



new futures
TRAINING

School Based Apprenticeships
and Traineeships Program (SBAT)

Student Handbook

2021-22



T01D 21203

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Beginning your School Based Apprenticeships and Traineeships

Opportunities for diverse communities

Welcome to your SBAT experience at New Futures Training that ticks all the boxes:

- ☑ Stay at school with your friends and finish Year 12
- ☑ Start earning a wage
- ☑ Work towards a Nationally Recognised Qualification
- ☑ Gain valuable work experience and get a head start on your career.

WHAT IS AN SBAT?

SBATs are part time apprenticeships and traineeships that are integrated into your weekly school timetable.

WHAT COURSES ARE AVAILABLE?

CHC32015 - Certificate III in Community Services

WHAT ARE THE BASIC REQUIREMENTS?

Regular school attendance is combined with a minimum of one timetabled day a week of employment and/or structured training.

HOW ARE SBATS PAID?

You will be employed under the traineeship section of either the Children's Services Award 2010 or Social Community Home Care and Disability Services Award 2010 which sets out the wage and conditions of employment.

WHAT WILL NEW FUTURES TRAINING DO?

We will support you to successfully complete your SBAT and:

- Develop a training plan that meets your individual needs
- Deliver the training in a friendly environment
- Become your employer for your traineeship
- Provide learning support for your traineeship
- Issue a qualification on successful completion of the training



Welcome to work: Your roles and responsibilities

Opportunities for diverse communities

WHAT YOU NEED TO DO

Be aware of and make a commitment to fulfill training responsibilities

This involves:

- Commitment with 80% attendance rate
- Communication skills
- A focus on success
- Attending training sessions or supervised workplace activities
- Maintaining the training record book.

TIME SHEET

Time sheets are your responsibility, and need to be submitted fortnightly

ATTENDANCE

- You (or your parent/guardian) must advise the school and trainer or workplace supervisor if you are unable to attend work or training by 9:30am.
- Unexplained absence could result in a loss of wages or failure to meet the work requirements of SBAT.
- You must undertake the training agreed in the Training Plan.
- You are required to attend all scheduled workplace hours and to follow all lawful and reasonable instructions of the employer.

COVID RESPONSE

While it is our preferred method to teach face-to-face, if directed by the government during lock-down, training and work placement will switch to Remote Learning (via Zoom) until any restrictions are lifted.

COMPLETION OF YOUR SBAT PROGRAM

On successful completion of your training you will receive, within 4 weeks, the qualification which will be issued by New Futures Training.

You will receive credit towards your VCE or VCAL certificate.



Student Support

New Futures Training places high priority on providing student support, security and safety and we do our best to enhance support services so that you feel welcomed and valued - making the experience of studying a positive one.

This is why we have trained welfare workers on our staff who are there to help you.

If you are experiencing any difficulties or need help, either personal or study related, please contact your school or course trainer/workplace supervisor if you need to chat about anything.

IMPORTANT CONTACTS

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