

TIPS FOR STUDENTS CONSIDERING A CIT SCHOOL-BASED APPRENTICESHIP



What are the types of Australian Apprenticeships?

The term **Australian Apprenticeship** refers to the combination of paid work with an employer and structured vocational education and training (VET), leading to a nationally recognised (accredited) qualification with a registered training organisation (RTO) such as the Canberra Institute of Technology (CIT).

Australian Apprenticeships include apprenticeships, traineeships, and School-based Apprenticeships. They can be full-time, part-time, or school-based. They can be done by anyone of working age with eligibility to work in Australia, and meet [eligible visa requirements](#).

An apprenticeship or traineeship is not just for traditional trades. It's a study model that enables you to learn technical skills at CIT and apply your learning in paid work with the support of a qualified supervisor.

- **Apprenticeships** - An apprenticeship can be undertaken in traditional trades like automotive (including electric vehicles), carpentry, construction, culinary, electrical, hairdressing, plumbing, landscaping and more. An apprenticeship generally takes 3-4 years to complete. On successful completion you will become trade qualified with a nationally recognised certificate.
- **Traineeships** - A traineeship can be undertaken in vocational/non-trade industries like business, children's education and care, community services, health, information technology (including cyber security), hospitality and more. A traineeship generally takes 1-2 years to complete. On successful completion you will have the necessary skills for your occupation with a nationally recognised qualification.
- **School-based Apprenticeships** - are like any apprenticeship or traineeship but commence part-time while you are studying in high school or college. You will earn a wage, train with an employer and work towards a nationally recognised qualification.
- **Pre-apprenticeship** - Pre-apprenticeship courses are another way to give you a taste for work in a specific industry and help you prepare for a formal apprenticeship or traineeship. Unlike an Australian Apprenticeship, you don't need to have an employer to start pre-apprenticeship courses. Pre-apprenticeship courses include short courses and Certificate II courses.

What is a School-based Apprenticeship?

School-based Apprenticeships support suitable secondary school students aged 15 or over to combine vocational training with their secondary education by starting an apprenticeship while still at school. The location where the apprentice or trainee works will determine which state they come under:

- in the ACT they are referred to as **Australian School-based Apprenticeships (ASbAs)**
- in NSW they are referred to as **School Based Apprenticeships and Traineeships (SBATs)**.

Both ASbAs and SBATs provide a head start pathway to further education or a career. It combines school studies, paid work with an employer, and study at CIT.

[CIT apprenticeships overview](#)

Important things to know about a school-based apprenticeship

ACT Senior Secondary Certificate (ACT SSC) or NSW Higher School Certificate (NSW HSC):

- depending on your age and year level at school, your school-based apprenticeship can count towards your ACT SSC or NSW HSC.
- if you are an ACT student, you must complete all subjects at CIT by the end of Term 3 of Year 12, to ensure they count towards your ACT SSC.
- you must consider Year 12 result cut-off dates when you enrol in any CIT subjects, especially with work placement requirements, as they may not be completed in time to count towards your ACT SSC.

Volume of Learning:

- a standard week for a school-based apprentice is usually:
 - three days at school
 - one day at CIT
 - one day at work (on-the-job training)
- because you are getting less on-the-job training compared to a full-time apprentice or trainee, you will not progress through your Australian Apprenticeship and CIT training as fast.

Next steps, which of the below statements do you relate to?

1. I don't know what I want to do after school > start at **Step 1**
2. I've done some work experience or training in this industry and I'm sure I want to do a school-based apprenticeship > start at **Step 4**.

I don't know what I want to do after school

- 1** talk to your family and school about your interests, attend [CIT Open Day](#), and participate in the [free CIT school engagement activities](#) to explore what industries might be a good fit for you
- 2** work with your school **Careers Advisor or VET Coordinator** to explore the industries you are interested in, investigate work experience (WEX) options, and create a resume and introduction letter
- 3** organise and engage in **work experience** and test career choices by getting a chance to see different aspects of work and different industries to narrow down an industry that is an ideal fit for you

I've done some work experience and I'm sure I want to do a school-based apprenticeship

- 4** check your **language, literacy, numeracy and digital** (LLND), starting with a [self-check of your literacy and numeracy skills](#), then complete a LLND quiz with your school to check your academic suitability. Review your results and determine with your school if you need to focus on improving any areas of learning, agree to and follow your learning plan, and then resit the LLND quiz, follow this step until you meet the CIT course eligibility requirements
- 5** read the [CIT Student Code of Conduct](#) and reflect on the **maturity and behavioural expectations** of CIT students in an adult learning environment. Also reflect on your load and motivation, can you handle school, work, and training along with family and community commitments?
- 6** consider travel arrangements you need to make to **get yourself to work and training on time**. Discuss with your family supports you need and agree to a plan.

How to become a CIT school-based apprentice or trainee?

Once you have experienced a few industries and understand the academic and behavioural requirements of the CIT course, you can work with your school.

The specific details and structures of school-based apprenticeships can vary between different states and territories in Australia. Talk to a Careers Advisor or VET Coordinator at your school about how to get started and their process.

- 7** **choose an industry** or job that interests you, we highly recommend contacting CIT to discuss your training needs when choosing a suitable qualification
[CIT apprenticeship and traineeship courses offered at CIT](#)
- 8** **find a job with an employer** who is looking to take on a school-based apprentice, then discuss with your family and school
- 9** when you find an employer that has agreed to take you on, **sign a Training Contract with your employer** through an **Apprentice Connect Australia Provider**, this is a legal contract that formalises your school-based apprenticeship, it sets obligations and gives you access to additional support
- 10** **enrol at CIT**, once CIT is notified of your Training Contract, CIT will contact you to discuss your learning needs, set up your training plan and organise your enrolment
[Learn more about becoming a CIT school-based apprentice or trainee](#)

About CIT

Since our creation in 1928, the Canberra Institute of Technology have been teaching trades for the capital region and surrounds. Your family and friends might talk about going to “Tech” or “TAFE”, they are talking about CIT.

At CIT, we believe in empowering students to achieve their academic and career aspirations. Whether you’re stepping in from high school, starting your career, looking to advance your skills or pursuing a new goal, CIT offers a range of clear and supported pathways and study options to suit your lifestyle, experience and career stage.

What is adult learning and how is CIT different to school?

CIT is a post-secondary education provider of vocational training and focuses on admitting individuals who demonstrate suitability in an adult learning environment.

CIT supports the mandatory participation of young people in schooling until completion of Year 10, and the continuation of full-time schooling to completion of year 12 or equivalent, or training, or employment until aged 17 in line with Education Act 2004 (ACT).

CIT school-based apprenticeships pathway supports suitable secondary school students aged 15 or over to combine vocational training with their secondary education by starting an apprenticeship while still at school. However, as an adult education provider, CIT recognises it may not be the most appropriate education provider for young people under 17 years of age.

CIT students are self-motivated and self-directed (students take responsibility for their own learning). Young people of compulsory school age must meet the course eligibility criteria (academic suitability) and may be required to apply for admission to enrol at CIT and demonstrate behavioural suitability.

[Learn more about CIT's admission of young people under the age of 17 years](#)

Courses may require students to demonstrate specific language, literacy and numeracy skills. Digital literacy skills are required, and all CIT students use the Microsoft suite of packages and eLearn, our learning management system.

How is support at CIT different to school?

Most CIT students are over 18 and CIT communicates directly with students. CIT cannot communicate with parents and other parties without written consent, and it is expected that the student will be involved in all discussions about their studies.

Between classes, students are not supervised and are free to leave the campus. It is the student's responsibility to attend class on time, stay until class ends, communicate with their educators, and manage their study load.

CIT learning spaces are simulated work environments and CIT students are expected to conduct themselves safely.

As an adult learning environment CIT does not provide the same level of support as primary and secondary schools, who are specifically resourced to provide support such as, learning support assistants (LSAs) in classrooms.

[Learn more about transitioning from school to CIT](#)



**Learn more about CIT learning
pathways for school students**