

# Explore Australian School-based Apprenticeships with us...



**BSB20120**  
**Certificate II in  
Workplace Skills**



**BSB30120**  
**Certificate III  
in Business**



**CHC30121**  
**Certificate III in  
Early Childhood  
Education & Care**

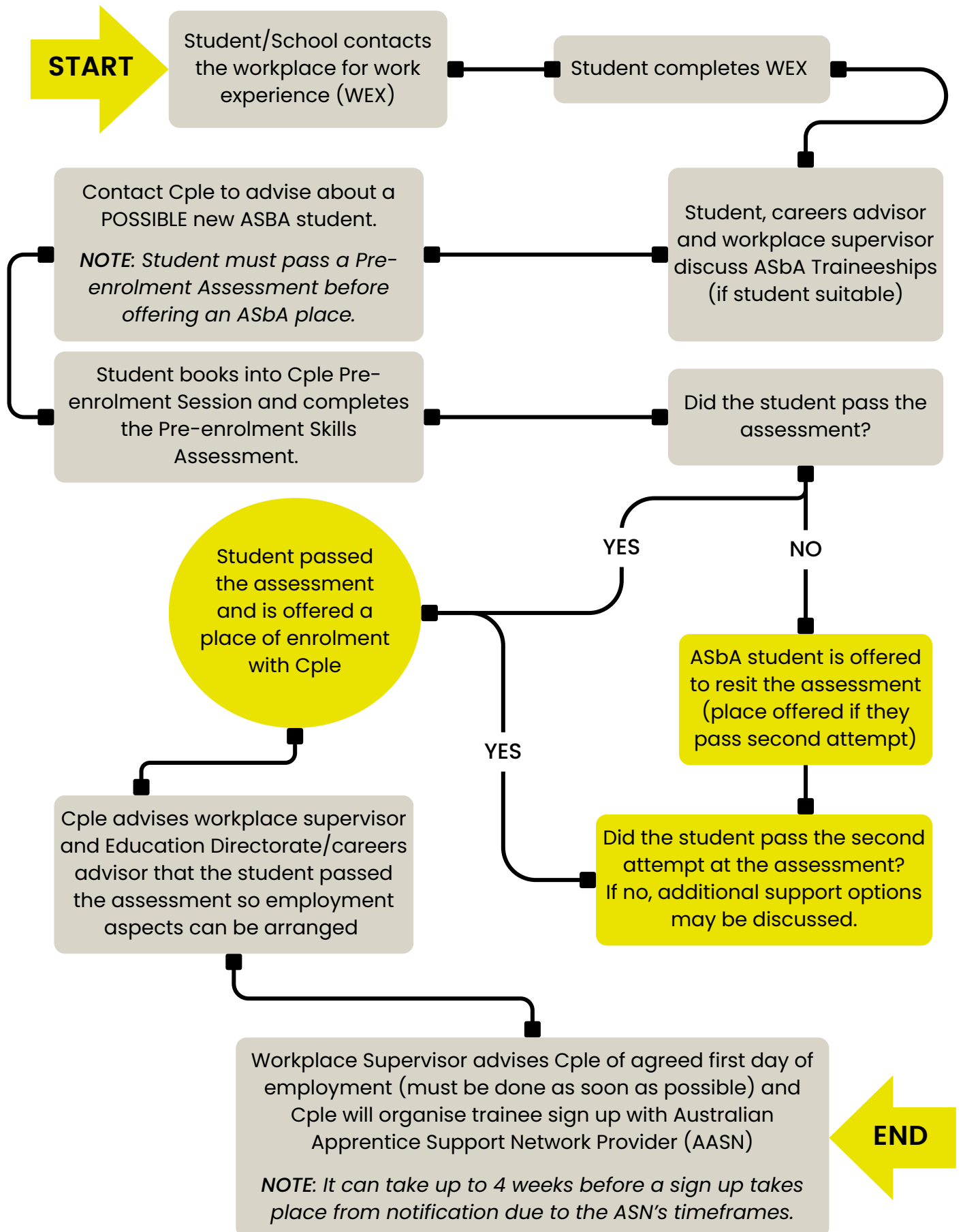


v3.1

**RTO 88148**

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# Cple ASBA Enrolment Process



# Am I eligible to be an Australian School-based Apprenticeship/Trainee with Cple?

Answer each of the below questions to confirm if you are eligible for an ASbA	Yes	No
Am I interested in studying business OR early childhood education?		
Am I enrolled in Year 10, 11 or 12?		
Do I work in the ACT or am I looking to work in the ACT?		
Am I over the age of 15 years?		
Are you a permanent resident or eligible visa holder? (see below)		

Visit the website below to see if your visa is on the eligible list:

<https://www.act.gov.au/skills/students/australian-apprenticeships/eligible-visa-holders>

If you answered **yes** to all of the above questions, you are eligible for an Australian School-based Apprenticeship/Traineeship in the ACT.

Contact Cple to discuss possible traineeship opportunities:

☎ (02) 6293 6220

✉ [admin@cple.com.au](mailto:admin@cple.com.au)



## Important Information

- ASBA students must be employed between:
  - 11 to 20 hours a week for a Certificate II
  - 15 to 20 hours a week for a Certificate III.
- An ASBA's week consists of 3 days at school/college, and 2 days in the workplace.
- Every 4 weeks, one of the 'work days' are to be spent at a Cple face-to-face study session.
- Study sessions are held on various days throughout the week to accommodate the student's changing school/college and work schedule.
- In school holidays an ASBA can work full time hours if agreed by both parties.

# Australian School-based Apprenticeship

## STUDENT 'To-Do' List

Tasks	Tick once completed
Access your USI Number OR create a USI number if you do not already have one <a href="https://www.usi.gov.au/students/get-a-usi">https://www.usi.gov.au/students/get-a-usi</a>	
Complete the Enrolment Form via VETenrol – this will be emailed to you by Cple <i>NOTE: You will need access to the following documents to upload when completing the online enrolment.</i>  Citizenship / Permanent Residency   You must provide ONE of the following: (include both sides of the ID) <ul style="list-style-type: none"><li>• Citizenship / Permanent Residency</li><li>• Australian birth certificate (include both sides of the ID)</li><li>• Australian Passport New Zealand passport holder who has been a resident in Australia for more than 6 months.</li><li>• Eligible visa approved by Skills Canberra (Need a copy of the International Passport)</li><li>• Nationalisation Certificate (include both sides of the ID) Green Medicare Card (include both sides of the ID)</li></ul> Proof of Age over 15 Years   You must provide ONE of the following: (include both sides of the ID) <ul style="list-style-type: none"><li>• Australian Passport</li><li>• Australian Drivers licence (include both sides of the ID)</li><li>• Australian Proof of Age Card (include both sides of the ID)</li></ul>	
Confirm your days of employment AND notify Cple: <ul style="list-style-type: none"><li>• You will need to speak to your school/college regarding which two days you are able to work.</li><li>• You should then discuss these days with your workplace manager to ensure it suits the workplace as well.</li><li>• Once you have confirmed your days of employment, notify Cple of these days.</li></ul>	
Confirm the start date for your employment and notify Cple: <ul style="list-style-type: none"><li>• To allow enough time for the traineeship sign up processes, it's recommended you allow 4-6 weeks between the Pre-enrolment Session, and your employment start date.</li></ul>	
Ensure you have access to a laptop/portable device that has Microsoft Word and Google Chrome installed <ul style="list-style-type: none"><li>• This is a requirement of all Cple courses.</li></ul>	

Contact Cple if you have any questions or need any assistance to complete the enrolment process:

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**cple.**

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