

A simple guide to engaging an ASbA

Develop a Position Description

- Develop a position description consistent with the role.
- Keep it brief whilst ensuring all necessary details are covered e.g., hours of work, qualification, duration, salary, commencement date, lines of reporting and key responsibilities.

Determine a qualification and identify Training Provider

- Apprenticeship Network Providers (ANP) are federally funded to help with qualifications.
- The qualification must be approved as a 'School-based Pathway'.
- Qualifications approved for User Choice funding will reduce the course fees.
- It's important to consider the duration of the qualification as this will determine the length of the Training Contract.

Advertise the opportunity

- Advertise positions via preferred means, with reference to the relevant Position Description and applicable Selection Criteria.
- Engage with schools to ensure they are aware of the ASbA opportunity.
- Dept. of Education ApTSL Team can support with communications and engagement with schools.

Recruitment Process

- Applicants will often have little work experience and will often have their Teachers as referees.
- Successful students will be paid based on their age, ensure this meets your requirements.
- Applicants must be attending school while completing an ASbA.
- Consider each application against the Position Description.
- It is important to consider where they live because often they won't have a license or own transport; confirm their arrangements to attend work during the interview.
- Arrange interviews for as many applicants as possible across a range of school years. This will give you the best chance of identifying someone who is suitable for the role who has the potential to succeed.

Interview

- This is an opportunity to get to know the applicants to determine the best fit for the role.
- Interviews can be relatively informal.
- Provide a clear outline of the position and the requirements at the start of the interview.
- Interview questions should refer to real life situations.
- Determine if the applicant:
 - is suitable to be engaged, and
 - capable of undertaking the study.
- Discuss the relevant qualification, timeframe and requirements with applicants.
- Consider engaging and connecting potential applicants and parents with the workplace to showcase how the organisation can support educational goals and career pathways.
- Parents/caregivers are critical to the success of an ASbA. Contact and meet with them to make sure they are supportive and understand the requirements of the training and role.

Post-interview

- Consider discussions with preferred applicant and School Facilitator to ensure appropriate qualification, outcomes and requirements can be obtained within the preferred timeframe.
- Respond to all applicants in writing to advise of the outcome soon after the interview.
- Offer verbal feedback as required.
- A phone call with the successful applicant is recommended followed by a formal written Letter of Offer.



Need HELP or templates?

**Contact Joss Hall, Project Coordinator
via email: jhall@cradlecoast.com or call 0459 662 589**

CCA's Local Government Australian School-based Apprenticeship Program is funded by the Australian Government under the \$3.9 million North-West Tasmania Job Ready Generation Package administered by Skills Tasmania.



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Enter into a formal Employment Agreement

The Employment Agreement:

- Is between the employer and employee.
- Makes workplace requirements clear to the ASbA.
- Enter into a fixed-term Employment Agreement with a desired end date in line with the successful completion of the qualification and/or Training Contract (whichever occurs first).
- Ensure the Agreement aligns with the Training Contract (i.e., if the nominal duration of the Training Contract is 24 months then the Employment Agreement should align with this).
- Councils should use their own fixed-term Employment Agreement template.

Training Contract and Plan

Training Contract:

- The Training Contract will be signed by the employee (ASbA), and a parent/guardian (if under 18 years of age).
- The ANP and RTO (Registered Training Organisation) will receive a copy of the signed Training Contract.
- It is a legal requirement of the Training Contract, Skills Tasmania, your ANP and RTO are advised within five working days if you think your Training Contract has become jeopardised.
For example: if the ASbA is unable to complete scheduled training, or if the relationship between the employer and the ASbA isn't suitable.

The Training Plan:

- Sets out the schedule of training as agreed by the RTO, employer and ASbA.
- Must be negotiated within one month of the Training Contract being in place.
- The ASbA is responsible for undertaking the necessary training and assessment required as per the Training Plan.
- It's important to maintain regular contact with the RTO and ensure the Training Plan is reviewed at least twice per year, to monitor progress.
- Training time as scheduled in the Training Plan is paid work time.

Engage an Apprenticeship Network Provider (ANP)

- The ANP will complete and administer the registration of the Training Contract.
- The ANP is responsible for managing the Training Contract and will be in contact through the duration of the ASbA.
- It is the ANP who identifies and facilitates financial incentives associated with the ASbA, speak to them about your specific situation.
- There are two ANPs in Tasmania. Contact them both to determine your preference.
- Make contact with the Dept. of Education (DoE) ApTSL Team and school, as required.
- The ApTSL team will act in the best interests of the student to ensure they will achieve their Tasmanian Certificate of Education (TCE) and are capable of achieving the qualification.

Timeframe to consider

You may wish to consider the following timeframe in preparation to engaging an ASbA:

- Term 1 - School engagement
- Term 2 - Work experience
- Term 3 - Recruitment
- Term 4 - Employ (commence following year)

Handy Links

- [ASbA – Parent Info](#)
- [ASbA Booklet for employers](#)
- [ASbA Booklet for students](#)
- [Apprenticeships for school-aged learners](#)
- [Skills Tasmania](#) (training options & subsidises)
- [Australian Apprenticeship Pathways](#)
- [Cradle Coast Local Government ASbA Program](#)
- [Australian Apprenticeships Incentives Program Summary](#)
- [Troubleshooting Guide](#)

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