

Objective

Establishing a sound employment relationship between the Australian Apprentice, the Client employer and Protech has been identified as one of the most important elements for obtaining successful completion outcomes for apprenticeships and traineeships.

Providing an extensive appointment and induction program that covers information on the terms and conditions of employment, current and future wage expectations, training requirements, workplace health and safety, performance monitoring and support arrangements are the foundation on which Protech achieves its aim of providing rewarding employment and ultimately the Australian Apprentice obtaining their qualification.

Policy

It is a requirement that all Australian Apprentices commencing with Protech undertake the Australian Apprentices Group Induction prior to their first placement. Protech ensure that information provided at the Induction is in a language and form that the employees can understand. A hard copy in the form of G_0029 *Australian Apprentice Employment and Safety Handbook* is provided for reference with the latest version being always available to them through our online portal.

The Business Manager is responsible for ensuring all Australian Apprentices engaged through our Group Training Operations complete all required commencement documentation and attend the Australian Apprentices Group Induction so they fully understand:

- Terms of engagement;
- Award conditions, wages and payroll requirements;
- Obligations under the Australian Apprenticeship;
- Protech's expectations and responsibilities;
- The Client employer's expectations and responsibilities;
- Training requirements and selection of the TAFE/Registered Training Organisation;
- Safe work practices and responsibilities of all parties;
- Performance management and reporting (probation and quarterly performance monitoring site visits / reviews);
- Processes for raising concerns and consultative arrangements;
- Awards and scholarships;
- Information, policies and procedures relevant to the position; and
- How to access the support services available to Australian Apprentices.

Procedure

1. Applicant registers their interest through Protech Online Portal.
2. Protech contact successful Applicant to arrange suitable appointment time to undertake the on-boarding process.
3. Applicant requested to bring their bank account details; tax file number and superannuation details.
4. If the person is under 18 years of age, arrange for their parent/guardian to attend the appointment.

Note: Where the person is under 18 years of age their parent/guardian signatures are required on the Training Contract and the Protech Australian Apprentice Letter of Engagement documents.

5. On boarding process followed to determine suitability of Applicant to become an Australian Apprentice with Protech.
6. Successful Applicants attend Australian Apprentices Group Induction to ensure all required information (as detailed above) is clearly understood.

7. Suitable Client identified – that has *Australian Apprentice Contract / Business Proposal* in place.
8. Australian Apprentice placed with Client and receives a Letter of Engagement / Fair work Statement and Terms and Conditions.
9. Training Contract signed by Australian Apprentice, Protech and sent to AASN.
10. The following attributes in Work Management System (WMS) are updated:
 - DESBT Registration Number
 - AASN Name
 - RTO Name
 - Training Contract Start Date
 - Training Contract – Expected Completion Date
 - Qualification Title
11. Protech works with RTO and Australian Apprentice to develop a suitable Training Plan.
12. Through our wide and varied Client base we identify suitable Clients to maximise the Australian Apprentices training and employment experiences, arranging for workplace rotations where required.
13. On-going contact and support for both Clients and Australian Apprentices is conducted through phone calls and site visits. Performance management of Australian Apprentices is conducted through site visits / RTO visits. Records of these contacts is retained on our WMS.
14. Where there are any changes to the Australian Apprentice's employment arrangements, including workplace rotations, competency based progressions or other changes, the RTO is advised and requested to review the Australian Apprentices Training Plan.

Glossary of Forms

1. Apprentice Induction Checklist

This checklist is an overview of the topics covered in the Australian Apprenticeship Group Induction and is used to ensure all topics are adequately covered. It also details the documents the Australian Apprentices is required to sign prior to commencing employment with the Client Employer.

2. Australian Apprenticeship Letter of Engagement

The Letter of Engagement is the agreement used to set out the terms and conditions of employment, training and placement of the Australian Apprentice. The letter also details the Australian Apprenticeship qualification / certificate being undertaken, the employee's commencement date, the term of probation, whether full time or part time, the ordinary weekly hours to be worked and the commencing ordinary gross weekly wage.

The Letter of Engagement must be executed (signed by all parties including a parent or guardian if the employee is under 18 years of age) prior to commencement/placement of the Australian Apprentice.

Note: The Letter of Engagement should be read and executed in conjunction with the Contract of Training.

3. Protech Australian Apprentice Employment and Safety Handbook

This handbook is an employee guide given to the Australian Apprentice prior to commencing employment. It covers a broad range of issues including but not limited to:

- What is Group Training?
- Employment standards and expectations
- Getting paid - timesheets
- Superannuation
- Confidentiality
- WorkCover claims management
- Drugs and Alcohol
- Grievance procedures
- Training requirements and fees
- Taxation
- Leave and absences
- Workplace Health and Safety
- Protective Equipment and Clothing
- Counselling and Discipline

- Workplace bullying and harassment
- Incident reporting

4. Training Contract

The Training Contract is in three parts:

- Part A – Training Contract Declaration
- Part B – Training Contract Details, and
- Part C – Australian Apprenticeship Centre Declaration

All parts must be completed.

The Training Contract forms a legally binding agreement between the employer (Protech) and the employee for the training of Australian Apprentices leading to a nationally recognised qualification. In signing the contract the parties are bound by the obligations contained in the contract and State legislation under the Vocational Education and Training Act 2005.

The employer (Protech) declares there is a capacity to train in the vocation in both expertise and equipment and will ensure that appropriate training will be provided to the Australian Apprentice.

The employee is to complete and sign this agreement. If the employee is under 18 years old, a parent or guardian must also sign the Training Contract.

5. Notification of Bank Details

The employee is to provide their bank account details in the *Pay Me* section of the online portal. These details are used for the deposit of their wage directly into their selected bank account.

6. Superannuation

Protech encourages employees to complete the 'Superannuation Choice' section of the online portal. If an employee does not choose a fund of their choice, superannuation contributions will be made to the company's preferred superannuation fund.

The company's Superannuation fund handbook is for the use of the employees where Protech superannuation contributions are made on their behalf to the selected fund. This is to be given to the employee. To apply to join the fund, the employee must complete and sign the detachable member application located in the handbook.

7. Tax File Number Declaration Form

This form advises the employer on how much tax to take out of the payments to be made to the employee. Section A is to be completed and signed by the employee.

8. Application to Apply for Tax File Number

This form is only appropriate if the employee has not obtained a tax file number prior to commencing employment.

The employee is to complete and sign this form and forward it to the Australian Taxation Office (ATO), advising Protech of the Tax File Number on receipt of notification from the ATO.

9. Pre-employment Medical Questionnaire and Physical Agility Test

All employees are required to complete F_0234 Medical Questionnaire and a Physical Agility Test (PAT) prior to commencement. The purpose of the pre-employment medical questionnaire and PAT is to verify that the employee is physically fit to perform the inherent duties of any positions in which they are placed and to help guard against work-related illness and injury occurring subsequent to the person's employment.

The results from the medical questionnaire and the PAT test are reviewed against the duties of the position to be undertaken, to determine whether they are required to undergo a further pre-employment medical examination.

Note:

- The medical shall only assess the current ability of the applicant to do the job and does not try to predict future deterioration of health.
- Medicals are not to be used to screen out applicants with certain past injuries or disabilities, or family histories of certain illnesses – current ability is the only relevant factor.
- The medical test shall relate solely to the particular responsibilities and duties of the advertised job.

The pre-employment medical can:

- Identify some pre-existing health problems that increase an applicant's risk of subsequent illness and injury.
- Assist in identifying necessary and practicable job modifications to accommodate and applicant's disabilities.
- Establish baseline health information.

10. Drug and Alcohol Test (Refer to Protech's Drug and Alcohol Policy and F_008 Drug Alcohol Testing Record).

Protech insists on a drug and alcohol free workplace as an essential element of achieving Occupational Health, Safety and Welfare aims.

Testing can be conducted pre-employment, randomly onsite, in the event of an OHS incident, or upon reasonable suspicion. For clarification, reasonable suspicion is based on factual foundation, which may include: alcohol on the breath, unusually slurred speech, lapses in performance, inability to respond to questions and physical symptoms of alcohol or drug influence.

For some employees a pre-employment medical/screen will be compulsory, these medicals include a drug and alcohol test. Those employees affected by this will be notified of the requirement for a medical and testing prior to accepting the position.

The testing performed will be in accordance with the Australian Standard AS/NZS 4308:2008 and will be conducted by either trained Protech employees or medical practitioners in a laboratory or on-site facility.

The results of the drug and alcohol tests are treated confidentially in accordance with the Privacy Act and are stored securely against the employees record on the Workforce Management System (WMS) for the duration of their employment with Protech.

11. Workplace Health & Safety Induction:

- a) Protech's WH&S policy and procedures
- b) Details of the job including nature of the work and working conditions
- c) Potential hazards in the workplace
- d) The organisation's workers' rehabilitation and compensation procedures
- e) Employees' rights and responsibilities

Quiz's throughout the online presentation are utilised to verify the employee understands and appreciation of workplace health and safety. The online certificate must be printed and uploaded to the Australian Apprentices record on WMS as a record acknowledging the delivering and understanding of the WH&S topics covered during the induction.

12. Record of Personal Protective Equipment Issued:

Standard PPE is issued to the Australian Apprentice and recorded against their record on WMS once allocated. Additional PPE is provided as appropriate to the area of employment.

13. Timesheet

Timesheets are to be completed by the employee each week and forwarded to payroll.

The Business Manager utilises an example timesheet to guide employees on the correct method of recording hours worked and/or leave absences from work.

The Business Manager confirms understanding of requirements and reinforces the possible consequences of an incorrect or late timesheet being submitted.

A new timesheet is attached to pay advices each week for completion or the Australian Apprentice can access them through the website .