

How to complete a traineeship as part of the HSC

Option	Duration	Start and Finish	Achieving the Formal Training	Achieving Work and Flexible Work Based Training	Comment
<p>1</p> <p>Traineeship fully aligned with the HSC</p>	1500–1600 logged hours of work and training completed within 24 months	January or February Year 11 to December Year 12	<ul style="list-style-type: none"> • Equivalent to one 6 hour day per school week for 7 terms • Formal training is completed at the same time as the HSC • The formal training must be covered by HSC VET courses that may be delivered by school, TAFE or other registered training organisations 	<ul style="list-style-type: none"> • An average of 12–14 hours per week over Years 11 and 12 • Working full-time during school vacations will reduce the number of hours required to be worked during school terms 	<ul style="list-style-type: none"> • Requires after hours and weekend work to complete the flexible work based training • Suitable for industries that have after hours or weekend work such as Retail, Hospitality, Agriculture and Horticulture
<p>2</p> <p>Traineeship covers HSC years and a block period of work between December and February after the HSC</p>	1500–1600 logged hours of work and training completed within 26 months	January or February Year 11 to February following completion of the HSC examination	<ul style="list-style-type: none"> • Equivalent to one 6 hour day per school week for 7 terms • Formal training is completed at the same time as the HSC • The formal training must be covered by HSC VET courses that may be delivered by school, TAFE or other registered training organisations 	<ul style="list-style-type: none"> • Similar to Option 1 but with a reduced average number of hours per week, and with full-time work occurring in December and January after the HSC exams 	<ul style="list-style-type: none"> • Requires less time at work during school terms • Still allows students to finish traineeship before TAFE or university commences in February/March

Option	Duration	Start and Finish	Achieving the Formal Training	Achieving Work and Flexible Work Based Training	Comment
<p>3</p> <p>Traineeship completed in June after the HSC</p>	<p>1500–1600 logged hours of work and training completed within 30 months</p>	<ul style="list-style-type: none"> From January onward in Year 11 to June following the completion of the HSC 	<ul style="list-style-type: none"> Equivalent to one 6 hour day per school week for 7 terms Formal training is completed at the same time as the HSC The formal training must be covered by HSC VET courses that may be delivered by school, TAFE or other registered training organisations 	<ul style="list-style-type: none"> An average of 8–10 hours per week during school terms, with up to six months of full-time work after the HSC exams 	<ul style="list-style-type: none"> Requires even less time at work during school terms Suitable for clerical and manufacturing industries where weekend, vacation and after hours work is limited Aligns with enrolment for Semester 2 TAFE and university courses
<p>4</p> <p>Traineeship commences after School Certificate tests</p>	<p>1500–1600 logged hours of work and training completed within 30 months</p>	<p>November Year 10 to February or March in year following the completion of the HSC</p>	<ul style="list-style-type: none"> Equivalent to one 6 hour day per school week for 7 terms Formal training is completed at the same time as the HSC The formal training must be covered by HSC VET courses that may be delivered by school, TAFE or other registered training organisations 	<ul style="list-style-type: none"> An average of 6–7 hours each week over Years 11 and 12 with full-time blocks in school vacations 	<ul style="list-style-type: none"> Flexible work based training commences in Year 10 after the School Certificate tests and an include three December/January training blocks Minimises time at work during terms Especially suitable where weekend and after hours work are limited

Option	Duration	Start and Finish	Achieving the Formal Training	Achieving Work and Flexible Work Based Training	Comment
<p>5 Traineeship aligned with 3 year HSC</p>	<p>1500–1600 logged hours of work and training completed within 36 months</p>	<p>Begin during the first year of a 3 year HSC program and complete during the third year</p>	<ul style="list-style-type: none"> Formal training is completed at the same time as the HSC but may be spread over 3 years or started in the second of the three HSC years, or as part of a vocational pathway to HSC after Year 11 The formal training must be covered by HSC VET courses that may be delivered by school, TAFE or other registered training organisations 	<ul style="list-style-type: none"> An average of 6–7 hours per week over 3 years This may be substantially reduced by doing full-time blocks in up to three December-January school vacations 	<ul style="list-style-type: none"> This is the maximum duration of a traineeship to align with a 3 year HSC program This option is less intensive than others
<p>6 Traineeship commences during Year 10</p>	<p>1500–1600 logged hours of work and training completed concurrent with HSC</p>	<p>Begin in Year 10 (subject to certain conditions being met) and complete prior to HSC examination</p>	<ul style="list-style-type: none"> May be achieved in up to 11 terms Formal training is completed at the same time as the HSC The formal training must be covered by HSC VET courses that may be delivered by school, TAFE or other registered training organisations 	<ul style="list-style-type: none"> An average of 9 hours per week over 32 months This may be substantially reduced by doing full-time blocks in December-January school vacations 	<ul style="list-style-type: none"> Flexible work based training commences in Year 10 and can include three December/January training blocks Minimises time at work during terms For information about Option 6, contact your local District Vocational Education Consultant or equivalent

OPTIONS FOR GAINING HSC UNIT CREDIT FOR FORMAL TRAINING

Industry Curriculum Framework	Formal training requirement of the Vocational Training Order (VTO) aligns with an industry curriculum framework. This training may be delivered by schools, TAFE, another RTO or any combination of these training providers
Combination of HSC	Formal training requirement of the VTO is covered by a combination of industry curriculum framework courses and/or TAFE HSC Vocational Courses.
Locally Designed Courses	<p>A locally designed course may need to be developed when</p> <ul style="list-style-type: none"> • the formal training requirement of the VTO cannot be covered by industry curriculum frameworks or TAFE HSC Vocational Courses • another RTO is to deliver a TAFE HSC Vocational Courses.

NOTES

HOURS FOR WORK AND FORMAL TRAINING: These are indicative hours for the achievement of competencies in the majority of traineeships. Some variation exists in both the total hours and the proportion of work and formal training.

FORMAL TRAINING DAY away from the workplace is approximately 6 hours

WORK DAY is 7.6 hours

EXAMINATION PERIODS: Trainees are not required to attend work or formal training for more than 7.6 hours per week during examination periods or examination preparation periods.

ASSESSMENT OF COMPETENCIES: If a trainee achieves all the competency standards earlier than shown on the training plan, an application may be made to the Commissioner for Vocational Training for early completion. Also, if for any reason the outcomes have not been achieved by the end of the time shown on the plan, an extension may be sought.

OCCUPATIONAL HEALTH AND SAFETY: These requirements must be addressed prior to commencement of the formal training and work.

COMPLETION OF FORMAL TRAINING: Regardless of the option chosen, all of the formal training components must be completed by the end of term 3 of the HSC year.

OPTION 6 is available only in those limited circumstances where Year 10 students can study accredited VET programs that contribute to their school program. For example, special arrangements apply in Country Area Program schools.