

## Purpose

This Policy outlines Protech's objectives, responsibilities towards its apprentices and trainees. While also detailing the commitments for all stakeholders with respect to apprentices and trainees.

## Scope

This policy applies to all Protech stakeholders, specifically apprentices and trainees; and the internal team members assigned to represent, work with, or assist or support them through to completion.

## Objectives

Protech will deliver its brand promise of *Quality People. Every Time.* with the selection and placement of apprentices and trainees as Field Employees. Ensuring that these employees are given every opportunity to succeed in their chosen fields by:

- Complying with the National Standards and state specific requirements for Group Training Organisations.
- Ensuring that all apprentices and trainees are *Protech Certified*.
- Providing appropriate processes procedures and support staff to specifically manage and support apprentices and trainees from their onboarding through to a successful completion.
- Ensuring that all developed documentation is simple, clear, and easily understood.
- Educating apprentices and trainees (and where applicable, parents/guardians) about their requirements, obligations, and expectations.
- Ensuring that all clients who host apprentices and trainees are aware and supported in their obligations.

## Responsibilities

It is the role of all Protech employees to act in accordance with our core values, especially with respect to apprentices and trainees. This requires all stakeholders to:

- Ensure that apprentices and trainees are supported during their employment through to completion.
- Ensuring host employers are aware of their responsibilities and requirements for apprentices and trainees.
- Where practicable, accommodating any reasonable additional needs or circumstances for apprentices and trainees.
- Performing regular monitoring to ensure that all requirements for apprentices and trainees are being met.
- Act when it is identified that apprentices or trainees require additional assistance or support to continue their education and employment journey.

## Commitment

Protech management, employees, stakeholders, apprentices, and trainees are committed to:

- Acting with integrity and compassion towards GTO Employees and considering their varying stages of career progression.
- Adhering to any GTO specific requirements when engaged/interacting with GTO employees.
- Developing and adhering to GTO specific requirements outlined in the Protech Total Management System.
- Remaining a registered Group Training Organisation and in compliance with applicable employment, safety and training legislation.
- Working collaboratively with all stakeholders to ensure that apprentices and trainees are supported through to completion.
- Ensuring that Apprentices and trainees are supported through to completion.
- Participating in audits of GTO specific systems to demonstrate how compliance is achieved.
- Applying continuous improvement frameworks and methodologies to the GTO/apprentice & trainee specific elements of Protech's Total Management System.

## Approval

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Managing Director



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