***VET in Schools Program***

# SCHOOL-BASED APPRENTICESHIPS, TRAINEESHIPS

# AND STRUCTURED WORKPLACE LEARNING

# *GUIDELINES FOR ACCESS AND EQUITY SUPPORT*

# *FOR STUDENTS WITH DISABILITY*

## 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 disability who are undertaking structured workplace learning or who are engaged in a school-based apprenticeship/traineeship.

The aim of the assistance for students with disability 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 experiencing barriers to participate in structured workplace learning
* Provide tutorial support for students who need to undertake workplace readiness courses 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 following criteria must be met:

1. The student is verified under the Education Adjustment Program (EAP) and
2. The student’s Individual Education Program (IEP or equivalent) identifies the difficulties/barriers for the student to undertake the workplace learning and refers to the support required and
3. The student is enrolled in a school-based apprenticeship or traineeship and is registered under the Training and Employment Act 2000.

## Assistance Available

The level of financial assistance will be as determined from time-to-time by the Queensland Catholic Education Commission on the advice of the QCEC VET and Vocational Learning Network.

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

* Tutorial assistance
* Teacher aide support in the workplace
* Workplace readiness course
* Workplace literacy/numeracy course.

Funding is provided based on need and costs as indicated in the application and up to

$1000 per student with a **maximum of $ 2000 per school per year**.

## Process for Application

The school makes an application using the **Access and Equity Support Form**. The application must outline the following:

* Evidence of the verification under the Education Adjustment Program (EAP) and identify the category of disability
* Summary of the student’s difficulties or barriers
* 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
* The type of proposed support and associated costs requested for the student
* Any additional information that may support the application, e.g. outline of a proposed program.

The completed form is forwarded to the Executive Officer – Education QCEC via email (details below)

After receipt of an application, claims will be assessed. As soon as funds become available, they will be remitted to your School Authority’s designated account in accordance with the payment advice which provides details of the student for whom the claim was made and the funding subsidy amounts remitted.

## CONTACT

Vera Zappala

Executive Officer – Education QCEC

GPO Box 2441

BRISBANE QLD 4001

Telephone: 07 3316 5852

Email: [veraz@qcec.catholic.edu.au](mailto:verap@qcec.catholic.edu.au)