



School based traineeships allow student in year 10 or year 11 to undertake paid work, typically, one week day per week. The student undertakes a nationally recognised qualification through our organisation while working. Most of our students undertake BSB30120 Certificate III in Business.

#### **Why complete a school based traineeship?**

- Team members undertaking school based traineeships are more committed to their work as it forms part of their schooling
- High rate of progression in the workplace for permanent roles after school
- Nationally recognised qualification
- Up to 8 QCE points

#### **How many hours does a school based trainee need to work?**

School based trainees undertake a minimum of 7.5 hours of work per week, employed Part Time. School based trainees can't be casual employees.

#### **Can school based trainees work on a week day?**

Yes, school based trainees can be rostered on a consistent week day each week and attend work instead of school. School based traineeships must impact the students school timetable. This could be free/study periods.

#### **Who is the Australian Retail College?**

We are a Registered Training Organisation (similar to a TAFE) that provides training and assessment to trainees, leading to their Nationally Recognised Qualification.

#### **Course fees**

Course fees are paid by the Queensland Government. There are no school or student fees for the course.

#### **Who pays the trainees wages?**

The employer employs the team member as they typically would and pays the team members wages.

#### **Employer responsibilities**

- Agree to employ the team member Part Time 7.5+ hours per week
- Commit to the team member completing a minimum of 375 working hours across the term of their traineeship
- Understand the team members course forms part of their Queensland Certificate of Education (QCE) for year 12
- Agree to ensure the trainee is supervised in the workplace at all times
- Liaise with The Australian Retail College on the team members progress and allow us into the workplace every 4-6 weeks to complete an observation of the team members performance on the job (in person or Zoom)

#### **School responsibilities:**

- Maintain communication with our organisation and support any attendance issues if they arise
- Release the student for work or training during their school timetable. This could be study periods or an entire day depending on the schools policy regarding this.