skilled Programs are set out in the **Smart and Skilled Student Eligibility Policy** and **Smart and Skilled Fee Administration Policy**.

1.1 Overview of School Based Apprenticeships and Traineeships

School Based Apprenticeships and Traineeships (SBATs) are available to all Year 10, 11 and 12 high school students in NSW. They allow students to commence an apprenticeship or commence and complete a traineeship while at school.

A school-based apprenticeship or traineeship combines paid work, training and school; and as well as an industry recognised national qualification you will gain credit towards the HSC.

Some apprenticeships and traineeships can contribute towards the ATAR.

Details of fee arrangements and student entitlements are outlined in the **School Based Apprenticeships and Traineeships Fee Administration Policy**.

Section 2: School Based Apprenticeships and Traineeships Eligibility Criteria

To be eligible to be subsidised to undertake a qualification under the SBAT Program a student must:

- (a) be undertaking a qualification listed on the NSW Skills List as an apprenticeship or traineeship qualification, **and**
- (b) an approved or registered School Based Apprentice or School Based Trainee in NSW at the time of commencing the qualification, **and**
- (c) have the qualification shown on their Training Contract.

A student must declare that the information they provide with regards to eligibility is true, accurate, complete and not misleading.

Section 3: Proof of eligibility - Acceptable evidence

The Provider must maintain acceptable evidence of student eligibility as detailed in the table below.

At enrolment, a student declaration is acceptable where a form of evidence is required to be sighted or collected by the Provider. However, the required evidence outlined in the below table, must be sighted or collected by the Provider prior to submitting Training Activity Data for an enrolled student who has commenced.

All evidence must be able to be verified by the Provider. At the Department's discretion, the Department may request that the Provider produce records for verification (i.e. either a copy of the evidence or proof that the evidence has been sighted).

Where evidence is sighted but not kept, the Provider must maintain a record that confirms sighting of the evidence and a description of the evidence. The record must:

- be dated and signed by the person who sighted the evidence and is authorised by the Provider.
- capture the name of the signatory and their job title.
- contain a description of the type of evidence sighted (e.g. "Department of Veterans' Affairs (DVA) White Card that names Jane Doe", "letter from Centrelink confirming John Smith is a recipient of a Commonwealth Government benefit" etc).
- capture either the issue date or expiry date of the evidence sighted (if applicable).

The description is NOT required to capture sensitive information from the document (e.g. the Centrelink Reference Number (CRN) or Department of Veterans' Affairs (DVA) White Card number).

Requirement	Evidence	Evidence requirements
Proof of Identity:		
1. Proof of identity	<ul style="list-style-type: none"> • School enrolment. 	Evidence sighted or collected by Provider
Program eligibility:		
2. Registration as a NSW School based apprentice or NSW School based trainee	<ul style="list-style-type: none"> • Training Contract identifier (TCID) number 	Department system check against details of approved or registered Training Contract stored in the Department's database

Note:

1. For each enrolment, the Provider is expected to check that the student is eligible for the relevant fee category at the time of enrolment.

2. Where the evidence provided by the student is a copy of the original, the copy must be certified by a person who is on the list of approved witnesses who can verify documents. A list of which is available at the Commonwealth Attorney General's Department website at: www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx