



**TABMA Workforce & Career Development Pty Ltd**

## **HOST EMPLOYER HANDBOOK**



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## 1. Introduction

TABMA Workforce & Career Development Pty Ltd was established in 1987 by the Timber and Building Materials Association of NSW, the predecessor of the Timber and Building Materials of Australia (TABMA (Aust)). In 1987 it was registered as a separate Not-For-Profit Company.

The company receives funding from the Australian Government and NSW, QLD and South Australian State Governments as a registered, not-for-profit, Group Training Organisation. TABMA Workforce & Career Development Pty Ltd is known as TABMA Apprenticeships & Traineeships or just TABMA across Australia and meets the National Standards for Group Training Operations as well as being a member of both the State and National Associations for Group Training Organisations.

TABMA Apprentices & Trainees plays an important role in providing employment and training opportunities, especially for small and specialised businesses within the Timber industry. This is supplemented by the employment of apprentices and trainees within associated industries including construction, manufacturing, furnishings and maintenance industries.

TABMA Apprentices & Trainees employs apprentices and trainees and places them with host employers. TABMA is registered as the common law employer of its apprentices and trainees, with the same responsibilities and obligations under existing legislation and industrial agreements and awards as other employers. TABMA signs the National Training Contract issued by the individual states' Department of Education and Training and is responsible for meeting the employer obligations for wages and conditions and ensuring that the apprentice or trainee received continuous employment and the full range of "on and off" the job training.

Our offices are located at:

### **NSW**

Suite 1.01, Level 1, 154 Pacific Highway, St Leonards NSW 2065  
P O Box 518, St Leonards NSW 1590

### **QLD**

Building G2, Unit L1 08/385 Sherwood Road, Rocklea QLD 4106  
P O Box 185, Brisbane Markets QLD 4106

### **SA**

93 Morphet Road, Camden Park SA 5032  
P O Box 99, Marlestone BC SA 5033

You can contact us:

Phone: 1800 822 621  
Email: [gto@tabma.com.au](mailto:gto@tabma.com.au)

Or via your allocated Field Officer – see this document's last page for their details.

When TABMA signs a Host Employer Agreement with a Host Employer, it forms a partnership agreement, to ensure a rewarding and effective training experience for apprentices and trainees. This experience and training must be conducted in a workplace that is safe.

### **Scope of the Manual**

The manual provides support and addresses policy issues for host employers, in order that a beneficial outcome is achieved for all parties. The success of training relies on co-operation, input, agreement and enhancement of the training process.

## **1. ABOUT GROUP TRAINING**

TABMA Workforce and Career Development Pty Ltd, trading as TABMA Apprentices & Trainees, is a nationally registered Group Training Organisation (GTO). In addition, TABMA Workforce and Career Development Pty Ltd is a not-for-profit entity. TABMA Workforce and Career Development Pty Ltd is registered through the various State Training Authorities and currently receives funding from State Governments in New South Wales, Queensland and South Australia.

Group Training Organisations play a vital role within the employment and training of apprentices and trainees. The Group Training Network of companies is the largest employer in Australia. Group Training Organisations place their employees with Host Employers for the delivery of On-the-Job Training, skills development and experience.

This manual is a reference tool for Host Employers partnering with TABMA Apprentices & Trainees to take an apprentice/trainee and engage them to complete a nationally accredited traineeship or apprenticeship. This manual addresses the requirements and obligations of trainees, apprentices, Host Employers and TABMA in relation to

- Host employer requirements
- Apprentice and Trainee requirements
- Apprentice & Trainee Conduct Standards

## **2. WHAT ARE APPRENTICESHIPS & TRAINEESHIPS**

Traineeships and apprenticeships are classified under the single group name *Australian Apprenticeships*. *Australian Apprenticeships* offer employment opportunities to people wishing to pursue a career within their chosen industry. A traineeship is nominally 12 to 24 months and an apprenticeship is nominally 3 or 4 years duration and is designed to develop the skills necessary to get a job and start a career.

Highly experienced educational establishments specialising in the relevant areas deliver the training. These are either TAFE or another *Registered Training Organisation (RTO)* specialising in the vocational area.

### 3. Roles and Responsibilities

#### **TABMA**

As the employer, the TABMA must ensure the health and safety of employees at work. This includes all employees of TABMA as well as apprentices and trainees.

TABMA will do this by:

- Providing for emergencies and first aid including making arrangements for safe and rapid evacuation, emergency communications and the appropriate medical treatment of injured persons.
- Making arrangements for ensuring the safe use, handling, storage and transport of plant and substances.
- Providing and maintaining systems of work and working environments that are safe and without risks to health.
- Providing the information, instruction, training and supervision necessary to ensure health and safety of employees
- Providing adequate facilities for the welfare of employees.

TABMA will ensure:

- Hazard identification and risk assessment have been completed either by TABMA or the Host Employer.
- Risks are eliminated, or if that is not practicable, control measures are applied and safe work practices are put in place before starting work. A review of the hazard identification and risk assessment occurs as an ongoing basis.
- Supervision is adequate and competent to ensure health and safety.
- The health and safety of people visiting or working at their places of work who are not their employees, by not exposing them to risk.

## **Host Employer**

All apprentices and trainees in the workplace work under the direct care and supervision of the host employer. For this reason, the host employer has a duty of care to the apprentice or trainee under the relevant occupational health and safety legislation, codes of practice and Australian Standards.

When apprentices and trainees are engaged to do work for host employers, then the host employers are for all intents and purposes responsible for the occupational health and safety of the apprentice and trainee and their work environment.

*This includes ensuring:*

- (a) A safe workplace
- (b) Hazard identification and risk control
- (c) Adequate supervision and training; and
- (d) An introduction to the site, equipment and system of work.

To ensure a safe workplace, the Host Employer must be satisfied that:

- All the installation and equipment are safe, regularly inspected and maintained.
- Plant is not used in conditions likely to give rise to an electrical hazard.
- Appropriate work systems prevent inadvertent energising of the plant.
- If excavating, all available information on the position of underground cables is obtained and provided to workers.
- Working close to overhead powerlines is done in accordance with a written risk assessment and a safe system of work.
- Any extension leads, cables or fittings are not located where they are likely to be damaged. They are protected against damage, and they are not laid across the passageways or access ways until suitably protected.
- Adequate signs to warn of the hazards and to restrict access are provided where there is a risk of exposure.

The host employer has a responsibility to notify TABMA of:

- (a) Any injuries to the apprentice or trainee or work related illness.
- (b) Any injuries to other persons involving the apprentice or trainee.
- (c) Any change in the workplace or tasks to be performed by the apprentice or trainee.
- (d) Hazard identification and risk control.
- (e) Adequate supervision and training.

Before any apprentice or trainee commences work, the host employer will ensure that the apprentice or trainee is correctly attired including:

- Clothing.
- Footwear.
- eyewear and hearing protection.
- any other protective safety equipment; and
- that they are wearing the correct protective safety equipment for the intended task.

The host employer will ensure that apprentices and trainees do not work with asbestos or other harmful substances at any time or for any reason.

In determining the necessary levels of supervision, the host employer should consider:

- The complexity of the job/environment in which the work is being done.
- The hazards at each work site
- The worker's level of competence and experience.

***As of 1<sup>st</sup> September 2003, there are three levels of supervision that are acceptable to TABMA.***

#### **Level 1 Direct Supervision:**

##### ***Mandatory***

- ***New Commencements (Less than 3 Months Training) must be deployed in this supervision arrangement.***

The Tradesman and the apprentice are working jointly on the job and work together to form a team.

#### **Level 2 Adjacent Supervision:**

##### ***Mandatory***

- ***New Commencements (Less than 3 Months Training) must not be deployed in this supervision arrangement.***

The Tradesman is working on two or more projects at the one time within 10 metres of each other. The Tradesman has commenced work on the project the apprentice is working on and given the apprentice instructions. The tradesman is within 10 metres of the apprentice and is regularly checking the progress of the apprentice.

### **Level 3 Managed Supervision:**

#### ***Mandatory***

- ***New Commencements (Less than 3 Months Training) must not be deployed in this supervision arrangement.***
- ***1<sup>st</sup> Year Apprentices must not be deployed in this supervision arrangement.***

The Trainee or apprentice is given scope to complete a task or a unit of competency on their own. They direct the work and report back regularly to the supervisor. The supervisor conducts regular checks and is always with an acceptable distance that the apprentice or trainee can call for assistance if required.

### **Level 4 Unacceptable Supervision:**

#### ***Mandatory***

- ***New Commencements (Less than 3 Months Training) must not be deployed in this supervision arrangement.***
- ***1<sup>st</sup> Year Apprentices must not be deployed in this supervision arrangement.***
- ***2<sup>nd</sup> Year Apprentices must not be deployed in this supervision arrangement.***
- ***3<sup>rd</sup> Year Apprentices must not be deployed in this supervision arrangement.***
- ***4<sup>th</sup> Year Apprentices must not be deployed in this supervision arrangement.***

The apprentice has been given a work van or utility and is expected to conduct duties and the Host Employer will check on the work at a later time. There is not a qualified tradesman or senior on the site supervising the TABMA apprentice or trainee. An apprentice or trainee is being supervised by another apprentice or labourer.

Together with TABMA and the training provider, the host employer will ensure that the apprentice or trainee is appropriately trained in occupational health and safety before undertaking any task and that risk management and risk control procedures are followed.



#### 4. APPRENTICE / TRAINEE ASSIGNED SUPERVISOR

A trainee/apprentice in each host employer's establishment is usually assigned a specific supervisor. This person has defined responsibilities.

##### **Supervisors**

Supervisors are responsible on a day-to-day basis for the management of risk and the protection of employees, including the apprentice and trainee. This includes ensuring occupational health and safety procedures, processes and decisions are carried out and ensuring that procedures are understood and followed.

Supervisors of employees, apprentices and trainees on or near hazards, should ensure that the control measures are fully implemented and followed at all times.

If you are supervising, it is your responsibility to ensure that the situation is safe for everyone. The level and extent of supervision required varied according to the safety aspects of each task and the skills of the worker.

##### **The supervisors/ managers/ owners are responsible for:**

- The induction of the apprentice/trainee into the workplace.
- Ensuring adherence to the Training Plan, including attendance at the off-the-job training at TAFE or an RTO.
- Coordinating your on-the-job performance assessments that are outlined in the Training Record Book (where applicable).
- Overseeing the welfare and conduct of the apprentice/trainee.
- Liaison with the TABMA Field Officer on the performance of the apprentice/trainee and ensuring that they are keeping up with RTO/TAFE studies.
- Discussing off-the-job training with the apprentice/trainee and TABMA regularly.
- Monitoring the use of safety equipment supplied in designated area of work.

Other staff members may be called upon to conduct training in certain work areas, but the overall responsibility will remain with the supervisor. On-the-job supervisors are responsible for ensuring the apprentice/trainee completes the on-the-job training outlined in the traineeship/apprenticeship program.

Training in each area need not be continuous, but can be spread over the apprenticeship/traineeship duration to suit the organisation's work flow.

It is preferable to have off-the-job training reinforced by complementary on-the-job training when an apprentice returns from the release days, where this is applicable.

- By observation, a staff member explains a task to you and practically demonstrates how to do it correctly.
- By practical involvement, where you carry out the tasks with a staff member observing.
- You need make the apprentice aware of the standard of work expected. They should also be given regular feedback on their progress.

## 5. Apprentices and Trainees responsibilities

Employees, apprentices and trainees have Occupational Health and Safety responsibilities too.

In order to ensure the health and safety of all persons in the workplace, apprentices and trainees:

- Must not interfere with or misuse things provided for the health and safety of persons at work.
- Must not obstruct attempts to give aid or attempts to prevent a serious risk to the health and safety of a person at work.
- Must not refuse a reasonable request to assist in giving aid or preventing a risk to health and safety.
- Must not disrupt a workplace by creating health and safety fears.
- Must take adequate precautions to ensure the safety of themselves and others at the workplace.

Apprentices and trainees are also required to:

- Follow procedures.
- Wear the Personal Protective Equipment that is provided.
- Report any safety problems.
- Report incidents and injuries.
- Take reasonable care of the health and safety of themselves and others.
- Co-operate with employers in their efforts to comply with occupational health and safety requirements. This includes correct use and maintenance of the required Personal Protective Equipment (PPE) and any special tools, instruments and equipment provided for the work.

In order to ensure the health and safety of all persons in the workplace apprentices/trainees:

- Must not interfere or misuse things provided for the health and safety of persons at work.
- Must not obstruct attempts to give aid or attempts to prevent a serious risk to the health and safety of a person at work.
- Must not refuse a reasonable request to assist in giving aid or preventing a risk to health and safety.
- Must not disrupt a workplace by creating health and safety fears.

If an apprentice/trainee behaves in a way that is likely to cause injury to others, or to damage property, this may lead to instant dismissal. This may include:

- Being under the influence of alcohol or drugs.
- Bringing alcohol, illegal narcotics, gambling devices or weapons or any kind in or about the workplace, or on and off the job training sites.
- Fighting, menacing, threatening, skylarking or otherwise behaving badly.

- Stealing or unlawfully removing any property owned by another party.
- Playing practical jokes with such items as fire, electricity, fire extinguishers, compressed air and water hoses.
- Failing to wear the appropriate Personal Protective Equipment.

## Prevention

The first aim of all Workplace Health and Safety is to **prevent** an accident or injury. Everyone must assist in the risk management of health and safety in the workplace.

As with all other employees apprentices/trainees may also be required to assist in the risk management processes outlined in this manual, or at your, the host employers', workplace.

This may include risk identification, risk assessment and the implementation of risk control measures. These are processes essential for the health and safety, and sometimes even the survival of all workers, including you. They may include a Job Safety Analysis which will identify and control risk in the workplace and identify the control measures taken to minimise risk.

Throughout the Risk Management Process and the Job Safety Analysis are many safe working practices. Please make sure apprentices/trainees understand and comply with them, in particular the policy governing risk control.

There are some simple practices that we ask apprentices/trainees safe to practice in the workplace:

- Ensure that they are supervised at all times by their host employer on a one to one basis.
- If required, they should always complete the Tool Box Checklist together with you before commencing work.
- Work should be planned in advance and a Risk Assessment or Job Safety Analysis undertaken.
- If about to lift, pull, push or carry any sort of load think about how to do it safely and assess the best method to do so.
- Correct slip free boots should be worn at all times.
- Plant and equipment should be inspected regularly to make sure it is maintained.
- Ensure insulation of tools and insulated covers is effectively maintained in good order and suitable for each work situation.
- Wear the protective clothing supplied by TABMA.
- Work in an orderly manner and keep the work area clean and tidy.
- Always warn others of known hazards. If possible rectify the problem immediately. If this is not possible, ask the supervisor to correct the situation.
- Comply with the various directions on any safety signs.

- Never work near to on any exposed conductors where there is a reasonable possibility that their body, or any movable object they might be carrying during the course of the work, may come closer to the exposed conductors than 500mm for up to 650 volts.

We encourage apprentices/trainees to read the controls for each job activity in the Job Safety Analysis. If they comply with them and the Risk Control Measures required by TABMA, they will be implementing good Workplace Health and Safety practices.

### **Workers Compensation**

To submit a claim for workers' compensation under provisional liability for the apprentice/trainee placed in your business you must:

- Report the Injury to your TABMA Field Officer as soon as possible.

You will then be asked to

- Complete an Incident Report form.

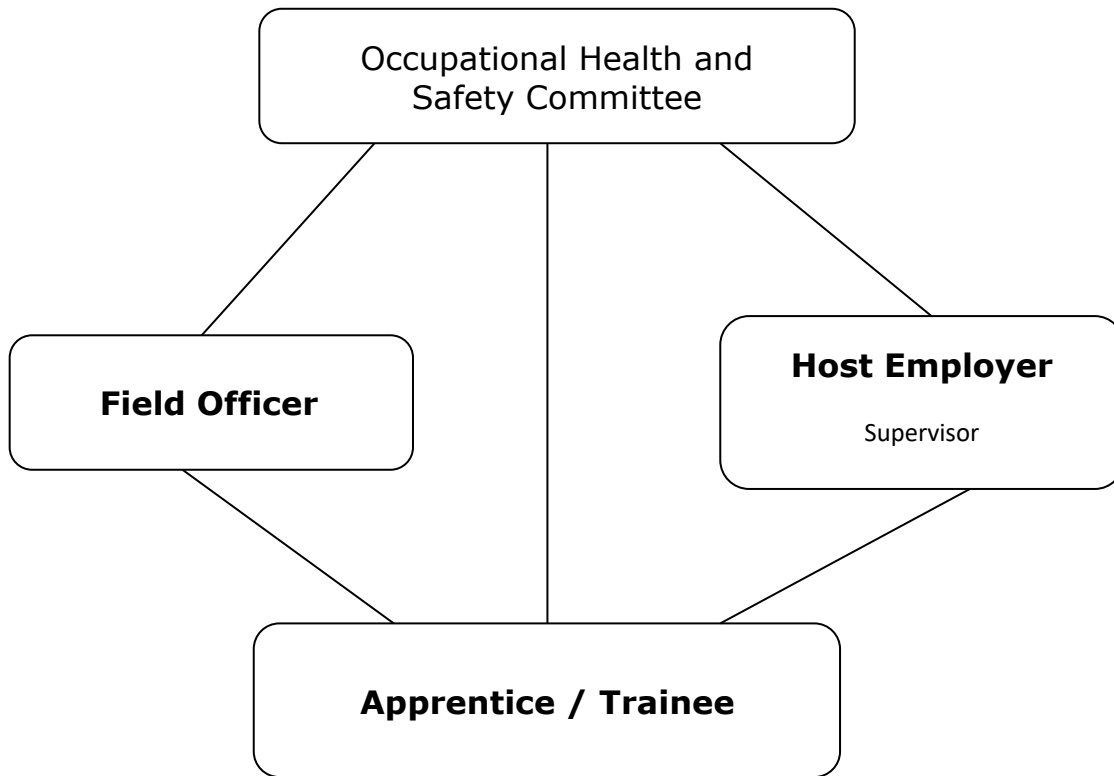
### **Actively contribute to the WHS consultation process**

A TABMA apprentice or trainee shall be consulted on workplace health and safety through one or more of the following work groups:

*Work Group One:* Consists of employees and management of TABMA

*Work Group Two:* Consists of apprentices and trainees at their site of training: that is in the classroom. Consultation occurs from the Trainer.

*Work Groups Three, Four, Five etc:* Consists of the workgroup established by the host employer at the apprentice / trainees place of work. Consultation would occur through the identified OHS representative HSR at that work site, the employer or directly to a member of the OHS Committee.



### Input

The apprentice or trainee can provide input and seek assistance in a number of ways:

- Through telephoning their TABMA Field Officer who is represented on the OHS committee
- Through the OHS Officer
- They can write a letter to the Occupational Health and Safety Committee
- They can report directly to the officers of TABMA
- They can report to their on the job supervisor, Host Employer OHS Representative or Host Employer OHS Committee.

## 6. MONITORING

It is the responsibility of the TABMA Field Officer to monitor the apprentice/trainee throughout their employment. This will be conducted quarterly at a minimum and the structure of the monitoring will be organised between the apprentice/trainee, you and the Field Officer.

## 7. ROTATIONS

Rotations are unique to group training schemes and were introduced to facilitate group training apprentices receiving a vast range and variety of training throughout their apprenticeship. A rotation is where the apprentice/trainee is changed from one host employer to another, due to a desire to obtain a broader range of skills or the host employer being unable to maintain their employment.

Australian Apprentices who are rotated have exposure to a variety of working environments ensuring they receive all the prescribed on-the-job training. Experiencing a range of work situations also has additional gains in their personal development.

Many small companies find group training a great way to be involved in training young people, given uncertain work patterns that prevent their commitment for the longer haul. If work suddenly decreases, the apprentice/trainee can be returned to TABMA with four (4) weeks notice in writing and placed with another host employer.

## 10. COMPLETIONS

When the apprentice/trainee has successfully completed both their on-the-job and off-the-job training, they will be awarded with a nationally recognised qualification and a trade certificate for apprentices or a nationally recognised qualification for trainees.

When they complete an Australian Apprenticeship with TABMA one of a number of circumstances could occur. They include:

- They complete their current level qualification and decide that they would like to articulate into a higher level qualification. TABMA will release the apprentice/trainee and provide them with a Certificate of Completion and if required, a separation certificate. In this circumstance TABMA will complete them and make a completion payment of any unused leave entitlements. If they make a decision to articulate into a higher level qualification they will need to speak with their Field Officer about how this would occur. However, TABMA and you, their current Host may make the apprentice/trainee an offer to articulate into a higher level qualification. They will then enter a new traineeship or apprenticeship and sign new employment and National Training Contract to establish a new and separate Traineeship or Apprenticeship.
- The apprentice/trainee may complete their current level qualification and decide that they would like to articulate into a higher level qualification with another employer. TABMA will release them and provide them with a Certificate of Completion and if required, a separation certificate. They will then be able to complete the new Apprenticeship or Traineeship.
- They complete their current level qualification and decide that they would not like to articulate into a higher level qualification at this time. TABMA will release the apprentice/trainee and provide them with a Certificate of Completion, and if required a separation certificate. They will then be able to commence work with a new employer.

## EARLY COMPLETION

TABMA Apprentices & Trainees support early completion of qualifications based on achievement of the required competencies. This is known as Competency Based Completion. If the apprentice/trainee has completed their off the job training at their RTO/TAFE they may apply for early completion. They are encouraged to talk to their TABMA Field Officer about this. The process for being granted early completion differs depending on the qualification apprenticeship/traineeship they are doing. With some apprenticeships endorsement of their competence will be required from a qualified tradesperson within your business.

## EMPLOYMENT WITH YOUR HOST EMPLOYER

In most circumstances you, the apprentice/trainee's Host Employer the apprentice/trainee was engaged with to complete their training with will offer them a position in your business. This is a matter between yourself and the apprentice/trainee. However, if you would like the assistance of the Field Officer to understand the process involved, then you should discuss this with your Field Officer at least three months prior to the apprentice/trainees' completion.

The retention rate of apprentices & trainees with their current host employers offering full-time employment is quite significant. Your business has invested in and provided training to the apprentice/trainee and it generally makes a lot of sense to retain that investment.

## 11. CONDITIONS OF EMPLOYMENT

### HOURS OF WORK

#### Full time Apprentices and Trainees

As per the *National Employment Standards*, apprentices/trainees are required to work a **minimum of 38 hours per week** (this is including the off-the-job training). Any work beyond this is considered overtime. The Host Employer can ask the apprentice/trainee to complete a reasonable amount of overtime if required.

#### Part time apprentices, Trainees and School-based

Hours of work will be negotiated prior to their commencement of an Australian Apprenticeship. This will impact upon both the length of their Australian Apprenticeship and the award entitlements they receive. All entitlements will be pro-rata of the 38 hour schedule.

#### Personal Leave

If the apprentice/trainee cannot attend work due to sick leave or carers leave, they must contact you and let their supervisor know **prior to the normal commencement time**. In addition, they must also inform their TABMA Field Officer prior to the commencement of the working day. A doctor's certificate is required when taking one or more days off: they can upload the certificate with their timesheet no later than 11.00am Monday of the week after leave is taken.

## **TIME SHEETS**

Completing timesheets is the responsibility of the apprentice/trainee.

They are required to complete their timesheet accurately according to the hours they worked. They must complete their online timesheet and submit by no later than 10 am Monday.

Once the apprentice/trainee has completed their timesheet an email will then be sent to their designated supervisor in your business notifying them that the timesheet is ready for approval. If the Monday happens to be a public holiday, then the timesheet must be submitted by no later than 9 am Tuesday.

You must either approve or reject the timesheet.

The apprentice/trainees' timesheet is your approval of their hours and authorises us to pay the apprentice/trainee and invoice your business.

If you do not approve the timesheet by Wednesday morning then TABMA will automatically approve it in line with the agreement we have with your business. In this situation you will be taken to have approved the times on the timesheet and approve being invoiced for same.

## **LEAVE**

The Modern Award under which the apprentice/trainee is classified determines annual leave provisions. In general, the entitlement is 4 weeks paid leave after 12 months continuous service and payment includes any leave loading currently prescribed by the Award. Holidays are accrued on a pro-rata basis. Leave loading is paid on completion of the 12-month traineeship and after the first year of the apprenticeship.

All annual leave requests must be discussed with you, the host employer and the TABMA Field Officer (at least 4 weeks' notice is desirable). The apprentice/trainee will be required to enter the annual leave into their timesheets.

## **ABSENCE FROM WORK & SICK LEAVE**

If the apprentice/trainee is unable to come to work for any reason, they must inform their supervisor in your business prior to the normal commencement time on the first day of absence. In notifying your company they should indicate the reason for the absence and its likely duration. If they are away for longer than anticipated, then they are expected to contact their supervisor again and let them know when you will be returning to work. The apprentice/trainee also have a responsibility to contact their Field Officer or TABMA's Head Office prior to the normal commencement time.

The Modern Award under which they are classified determines personal/carers leave provisions. In general, the entitlements are 10 days paid sick pay per year, which is accrued on a pro-rata basis.



Sick leave and Carers Leave is payable only when:

- 1) Workers are unable to attend work because of personal ill health or injury.
- 2) Workers inform TABMA Apprentices & Trainees, the Host Trainer and if necessary, the RTO prior to the normal commencement time.
- 3) The apprentice/trainee must have uploaded a Doctors' Medical Certificate.

If they are absent from work due to illness, they must obtain a medical certificate from a qualified GP and show the medical certificate to you, the host employer, and then upload a copy to with their next time sheet.

### **SPECIAL LEAVE, BEREAVEMENTS, EMERGENCIES**

Special consideration for leave due to unforeseen circumstances of an urgent domestic nature will be considered for apprentices/trainees. If they require such leave at anytime during their traineeship/apprenticeship, they should first approach their immediate supervisor and then their TABMA Field Officer.

### **SUPERANNUATION**

TABMA Workforce & Career Development Pty Ltd pays the appropriate superannuation percentage of apprentice/trainee wages into the applicable Superannuation Fund. This is currently 9.5% (increasing to 10% from 1 July 2021). Apprentices/trainees are entitled to roll any previous superannuation into this fund if desired. First Super is the default superannuation fund. Where the apprentice/trainee does not nominate a superannuation of choice, it is paid to First Super.

### **WORKERS COMPENSATION**

As an employee of TABMA Workforce & Career Development Pty Ltd, the apprentice/trainee is covered by Workers Compensation Insurance whilst they are at work, and generally to and from work, provided any injuries sustained occurred during these times and also provided that they do not render themselves personally liable to such things as:

- *Being under the influence of drugs and/or alcohol which affects job performance*
- *Being grossly negligent.*

In the event of an accident, no matter how minor, the apprentice/trainee is expected to report it immediately to their supervisor in your business and secondly to a TABMA Apprentices & Trainees team member (preferably their Field Officer, however they can call TABMA Head Office if it is more convenient). Once reported they must complete an injury report.

If they are lodging a claim for Workers Compensation, they should complete a Workers Compensation claim form as soon as possible after the injury and send it with the first medical certificate to TABMA. *The appropriate Workers Compensation forms are available through TABMA Apprentices & Trainees administration office and must be submitted within seven (7) days, otherwise the claim maybe refused.*

### **POINTS TO REMEMBER**

- For any injury that requires medical attention the apprentice/trainee will be required to provide a thorough, detailed explanation of the accident on the appropriate form available from TABMA Apprentices & Trainees.
- If medical attention is required they should consult a doctor.
- WorkCover certificates MUST cover absence from work on compensation.
- Before returning to work apprentices/trainees are required to provide a medical clearance certificate indicating *fit for pre injury duties*, or alternately, light duties and have a rehabilitation plan in place.

### **The Host Employer's Responsibility**

If the apprentice/trainee is injured in the workplace you must:

- Render first aid and seek medical assistance as soon as possible.
- Notify TABMA Apprentices & Trainees, either by calling your Field Officer or our head office.
- If the injury is considered a Notifiable Injury you must notify the WorkCover Authority.
- Provide TABMA Apprentices & Trainees with a written Incident Report.
- Cooperate with TABMA and WorkCover Authorities in any investigation of the incident.
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## **12. TABMA EEO POLICY**

It is TABMA Apprentices & Trainees company policy to recruit for the job irrespective of race, gender, physical impairment or marital status, etc and to encourage all such groups to apply for employment. As such, TABMA Apprentices & Trainees is an equal opportunity employer.

### **EQUAL OPPORTUNITY POLICY**

TABMA Apprentices & Trainees has a policy of equal employment opportunity and considers it the right of every individual to carry out his/her job in an environment that promotes job satisfaction, maximises performance and provides economic security.

As such the environment is ensured to being free from all forms of harassment and victimisation. It is the responsibility of all staff to ensure that proper standards of conduct are met in the workplace and training.

Behaviour towards another employee that can be construed as intimidating, offensive or embarrassing will not be condoned and if necessary, disciplinary action will be taken.

### **OPEN DOOR POLICY**

TABMA Apprentices & Trainees has an open door policy that enables every individual employee to discuss problems or suggestions that you may have.

Apprentices/Trainees are encouraged to contact a TABMA Field Officer if they encounter any problems or difficulties affecting your traineeship/apprenticeship.

### 13. GRIEVANCES

Problems arise from time to time and grievances develop in all organisations, which may affect you, as a Host Employer, from gaining the expected outcomes from having a TABMA apprentice/trainee in your business.

If you believe you have a grievance, we encourage you to contact your TABMA Field Officer without delay, giving them the opportunity to address the problem. If the problem has still not been resolved, you may choose to talk directly to the General Manager (contact details are on the last page).

### 14. TRAINING CONDITIONS

The apprentice/trainee must attend an approved training course or training program prescribed in the Traineeship/Apprenticeship agreement (at the RTO/TAFE).

As their Host Employer it is a condition of having an apprentice/trainee (whether it is through TABMA, another GTO or employed direct) that you release them for their training. This may be scheduled day/block release at their RTO or when a workplace trainer/assessor visits them on the job.

Attendance at training is considered work time and the apprentice/trainee is paid as such and you are charged accordingly.

### 15. ADDITIONAL ASSISTANCE & SUPPORT

TABMA Apprentices & Trainees will offer the highest level of assistance and support possible to enable our apprentices/trainees to successfully complete your traineeship/apprenticeship. Their progress is regularly monitored and discussed with them and you as their host employer. Every opportunity is given for the apprentice/trainee to gain the necessary knowledge and skills required.

From time to time difficulties may arise in any one of a number of areas in the apprentice/trainee's life that may affect their performance at work or off-the-job training. *For example: additional tutoring for difficulties with the training; alcohol and drug counselling.*

Should you believe that the apprentice/trainee require assistance in any area of their work or personal life, we are here to help. Please do not hesitate in discussing any such concerns with your TABMA Field Officer.

## 19. TABMA Staff

### **TABMA Workforce and Career Development Pty Ltd trading as TABMA Apprentices & Trainees**

Suite 1.01, Level 1, 154 Pacific Highway, St Leonards NSW 2065

P O Box 518, St Leonards NSW 1590

Phone 1800 822 621

### **TABMA Queensland**

Building G2, Unit L1 08/385 Sherwood Road, Rocklea QLD 4106

P O Box 185, Brisbane Markets QLD 4106

### **TABMA Workforce and Career Development (SA)**

93 Morphett Road, Camden Park SA 5032

P O Box 99, Marlestone BC SA 5033

#### **General Manager**

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#### **GTO Administrator**

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#### **Senior Field Officers**

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#### **Business Development Manager**

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#### **Recruitment**

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#### **WHS Officer**

Dean Wilson

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#### **Payroll**

Alissa Mizon

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[alissa@tabma.com.au](mailto:alissa@tabma.com.au)

## **20. FUTURE PROOF YOUR BUSINESS**

Training people coming into your business is the most successful way to future proof. Providing the opportunity to learn your business' way of doing things and to gain a Nationally Recognised Qualification shows that you have a commitment to developing the skills and futures of your people.

TABMA Apprentices & Trainees have been partnering with businesses across Australia for many years: successfully managing the employment and training of apprentices/trainees in a vast array of qualifications.

With the skilled workforce depleting across many trades and vocations it is now more important than every to provide these opportunities to grow the skill base in your business. TABMA Apprentices & Trainees can provide solutions for you including bespoke training strategies that provide base skills and then develop identified skill sets to benefit the apprentice/trainee and you. Future proof your business by ensuring you have a solid, skilled workforce training in your ways for your business by letting TABMA Apprentices & Trainees assist you.