

# NORTHERN TERRITORY SCHOOL-BASED APPRENTICESHIPS / TRAINEESHIPS



**APPRENTICESHIPS**  
NORTHERN TERRITORY



**NORTHERN  
TERRITORY**  
GOVERNMENT

**AUSTRALIAN  
APPRENTICESHIP  
SUPPORT SERVICES**  
An Australian Government Initiative

JOINTLY FUNDED BY THE AUSTRALIAN AND  
NORTHERN TERRITORY GOVERNMENTS



IN 2023, THERE  
WERE OVER 19,000  
ACTIVE SCHOOL-BASED  
APPRENTICES/TRAINEES  
IN AUSTRALIA.

**ETTAIN WINTER**

Centralian Senior College

SBAT: Certificate III in Hairdressing

Employer: Mombasa Day Spa

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## Front Cover Photo

**STAVROS KAZOURIS**

O'Loughlin Catholic College  
SBAT: Certificate III in Carpentry



For the most up to date information  
on school-based apprenticeships  
and traineeships, scan the QR code.

# 1. INTRODUCTION

A school-based apprenticeship or traineeship, also known as an “SBAT,” is a type of apprenticeship or traineeship that is completed while a student is still in secondary school.

An SBAT provides students with a head start on their chosen career path by providing them with real-world work experience and training while they are still in school.

One of the main benefits of a SBAT is that it allows students to begin earning money and building their skills and experience in their chosen field. This can help participants to be more competitive when they enter the workforce after graduation.

Additionally, students who participate in SBATs are more likely to complete their apprenticeship or traineeship, which can lead to better job prospects and higher earning potential.

## ACRONYMS USED IN THIS DOCUMENT

AQTF = Australian Quality Training Framework

GTO = Group Training Organisation

NT = Northern Territory

NTCET = Northern Territory Certificate of Education and Training

RTO = Registered Training Organisation

SBAT = School-Based Apprenticeship or Traineeship

VET = Vocational Education and Training

VETfSS = Vocational Education and Training for Secondary Students

WMDT = Women in Male-Dominated Trades

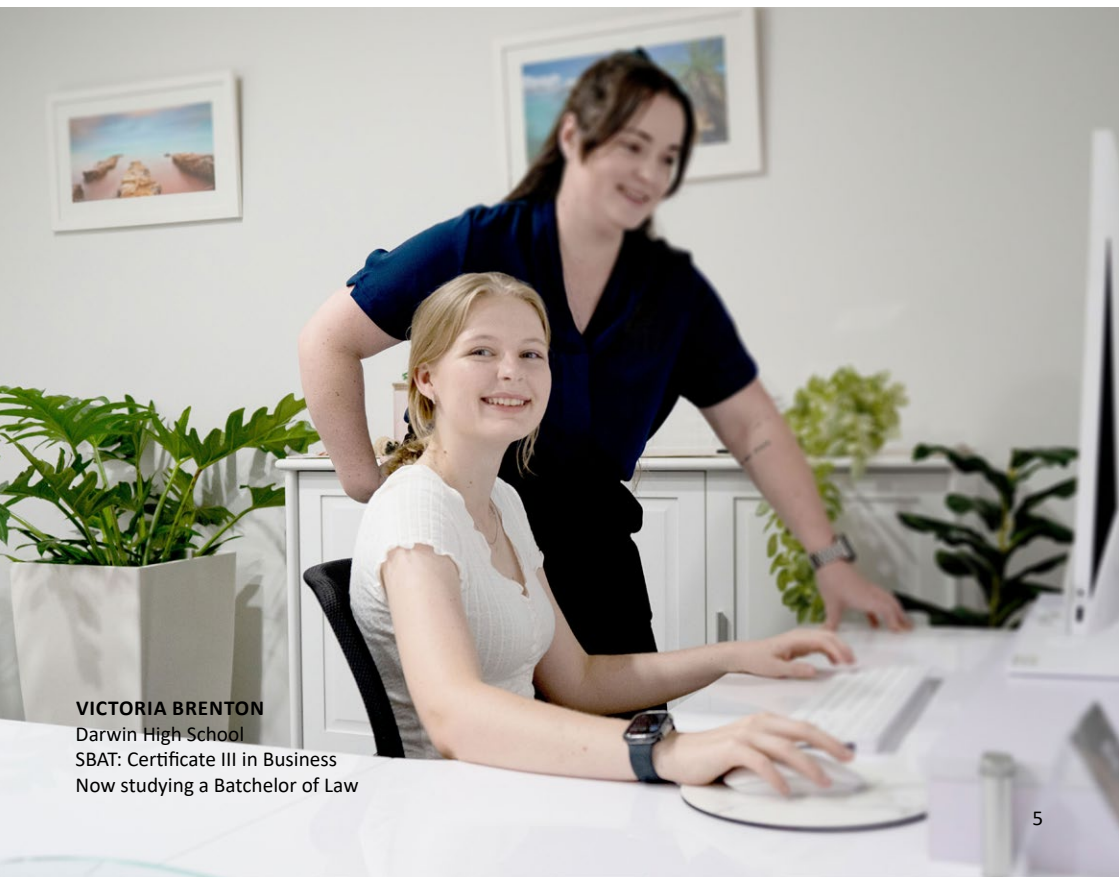
## 2. APPRENTICESHIPS VS. TRAINEESHIPS

**Apprenticeships** are generally at Certificate III level and above in the traditional trade occupations such as carpenters, plumbers, mechanics and electricians, as well as other occupations such as chefs, butchers and hairdressers.

Apprenticeships may take three to four years to complete (however, competency-based training principles must be applied).

**Traineeships** are more common in industries such as retail, hospitality, business services, information technology and community services and are usually one to two years in duration, or more for higher level and management qualifications. Competency based training principles must be applied.

The apprenticeship and traineeship qualifications that are approved under the Training and Skills Development Act 2016 are listed on the NT apprenticeships and traineeships database.



**VICTORIA BRENTON**  
Darwin High School  
SBAT: Certificate III in Business  
Now studying a Bachelor of Law

## 2. BENEFITS

01

### COMBINING WORK AND STUDY

School-based apprenticeships and traineeships allow students to combine their education with paid work. The qualification being undertaken as part of the apprenticeship or traineeship will count towards the student's Northern Territory Certificate of Education and Training (NTCET).

02

### EARNING WHILE LEARNING

School-based apprentices and trainees receive a salary for their work, which can help them save for further education or training, or support themselves financially.

03

### GAINING REAL-WORLD EXPERIENCE

School-based apprenticeships and traineeships provide students with the opportunity to gain hands-on, practical experience in a specific industry or occupation, which can be valuable when applying for jobs or further education.

04

### BUILDING NETWORKS

School-based apprenticeships and traineeships can provide students with the opportunity to build networks and connections within their chosen industry or occupation, which can be valuable for career development.

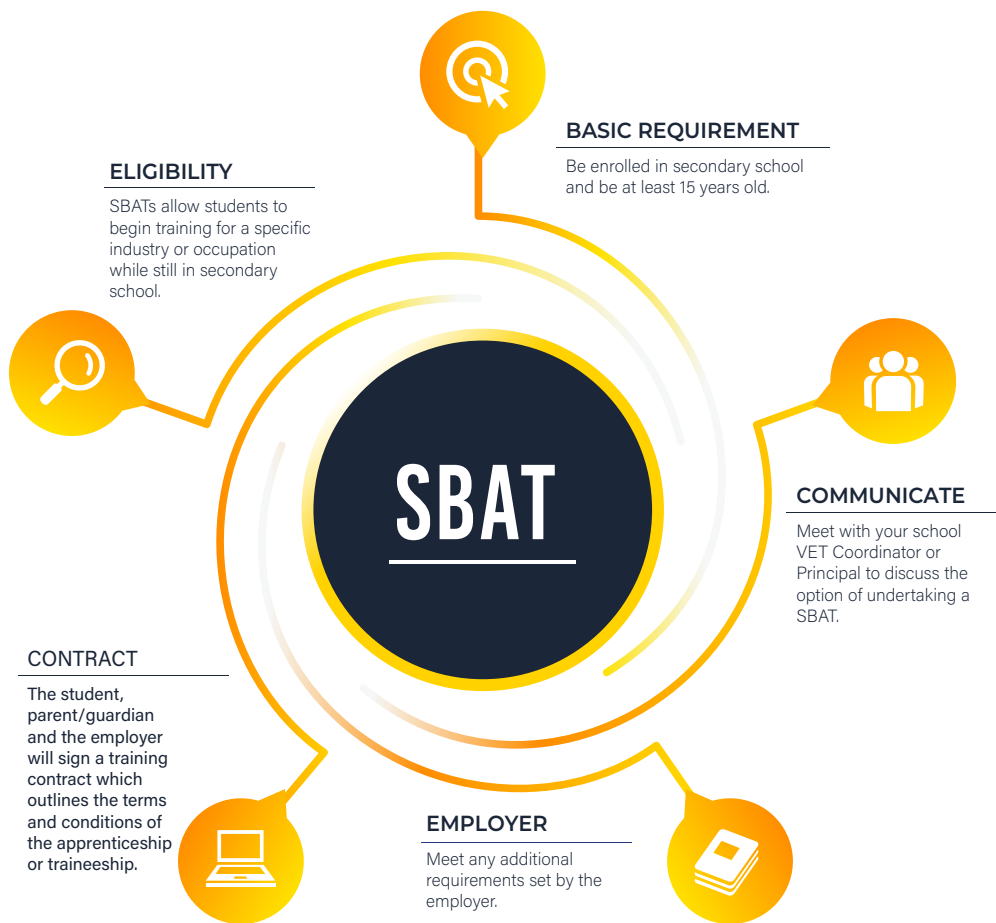
05

### IMPROVING EMPLOYABILITY

School-based apprenticeships and traineeships can improve students' employability by giving them the skills, knowledge, and experience they need to be successful in the workforce.



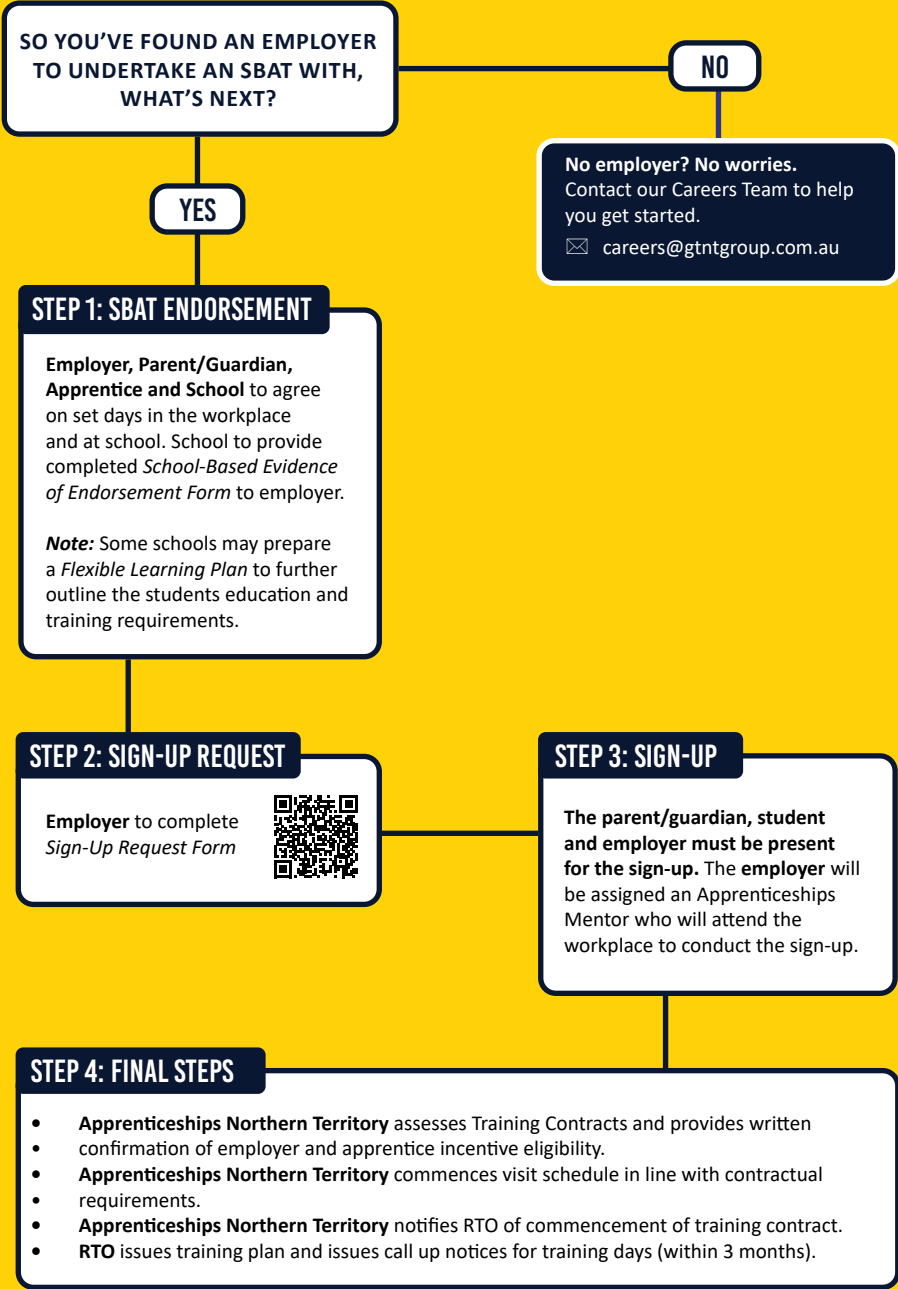
## 3. REQUIREMENTS



### To be eligible for a SBAT, students typically must:

- Be enrolled in secondary school and be at least 15 years old
- Meet with their school VET Coordinator, Career Advisor or Principal to discuss the option of undertaking a SBAT
- Meet any additional requirements set by the employer

# 4. SIGN-UP PROCESS





## 5. SIGN-UP CHECKLIST



### STUDENT: ONCE YOU'VE DECIDED YOU WANT TO UNDERTAKE AN SBAT



1. Discuss your education plan with the school VET Coordinator, Career Advisor or Principal



2. Find an employer or register with Apprenticeships Northern Territory - Careers Team



### EMPLOYER: BEFORE YOU SUBMIT THE SIGN-UP REQUEST FORM



1. Obtain signed School-Based Evidence of Endorsement Form from school.  
*(Signed by Parent/Guardian, Apprentice and School)*



2. Decide on which RTO you want your SBAT to undertake the qualification with. Refer to the NT Apprenticeship & Traineeship Database.



3. Submit the Sign-up Request Form.



### ALL PARTIES: BEFORE THE SIGN-UP



1. Apprenticeships Northern Territory will contact the SBAT to confirm contact details.



2. The Apprenticeships Mentor will then contact SBAT, Employer and Parent/Guardian to arrange a date and time to complete the sign-up.



NT Apprenticeship &  
Traineeship Database



Sign-Up Request  
Form

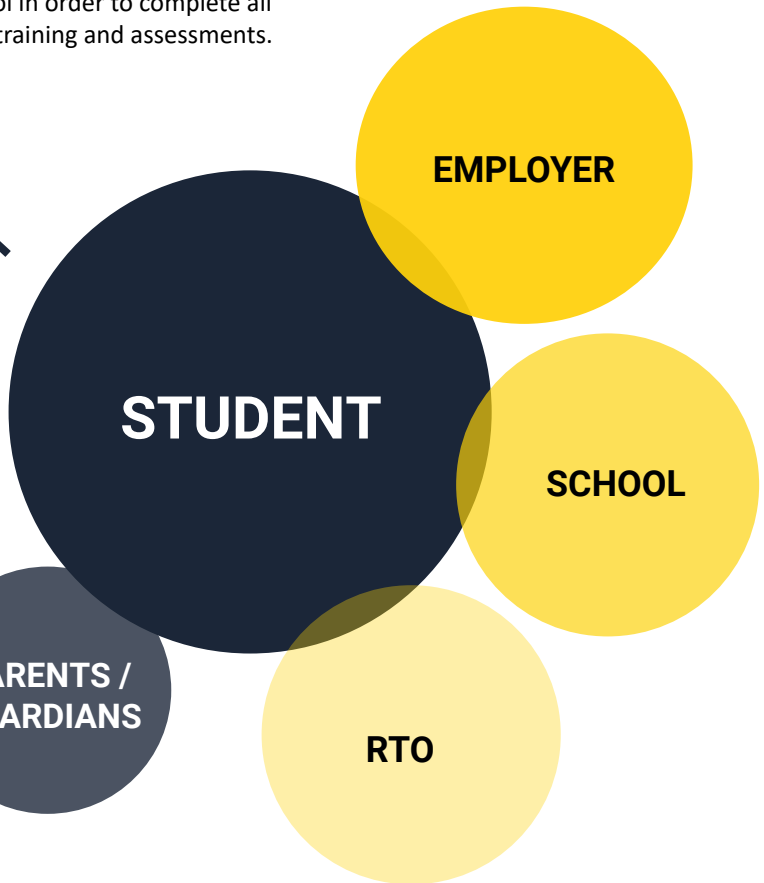


School-Based Evidence  
of Endorsement Form

## 6. RESPONSIBILITIES


### STUDENT

- Attend school and complete all required coursework, while also fulfilling the requirements of the apprenticeship or traineeship.
- Attend all scheduled on-the-job training and meet any other training requirements as specified in the training contract.
- Communicate regularly with the school and the employer to discuss progress and any issues that may arise.
- Cooperating with the employer, RTO and school in order to complete all required training and assessments.



### PARENTS/GUARDIANS

- Endorse training contract and be present for sign-up.
- Access to act on behalf of child will cease once child turns 18 unless the *Release of Personal Information Form* is completed and provided to the Apprenticeships Northern Territory - Careers Team.



IN 2024, 91.9% OF  
APPRENTICES/TRAINEES  
WHO COMPLETED THEIR  
TRAINING WERE EMPLOYED  
AFTERWARDS.

## EMPLOYER

- Provide structured on-the-job training that aligns with the relevant industry standard.
- Provide a safe working environment that meets all relevant health and safety regulations.
- Allow the apprentice or trainee to attend any required off-the-job training.
- Provide the apprentice or trainee with any necessary tools, equipment and clothing for the job.
- Register the apprenticeship or traineeship contract with Apprenticeships Northern Territory.
- Following the rules set out in the Fair Work Act 2009 and any state/territory legislations.

## SCHOOL

- Endorse the SBAT by completing the SBAT Endorsement.
- Prepare a '*Flexible Learning Plan*' where necessary.
- Monitor the student's attendance.
- Release student on agreed work days and scheduled trade school/VET training days for their apprenticeship.
- Each school may require additional information from the student, e.g. copies of training plans, training contracts, call up notices, progression reports etc.

## RTO

- Deliver off-the-job training that aligns with the Australian Quality Training Framework (AQTF) standards and the relevant industry standards.
- Ensure that the training provided is relevant to the apprenticeship or traineeship being undertaken.
- Provide the apprentice or trainee with a training plan outlining the required competencies, training and assessment schedule.
- Provide the apprentice or trainee with a nationally recognised qualification on completion of the qualification.
- Provide student progress reports to the employer and the school.
- Comply with the Australian Quality Training Framework (AQTF) standards.

## 7. APPRENTICESHIPS NORTHERN TERRITORY

Apprenticeships Northern Territory is an Apprentice Connect Provider delivering the Australian Apprenticeship Support Services in the NT. We operate with the goal of improving apprenticeship completion and satisfaction rates through the provision of integrated, targeted mentoring support to apprentices and employers prior to commencement and while they are undertaking their Australian Apprenticeship. Apprenticeships Northern Territory is jointly funded by the Australian Government and the Northern Territory Government to provide both administrative and regulatory functions on their behalf.

Apprenticeships Northern Territory support Vocational, Education and Training (VET) pathways through these services and provide valuable support to current and prospective, Australian Apprentices and employers. If you are looking to enter the VET sector or have any questions around putting on an apprentice or trainee, contact The Apprenticeship People!

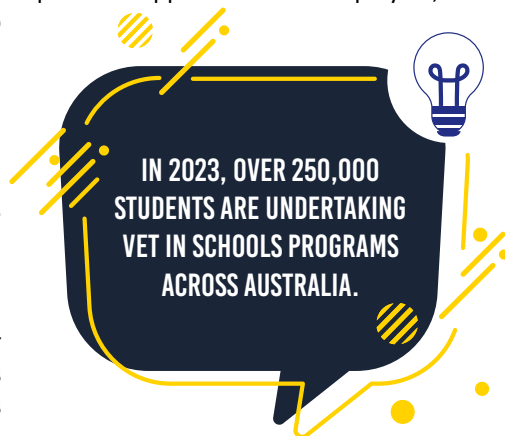
***Apprenticeships Northern Territory provides the following free services to apprentices and trainees and employers in the Northern Territory under the Australian Government's Australian Apprenticeship Support Services:***

**+ Apprentice Connect Provider:** We connect potential apprentices and employers, and arranging connections with Group Training Organisations and Registered Training Organisations.

**+ Career Services:** The Careers Team offers a matching service to help find the "right fit" for you. We also provide pre-commencement advice to potential apprentices/trainees and employers.

**+ Tailored Mentoring:** This service is for apprentices in key client groups, employers who require support and other apprentices who may require support to remain in their apprenticeship. For apprentices, this may include pastoral care, career guidance and advice and connections to peer support networks. Employers may be supported through training and mentoring to improve their capacity to support apprentices through training in mental health, healthy workplace relationships, diversity and inclusion.

**+ Support Services:** We assist with the apprenticeship sign-up process and development of the Training Contract. We also support specialised engagement and technical support including for administration and payment and technical claim support.





## TAILORED MENTORING - APPRENTICE SUPPORT

Mentoring is a key component to increasing retention and completion rates while ensuring apprentices and employers have a supportive and safe work environment. Mentoring is available for both apprentices and employers.

Apprentice services are divided into two services groups: enhanced services and general services.

### **Enhanced services groups are:**

- All women in male-dominated trades (WMDT)
- First Nations Australian Apprentices
- Australian apprentices with a disability
- Australian apprentices located in a remote location

### **General services for apprentices/trainees are:**

- All apprentices who are not in a key client group
- Apprentices in key client groups (except woman in male-dominated trades) whose original commencement date was before the 1 July 2024.

General services mentoring places are provided on an as-needed basis. Access to these places will be prioritised for those with complex issues and are in the most need for mentoring support.

## 8. GROUP TRAINING ORGANISATIONS (GTO)

### What is a Group Training Organisation?

Group Training Organisations (GTOs) are a popular way for businesses and employers to recruit and manage apprentices and trainees. Some of the benefits of using a GTO for an apprenticeship or traineeship include:



## 9. BENEFITS OF A GTO AS AN APPRENTICE/FOR PARENTS



For a list of GTO providers in the Northern Territory visit [australianapprenticeships.gov.au/search-gto](https://australianapprenticeships.gov.au/search-gto)



## 9. SCHOOL-BASED SUCCESS STORIES



### BRODY BORDINA

#### Certificate III in Air Conditioning and Refrigeration

Brody Bordina began his vocational journey early, starting a Certificate III in Sport and Recreation at just 15 while still at school. Driven by a passion for trades, he went on to commence a Certificate III in Air Conditioning and Refrigeration at 17, and impressively took on a dual qualification by also enrolling in a Certificate III in Electrotechnology Electrician. His dedication and skill have not gone unnoticed. Brody's employer, Active Airconz, shared that Charles Darwin University's feedback following his capstone highlighted that he set the standard so high that his practical work was retained as an example for other students. At just 21, Brody has demonstrated exceptional commitment, balancing the demands of a dual trade qualification while consistently showcasing professionalism and technical expertise.



### ISABELLA SAVAGE

#### Certificate III in Business

Isabella Savage, a Year 11 student at Darwin High School, chose to take on a school-based traineeship to set herself up for success beyond the classroom. She is completing a Certificate III in Business through a GTO, employed with Kinetic IT. Isabella has gained hands-on experience in digital marketing, IT systems, and finance, while also building confidence and professional skills. Supported by her team at Kinetic IT, she has learned how to communicate effectively, take initiative, and work independently. Passionate about business and management, Isabella believes her traineeship has given her real-world insights and opportunities that go far beyond the classroom. She encourages other students to consider VET pathways as a powerful way to start building a successful future.



### TED DUFFELL

#### Certificate II in Supply Chain Operations

Rory attended Y NT as a student for three years during a time when he Local legend Ted Duffell is completing a Certificate II in Supply Chain Operations. Ted is undertaking a school-based apprenticeship while finishing Year 12 at St Philip's College in Alice Springs and will transition to a part-time role once school is complete. He works at the Alice Springs branch of Australia Post, where, alongside his manager, Ted is excelling in both his workplace duties and training. Peter describes Ted as an integral part of the team, taking on his role with pride and responsibility. Ted has become the friendly face of the Post Office, with customers enjoying seeing him and appreciating his professionalism. Ted loves working at Australia Post, he enjoys the support of his colleagues, and values the confidence and skills he has gained through his SBAT experience.



## 10. SCHOOL-BASED SUCCESS STORIES

### LILY BRIGHT

#### Certificate III in Allied Health Assistance

Lilly Bright had always been interested in the healthcare field. Undertaking a school-based traineeship was a fundamental first step for Lilly, as it gave her valuable insight and practical experience within the healthcare industry. Working at Katherine Hospital, Lilly gained first hand experience about the hospital's day-to-day operations and seen how clinicians work together to provide quality care. Lilly is able to use her perspective as a hearing aid user to support empathetic and people focused care. Lilly has successfully completed her training. She was awarded the 2023 Group School-Based Apprentice of the Year Award, and went on to win the SBAT of the Year Award at the 2023 NT Training Awards, representing the NT at the Australian Training Awards. Having completed Year 12, Lilly is now studying medicine.



Photo credit: NT Health

### RORY COFFISON

#### Certificate IV in Youth Work

Rory attended Y NT as a student for three years during a time when he wasn't attending school and occasionally found himself on the wrong side of the law. As a kid, Rory always dreamed of becoming a boilermaker. However, after receiving support and guidance from his mentor Ashleigh—who is now his manager—Rory was inspired to make a positive impact in the lives of other young people and help them change their own paths. Rory loves running the school program and witnessing the growth and change in the kids, as well as the meaningful relationships they develop. One of the most rewarding parts of the job is not only building these connections but also seeing the impact he has when the kids begin to open up. He is genuinely passionate about youth work and sees himself staying in the industry for the long term.



### AARON COCHRANE

#### Certificate III in Automotive Electrical Technology

Aaron Cochrane began his training as a School-Based Apprentice, turning full-time with host business, CSA Contracting NT Auto Electrical & Air Conditioning in Katherine. Becoming a tradesman had always been his dream and as an Aboriginal student, he is proud to be a role model by pursuing a career in the trades. Before starting his apprenticeship, Aaron completed work experience at CSA, which helped him realise it was the right path. Aaron's passion for cars was sparked by his Pop, a bush mechanic who could fix anything with limited tools. Balancing work, life and school once affected his mental health. Now, Aaron hopes to inspire other apprentices to speak up and seek the support available. He credits his Mum and Nana for keeping him motivated. They often remind him: "Stick to you trade and do the best you can."



## 11. FAQ

### 1. HOW DO I GET AN SBAT?

Just like any job, there are many ways to find a SBAT. A good starting point is talking to your school VET Coordinator or Career Advisor about doing work experience or a VETfSS program, these are both great ways to increase your chances of securing a SBAT.

### 2. CAN I STILL GET MY NTCET?

Yes! Even if you transition into a full-time apprenticeship your studies from your apprenticeship can count towards your NTCET credits. It is important to speak to your school VET Coordinator or Career Advisor about working towards your NTCET while undertaking a SBAT.

### 3. CAN I STILL GET AN ATAR?

It can be possible but there are several important factors to consider. If you are wanting to undertake an SBAT and continue to work towards an ATAR, you must speak to your VET Coordinator or Career Advisor about your options.

### 4. HOW DOES IT FIT IN WITH SCHOOL?

Some days you will attend work and the remaining days you will attend school.

### 5. HOW MANY DAYS WILL I ATTEND WORK VS. SCHOOL?

This is a conversation you will have with your school VET Coordinator or Career Advisor and employer. The days you are approved to attend work may depend on your education goals and school timetable. Noting, SBAT's must undertake a minimum of 48 days per year of paid work from the date of commencement of the school-based apprenticeship or traineeship.

### 6. WILL I GO TO TRADE SCHOOL OR TAFE?

Trade school or TAFE are commonly used terms for the RTO you will attend for training. The qualification you are undertaking and the RTO you are enrolled with will determine if you attend trade school/TAFE. Traditional trades such as carpentry, electrical, engineering, automotive, etc will generally require you to attend trade school/TAFE. You can find out about the training delivering for your qualification by talking to your RTO, which is chosen by your employer.

### 7. HOW MUCH WILL I BE PAID?

Just like any other employment, your employer is responsible for determining what rate you will be paid. This is determined by the national training wage awarded to the employer.

### 8. HOW DO I TRANSITION FROM AN SBAT TO A FULL-TIME APPRENTICESHIP/TRINEESHIP?

Before transitioning from an SBAT to a full-time apprenticeship/traineeship you must speak to your school and a *Notification of Arrangements Form* needs to be submitted to the Department of Education and Training. Contact the Eligible Options Coordinator at [eligibleoptions.doe@education.nt.gov.au](mailto:eligibleoptions.doe@education.nt.gov.au) for more information. The employer must also arrange a variation to your training contract with Apprenticeships Northern Territory.

### 9. WHAT IF I'M AN INTERNATIONAL STUDENT?

If you are an international student on a visa, contact the Apprenticeships Northern Territory - Careers Team to determine your eligibility. ✉ [careers@gtntgroup.com.au](mailto:careers@gtntgroup.com.au)

☎ (08) 8935 8200

## 12. TOP 10 QUALIFICATIONS IN THE NT

<b>#1</b> <b>CERTIFICATE III IN</b> <b>ELECTROTECHNOLOGY</b> <b>ELECTRICIAN</b>	<b>#2</b> <b>CERTIFICATE III IN</b> <b>CARPENTRY</b>
<b>#3</b> <b>CERTIFICATE III IN</b> <b>EARLY CHILDHOOD EDUCATION</b> <b>AND CARE</b>	<b>#4</b> <b>CERTIFICATE III IN</b> <b>PLUMBING</b>
<b>#5</b> <b>CERTIFICATE III IN</b> <b>ENGINEERING -</b> <b>FABRICATION TRADE</b>	<b>#6</b> <b>CERTIFICATE III IN</b> <b>LIGHT VEHICLE MECHANICAL</b> <b>TECHNOLOGY</b>
<b>#7</b> <b>CERTIFICATE III IN</b> <b>AIR-CONDITIONING AND</b> <b>REFRIGERATION</b>	<b>#8</b> <b>CERTIFICATE III IN</b> <b>BUSINESS</b>
<b>#9</b> <b>CERTIFICATE III IN HEAVY</b> <b>COMMERCIAL VEHICLE</b> <b>MECHANICAL TECHNOLOGY</b>	<b>#10</b> <b>CERTIFICATE III IN</b> <b>MOBILE PLANT TECHNOLOGY</b>



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and traineeships, scan the QR code.



IN 2024, 90% OF  
QUALIFICATION  
COMPLETERS WERE  
SATISFIED WITH THE SKILLS  
LEARNT ON THE JOB.



**CARLA DENT**  
Taminmin College  
SBAT: Certificate III in Carpentry




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S U P P O R T S E R V I C E S  
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 **(08) 8935 8200**

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 **[www.theapprenticeshippeople.com.au](http://www.theapprenticeshippeople.com.au)**

