

14 March 2017

Dear Parents

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Fee for default of School-based apprenticeship

As you are aware, students at Trades Norwest are all encouraged to begin a school-based apprenticeship in their trade as early as possible in Year 11.

The College provides a service to support students in finding and starting a school-based apprenticeship. Students may find a possible prospective employer themselves and then the College liaises with those employers regarding work experience and hopefully sign-up as a school-based apprenticeship. The College may also provide introductions for students to work experience with a suitable employer who then agrees to sign the student as a school-based apprentice.

It must be noted that the College is not an employment agency and so students whose work experience and ultimate school-based apprenticeship is enabled and supported through the College are not to change that apprenticeship to a full-time apprenticeship at any time prior to the end of Term 3 of Year 12.

If students change a school-based apprenticeship to a full-time apprenticeship during Year 10, Year 11 or prior to the end of Year 12, a fee will be charged to reflect the time and resources expended by the College on arranging the school-based apprenticeship.

Time frame	Fee for default
Within first 2 months of introduction to the employer	\$700.00
At 2 months or more after introduction to the employer	\$900.00

Please understand that our first priority at Trades Norwest is for students to participate in a school-based apprenticeship during Year 11 and Year 12, to achieve the award of the HSC and to then continue with their employer as a full-time apprenticeship at the end of Year 12.

The College is happy for Year 12 students to work full-time after the Presentation Evening which is usually at the end of Week 4 in Term 4 (a time that coincides with the end of HSC examinations). Thank you for your continued support of our College and the opportunities it provides.

Kind regards



John Watson PSM
Chair of Council