

What is a School Based Traineeship?

An Australian School-based Traineeship is a registered Certificate II Traineeship (applicable to the industry the trainee is employed in), and is undertaken part-time while the trainee is still attending secondary school. The Traineeship arrangement combines paid employment as a trainee, while Tubal will offer on-the-job vocational training and support during the trainees rostered shifts.

School Based Trainee's will have the benefit of gaining hands-on industry experience, the ability to work towards or complete a nationally recognised qualification, while they complete their secondary school certificate.

A School Based Traineeship will open up endless opportunities during and after the traineeship has been completed, and will improve employability skills.

Tubal's Unique School Based Traineeship Model

For school students on an ATAR pathway, the Tubal school based traineeship model is carefully coordinated to ensure there are **no disruption to school studies**, and the Nationally Recognised units of competency can be used towards WACE results when successfully completed.

Tubal has been a Registered Training Organisation for over 20 years, with our head office based in Balcatta. We are experienced in working with school-based trainees and are a preferred training provider for the Department of Training and Workforce Development.

Tubal offer quality, flexible learning solutions to all our trainees. All training and assessment is conducted **in the workplace**, and is scheduled around the hours that the School Based Trainee is **currently working in the business**, the trainee is not required to spend any additional time away from school or in a classroom. **There are also no exams or workbooks to complete.**

Our Training and Assessment Process

All training and assessment is conducted using the Tubal's Online Learning Management System and consists of a series of tasks which reflect the current job role, combined with industry/competency requirements, and skills and knowledge requirements. Trainees will be observed and assessed while completing tasks during shifts they are rostered to work.

Prior to assessment, trainees will be required to complete a self-assessment against each task by confirming whether or not they believe they can perform all components of the task, either as part of their current role, or as a result of previous employment.

Tubal's Trainer/Assessors will visit the School Based Trainee in their workplace regularly and will be available for any support for the duration of the traineeship.



Traineeship Time Frame

While the start to finish timeframe is unique to each individual, we aim to have our Certificate II trainees completed in 6-9 months, and we usually postpone all training and assessment activities if it's around exam time – this can be at the school, trainee, and/or parent request.

Keeping The School Updated

We update all school's **mid-year** with School Based Trainee results (in training, not yet started, or competent results). We can update you at more regular intervals if you wish, just let us know and we will set up a schedule for you. When the traineeship is complete you will be sent a copy of the certificate and records of results via email.



Eligibility

To be eligible for a School Based Traineeship the trainee must be:

- ✓ 15 years of age, or older
- ✓ currently attending school or registered with the Home Education Unit
- ✓ working an average of 8 hours per week (averaged over 3 months)
- ✓ have permission from their parents to commence the traineeship
- ✓ have permission from their school's VET or Careers Coordinator.

Support

School Based Trainees will receive the full support of their managers, team leaders and business owners as well as constant contact via email, phone, text and face-to-face with an experienced and dedicated Trainer/Assessor from Tubal.

Contact Tubal

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