Boonah State High School
CODE OF CONDUCT
School-based Apprenticeship/Traineeship

School-based Apprenticeships and Traineeships (SAT’s) allow students to train and undertake paid work in their chosen traineeship area while still at school studying for their Queensland Certificate of Education (QCE). As well as work, you will get extra training to build on the skills learned at work and at school. This training may occur at work, school or a TAFE College.

STUDENT RESPONSIBILITIES

Prior to Undertaking a Apprenticeship/Traineeship

➔ Liaise with Senior Schooling HOD
➔ Complete an Expression of Interest / Resume
➔ Undertake an Interview
➔ Complete Work Experience (Optional)
➔ Complete a Sign On for Traineeship
➔ Sign a Code of Conduct

Whilst Completing a Traineeship

Meet the conditions/expectations of the School during the course:-

• Abide by all school rules (including uniform etc.)
• Keep up to date with all class work, homework, assessment, etc.
• Go to the library during designated “spares” and sign in. Use this time to catch up on lessons missed and to complete homework, assignments etc.
• Sign out using sign out card to attend work or study (do not stay at school waiting for friends)
• Liaise regularly with Senior Schooling HOD
• Any problems arising from work or school in relation to the Traineeship should be reported to the Senior Schooling HOD as soon as possible and will be dealt with appropriately.

Meet the conditions/expectations of the Employer:-

• Be on time
• Be prepared to work
• Bring required Training Book and equipment.
• Follow all workplace health and safety guidelines
• Dress appropriately
• Attend each day
• Follow the instructions made by your supervisor
• Show courtesy and respect towards the supervisor and other workers

CONSEQUENCES IF STUDENT NEGLECTS RESPONSIBILITIES

Any of the following consequences can be applied at the discretion of the Head of Department – Senior Schooling.

Failure to attend Work without a valid reason (Truancy)

➔ If a student fails to attend work without a medical certificate or valid reason, he/she can be withdrawn from the Traineeship and may not receive credit towards the Queensland Certificate of Education or a Statement of Attainment.

Inappropriate Participation / Behaviour While on Traineeship

• Withdrawn from Traineeship
• Letter of apology to the Employer
• Possible Detention
• Possible Suspension
Inappropriate Behaviour at School (consequences as per the School Code of Behaviour)
- Referred to Head of Department Senior Schooling for counselling
- Possible Detention
- Possible Suspension
- Possible Behaviour Level change
- Monitoring reports

Matthew Freshwater
Head of Department
Senior Schooling

PLEASE READ VERY CAREFULLY BEFORE SIGNING

STUDENT DECLARATION

I .......................................................... have read and understand the Code of Conduct outlined above and will as far as practicable follow this code while undertaking a School-based Apprenticeship / Traineeship.

Students Name: (Please Print)..................................................................................................................
Student Signature: .................................................................................................................................Date: ...........................................
Year Level:...................................................... Form Class:..............................

PARENT/GUARDIAN CONSENT

I have read the information relating to my son/daughter/ward undertaking a School-based Apprenticeship / Traineeship. I give consent for my son/daughter/ward to undertake the traineeship and agree to take full responsibility for their actions.

Parent/Caregiver Name: (Please Print)..................................................................................................
Parent/Caregiver Signature:........................................................................................................Date: .........................