



A Handbook For *School-Based Trainees*

School Based Traineeships

Devoted to upskilling individuals through traineeships within the Sport and Recreation Industry.

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Leisure Employment Australia

Leisure Employment Australia

Leisure Employment Australia Pty Ltd, commonly known as LEA, is a traineeship management company that was established in 2016. This company was created to create opportunities within the Sport and Recreation industry.

Our team is devoted to upskilling individuals through traineeships while providing ongoing support and welfare to our trainees

Our sites

Our company has grown so much over the years, being known as hosting the largest Sport and Recreation School-based program in NSW with over 150 trainees nationwide!

Our Values

Leisure Employment Australia believes **FAMILY** to be such an integral value for all our trainees, instilling a team mentality and connection with others. We understand **BALANCE** to be the framework for our program, as our trainees are learning to juggle the pressures of school, study, most likely their first job, while also trying to figure out 'who they are'. Lastly, we capture all of these aspects of our program in a sphere of **POSITIVITY** that teaches our trainees to continuously strive for more, be resilient and learn constantly. These values are imperative to the success of our program!

Key Terms

SBAT(School Based Trainee)

"Student undertaking a traineeship with LEA"

LEA

"Your consultant"

Bluefit

"Department manager" "Facility Manager"

BlueFit Sites Australia Wide



Traineeship Details

What is a School Based traineeship?

A School Based Traineeship (SBAT) allows students to complete a qualification while completing school. A School Based Traineeship combines paid work, training and school. As well as an industry recognised national qualification, trainees will gain credit towards the Senior Secondary Certificate of Education

SCHOOL	STUDY	WORK
 <ul style="list-style-type: none"> • School attendance is important • Stay on top of other subjects • No school = No School based Traineeship 	 <ul style="list-style-type: none"> • Nationally Recognised Certificate III • Fully Funded Training 	 <ul style="list-style-type: none"> • Permanent Part-time employee • Assigned weekly permanent shifts • Flexibility

To be able to achieve a traineeship proficiency each trainee is required to complete a set amount of working hours over the duration of your SBAT. (Minimum of 12 months)

State	School	Study	Work
NSW	Need to be enrolled in school to have a School-Based Traineeship	Delivery - online + practical days	760 hours / 24 months = Sydney - 7.5 hr/week = Regional - 10hr/week Can impact on curriculum time
QLD		Delivery - online + practical days	562.5 hours/18 months = 7.5 hours/week Must impact on curriculum time
VIC		Delivery - online + practical days	7 hours / week Must impact on curriculum time
SA		Delivery - online + practical days	390 hours / 12 months = 7.5 hours/week Must impact on curriculum time
WA		Delivery - online + practical days	8 hours/week Can impact on curriculum time

Permanent part time – Working Conditions

All trainees are employed as 'Permanent Part-time Employee'. This means that you have stability with access to the following entitlements –

Permanent Working Hours	You will receive permanent working hours every week
Leave Entitlements	<p>All trainees are permanent full-time/part-time employees. They receive the same entitlements as all full-time and part-time employees such as sick leave and annual leave.</p> <p>As per all employees, annual leave is accrued based on the hours a trainee works per fortnight and will be shown on their payslip</p>
Weekend and Holiday Pay	<p>Trainees can expect to be paid extra during the weekends and public holidays –</p> <ul style="list-style-type: none"> • Saturdays – trainees are paid time and a quarter • Sundays – trainees will be paid time and a half • Public Holiday – Trainees are paid at double time and a half

Expectations

In line with LEA's Values the expectation of trainees are as follows –

COMMUNICATION	<ul style="list-style-type: none"> • Communication with your LEA consultant, site and training provider • Reply to emails, respond to text messages and answer your phone calls
PROFESSIONALISM	<ul style="list-style-type: none"> • Ensuring to be punctual to all shifts, meetings and training events • Neat, tidy and clean uniform
RESPECT	<ul style="list-style-type: none"> • Uphold LEA's values across all aspects of your traineeship – school, study and work • Ensuring to exercise a good work-life balance as a trainee and extend this respect to your consultant and supervisors.
DEVELOPMENT	<ul style="list-style-type: none"> • Willingness to take on new experiences throughout your traineeship • Strive to fulfill all requirements of your traineeship (work and study).

LEA Relationships



Online Systems

What systems does LEA use? How do I utilize these online systems?

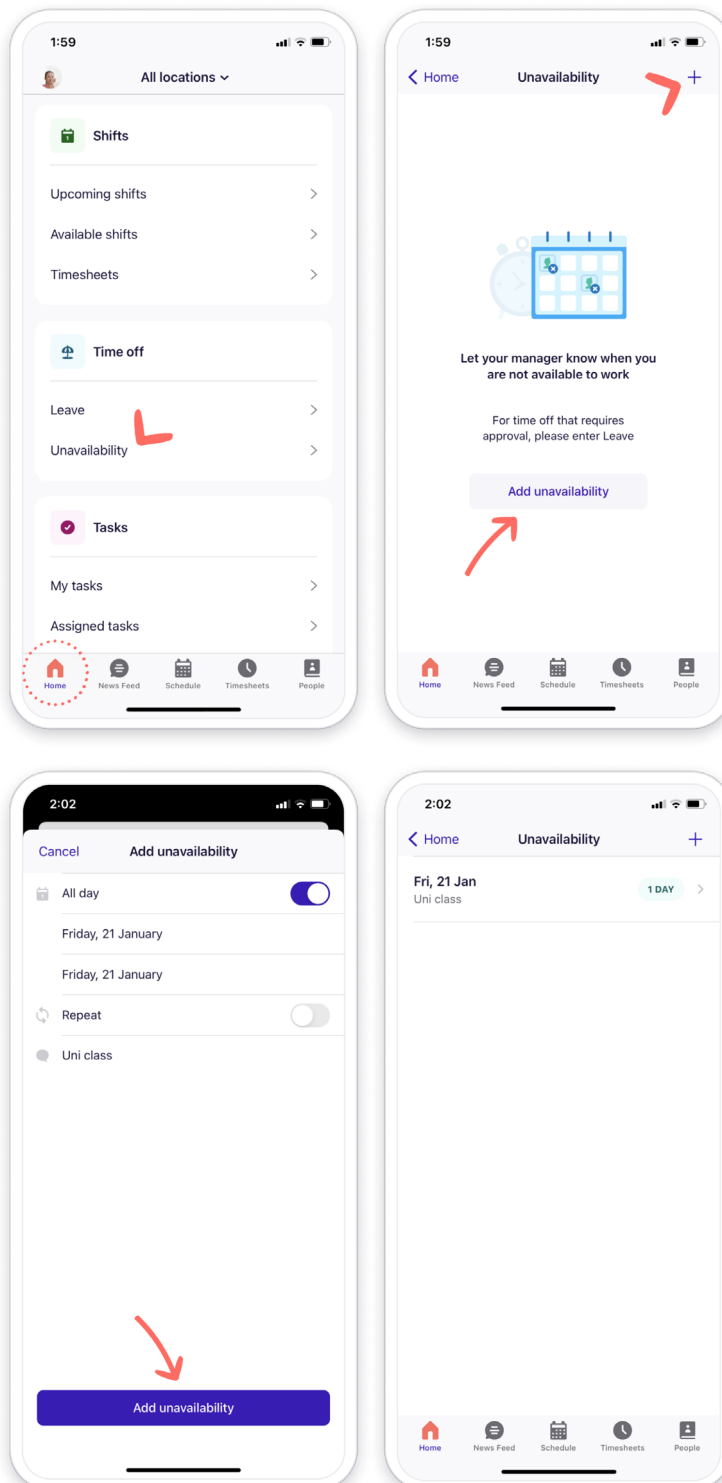
To help organize the working aspect of your traineeship, LEA uses three different online systems. These systems work together to ensure that you


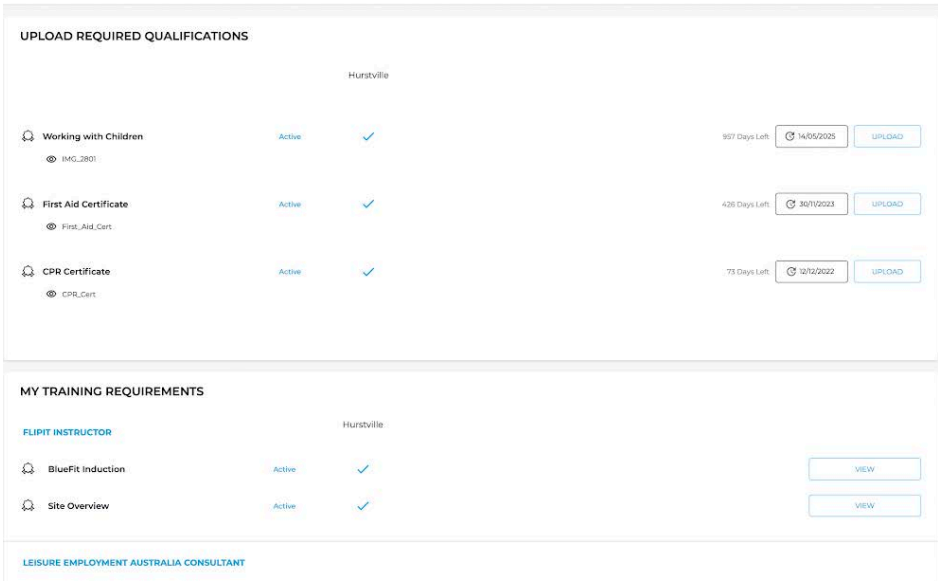
Deputy - Rostering and Timesheets		
System	What is the System Used for?	Functions
	<ul style="list-style-type: none"> Deputy is the software used by BlueFit for employees and managers for rostering purposes You are able to access the deputy by downloading the App on your phone. Make sure that you keep your notifications on as deputy will send reminders and important information regarding the centre 	<ul style="list-style-type: none"> View rosters View time sheets View your upcoming shifts Clock on and off of shifts Claim a shift Open a shift Take Leave Mark Unavailability
How to take leave	<p>Via the Mobile App →</p> <ol style="list-style-type: none"> Go to Home tab of the app Tap on Leave Click on the + to add in a leave request When completing the leave request <ul style="list-style-type: none"> Select the Date Range Set the leave type - <ul style="list-style-type: none"> Annual Leave - you will get paid for time off Unpaid Leave - you will not get paid Sick Leave - used if you are sick for your permanent shift Provide information of your leave within the comment section. Please ensure to include - <ol style="list-style-type: none"> Your reason for requesting leave What your permanent shift are - day and time of shift and which department this is in What type of leave you would like to take You will need to then Notify Managers - Please ensure to send your leave request to 0 <ul style="list-style-type: none"> Your LEA Consultant Department Manager Facility Manager 	

How to set unavailability

Via the Mobile App →

1. Go to Home tab of the app
2. Tap on Unavailability
3. Tap + to add unavailability – this may include periods of time you may not be able to work due to –
 - Extracurricular activities
 - Sport
 - Tutoring
4. You can now select dates and repeat options
5. When you have finished selecting options add a comment to indicate why you are unavailable
6. To complete tap Add unavailability



System	What is the System Used for?	Functions
	<ul style="list-style-type: none"> SALT is an online learning platform that is used for training. When you transition into a new department you will have lessons that are scheduled to ensure that you are trained appropriately. You will need to have all qualifications uploaded and lessons completed in order to be rostered on. 	<p>SALT is used for 2 main areas -</p> <ul style="list-style-type: none"> Qualifications and Mandatory Certifications Ongoing training and development
<p>Uploading a qualification and completing lessons/ training</p>	<p>Go to the 'My Training' section</p> <p>'My Qualifications' - Upload Required Qualifications</p> <ul style="list-style-type: none"> You will see a list of all required qualifications necessary for every role you will work Click the upload button and attach a copy of your qualification Add Expiry date : CPR - 1 year, First Aid - 3 years, Pool Lifeguard Certificate - 1 year <p>Please note: It will say 'Pending' until BlueFit HR approves your qualification and changes the status to 'Active'</p> <p>'My Training Requirements'</p> <ul style="list-style-type: none"> Click View to read and complete the required training Every employee must complete the BlueFit Induction and Site Overview You may also have to complete other lessons or Department training <p>MY QUALIFICATIONS</p> 	
<p>What to do if your qualification expires</p>	<p>During your traineeship you may need to undertake a 'Re-Accreditation Course' these courses help to ensure that you are qualified and have the proper skills needed within your workplace.</p> <p>Your consultant will assist in booking you into a course which LEA will pay for.</p>	

System	What is the System Used for?	Functions
<p>Cloud Payroll</p> 	<ul style="list-style-type: none"> • Cloudpayroll is an app used to access payslips • LEA pays trainees each fortnight with payday assigned to a Thursday. 	<ul style="list-style-type: none"> • Access payslips • Can view accumulated leave
<p>How to access your payslips</p>	<p>Via Mobile app → You can access your payslip via two methods -</p> <ol style="list-style-type: none"> 1. Login to the Cloudpayroll app 2. Follow the prompts via the email sent to you on payday 	
<p>How to get a TFN</p>	<p>A tax file number (TFN) is free and identifies you for tax and superannuation purposes.</p> <p>When you are 18 you must obtain a TFN so you do not pay more tax than necessary.</p> <p>Please scan the QR to apply for a TFN!</p>	

Training Process

How to undertake training within different departments at my site?

Throughout the course of your traineeship our aim is to provide you with as much experience as possible. At first you will be undertaking the core roles of lifeguarding and swim teaching. As you progress through your traineeship your consultant will discuss with you other training options that will follow the process listed below.

1. Discuss with consultant other departments to experience
2. Provide training shift availability to consultant – this should be outside of your permanent shifts
 - Complete assigned lessons on **SALT** (if available)
 - Check **Deputy** for upcoming training shifts
3. On the day of your first training shift arrive 10-15 minutes earlier to meet the supervisor that you will be working with
4. Have fun!
5. Once training is completed – ensure to complete a **Competency Checklist** provided by your consultant to confirm the completion of your training.

Welfare

How does LEA ensure the welfare of our trainees?

LEA's point of difference is being able to provide ongoing support and welfare to our trainees and assist in the management of all aspects of a traineeship.

Monthly	Term	Yearly	As Required
<ul style="list-style-type: none"> Monthly Checkins 	<ul style="list-style-type: none"> Performance Review Workshops Social Sessions Progress Reports Community Enrichment Program 	<ul style="list-style-type: none"> LEA Awards Night 	<ul style="list-style-type: none"> First Nations Study Report Mentorship Program

Monthly Checkins	Each month we will check in on our trainees to see how they are traveling, this can be face to face, a phone call or via a Google Meets call.
Performance Reviews	Every 6 Months you will have a formal performance review with your consultant. The reason for this is to gain experience undertaking a formalized meeting. Do know that this is a safe space for you to discuss how you are feeling in the workplace, how you are progressing with your traineeship and to set goals for the next 6 months.
Workshops	As part of your traineeship, you are expected attend a minimum of 4 online workshops. Our workshops collectively cover the 8 components of wellbeing, including the Emotional, Spiritual, Environmental, Physical, Financial, Intellectual, Occupational, and Social. Taking part in workshops will contribute to your training hours as well as provide you with the opportunity to connect with new people and networks.
Social Events	Our social nights are an additional event that we will run for our trainees as a reward for hard work throughout the term. This is a great event for you to be able to bond and socialize with your colleagues in a fun environment. Some examples of previous events include - Bowling Ice Skating Outdoor Cinemas Rock Climbing
Progress Reports	Every term your consultant will provide you, your parents and school with a progress report. This report provides an insight into how you are fairing with your traineeship. This report also provides an update of - How many working hours you have completed What qualifications you have achieved What departments you have been deemed competent in Comments on your performance
Community Enrichment Program	The LEA community enrichment program aims to provide trainees with the ability to gain volunteering experience. Through this program trainees will be able to give back to their community.
LEA - Awards Night	A traineeship is a major commitment and a true indication of the character of an individual. Therefore LEA feels that it is important to commemorate the annual efforts of all our trainees. The awards night allows us to do this with LEA providing awards for - Trainee of the Year - A nationally recognised award State Excellence Award - A State based for the highest achieving trainee Recognition Awards - For trainees that have performed notably throughout the year
First Nations	Aboriginal and Torres Strait Islander trainees can connect with an Indigenous mentor through the First Nations Mentorship program. Mentorship includes the sharing of cultural experiences, balancing goals, and facilitating learning.
Study Support	If you are stuck on any of your theory work and need extra support, we can arrange a one on one session with you to help you complete this.
Mentoring	As each trainee is allocated a designated consultant, we are able to provide ongoing support for all of our trainees. Your consultant's role is to ensure that you feel supported and motivated in order for you to be able to develop new skills, improve your performance and ultimately maximize your potential within your traineeship.

LEA vs Bluefit

As a trainee who do I contact?

Who to Communicate to		
Issue	LEA Consultant	Bluefit - Facility Manager Department Manager
"I am sick"	✓	✓
"I am late to work"	□	✓
"My timetable has changed"	✓	□
"I need to change my permanent shifts"	✓	✓
"I am going on holidays"	✓	✓
"I am stuck on a unit of study for my Cert III"	✓	□
"I cannot upload my qualification"	✓	✓
"I cannot remember my password for any of the online systems"	✓	□
"I have changed/updated my - • Email • Phone number • Address • Banking details • Tax File Number"	✓	□
"I cannot find a cover for my shift"	□	✓
"I cannot attend the shift I have been rostered for"	□	✓
"I am feeling overwhelmed"	✓	□
"I am not rostered on for my permanent shifts this week"	✓	✓
"I haven't received my pay?" or "my payslip is incorrect"	✓	□
"I cannot attend my study/training block"	✓	□

