

APPENDIX C. SCHOOL BASED TRAINEES AND APPRENTICES WORK PLACEMENT RECORDS

For students undertaking a School Based Apprenticeship or School Based Traineeship, the following documents (as a set) may be used in place of the Student Placement Record:

- the Training Plan; and
- The Training Contract.

The parent signature on the Training Contract will confirm their permission has been gained.

Please refer to the *School Based Apprenticeship and Traineeship Policy (Department of Training and Workforce Development)* and relevant fact sheets for further information.

The school's endorsement of the Training Plan is a requirement. This will provide an opportunity for schools to determine their support for the School Based Apprenticeship or School Based Traineeship, including duty of care responsibilities.

The documented information for SBT/As will need to be included as part of Appendix A: Workplace Learning Management Plan.

Note: It is recommended that the school works closely with the Australian Apprenticeship Support Network (AASN) provider to confirm the student's participation in the apprenticeship/traineeship is managed appropriately.