

SCHOOL-BASED APPRENTICESHIPS & TRAINEESHIPS AND STRUCTURED WORKPLACE LEARNING

Financial Subsidy for Support of Students with Special Needs in School- Based Apprenticeships/Traineeships or Structured Workplace Learning

GUIDELINES AND PROCEDURES

BACKGROUND

As part of the VET in Schools program, the Queensland Catholic Education Commission provides financial assistance to schools to provide support and assistance to students with special needs who are undertaking structured workplace learning or who are engaged in a School-Based Apprenticeship/Traineeship.

The aim of the assistance for special needs students is to:

- Provide support for students who are experiencing barriers to access school-based apprenticeships or traineeships
- Provide teacher-aide support for students who are participating in structured workplace learning
- Provide tutorial support for students who need to undertake pre-employment programs to enable them to access structured workplace learning and/or a school-based apprenticeship/traineeship.

GUIDELINES

Eligibility

For a student to be eligible to apply for this support the student must be verified under the Education Adjustment Program (EAP). The goals of the Individual Education Program (IEP) or equivalent should refer to the activity and support the request for this funding.

If a student meets this eligibility requirement and is identified as requiring support, an application for assistance can be made by the school to the QCEC.

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Assistance Available

The level of financial assistance will be as determined from time-to-time by the QCEC VET Funding Taskforce.

Assistance should be workplace related and may take the following form:

- Tutorial assistance;
- Teacher aide support in the workplace;
- Workplace readiness course;
- Pre-employment course;
- Workplace literacy/numeracy course.

Funding is provided based on need and costs as indicated in the application and up to \$1000 per student.

Process for Application

The school should make an application on the **Access and Equity Support Form**. The application must outline the following:

- Summary of the student's difficulty/ies
- Identification of the support required
- Details of the assistance to be provided to enable the student to gain access to the workplace and/or a school-based apprenticeship/traineeship
- Explanation of the ways funding will help to overcome the barrier being experienced by the student
- Evidence of the verification under the Education Adjustment Program (EAP) of the student and the type of disability experienced by the student
- The cost of the proposed support requested for the student
- Any additional information that may support the application, e.g. outline of a proposed program.

After receipt of an application, claims will be assessed. As soon as funds become available, they will be electronically deposited in your school's designated bank account.

CONTACT

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