

# 04.02.01 - Apprentices and Trainees Training Contract Policy

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## Purpose

The purpose of this policy & procedure is to ensure that AGA adheres to the requirements of the Standard 1 - Recruitment, Employment and Induction of National Standards for Group Training Organisations (2017).

To ensure that our apprentices and trainees are employed under the terms and conditions associated with a Training Contract under the National Vocational Education and Training Regulator Act.

To ensure that our new employees are officially registered as apprentices and trainees with the relevant authorities.

## Policy

The keys features of this Policy are:-

- AGA will ensure an Employment Contract and a Training Contract, is completed prior to commencement of employment with AGA.
- AGA will induct apprentices and trainees to the apprenticeship/traineeship system, including explaining:
  - The apprentice/trainee's responsibilities under the Training Contract, to the host employer, the GTO, the Registered Training Organisation (RTO) and the school (if under School-based arrangements); as well as
  - The processes involved in accessing support and dealing with employment or training issues that may arise.

## Procedures

All new apprentices and trainees are to complete a Training Contract prior to commencement of employment with AGA. This may be undertaken before or on the commencement date.

Where the trainee or apprentice is under 18 on the date of commencement it is necessary for a parent or guardian to be a signatory to the contract. Arrangements must be made to have the parent or guardian sign the Contract and return it to AGA within five working days of commencement.

The rights and responsibilities of the apprentice or trainee under the Training Contract will be explained at this time.

The Apprentice Connect Australia Provider files the original Training Contract and supplies both the Apprentice and the Employer with a copy of the completed Training Contract.

**Responsibility: ACAP Business Consultant/ACAP Administration Officer**

Upon receipt of notification (Delta Report), that the Training Contract has been registered, the details of the Training Contract will be verified and the notice (Delta Report) filed on the ACAP apprentice or trainee's file. Any discrepancies are to be investigated and appropriate action taken.

**Responsibility: ACAP Administration Officer**

Where AGA is the employer the employer copy of the Training Contract will be placed on the apprentice or trainee's operations file.

Details such as nominal completion date are to be verified against records held in Payroll system to ensure that changes of year are correct and scheduled completion date is consistent.

Any Training Contract that has not been registered within two months of commencement is to be referred to the ACAP for follow up and action.

AGA Training Administration will print a copy of the Delta Report and file it on the apprentice or trainee's training file.

***Responsibility: ACAP Administration Officer & RTO Administration***

## Credit for Previous Employment or Pre-Apprenticeship Course

Where an apprentice or trainee has been previously employed in the same or other apprenticeship and AGA is prepared to give credit for this previous time, the amount of credit must be noted on the Training Contract and explanation provided.

Where an apprentice or trainee has completed a pre-apprenticeship course which entitles them to a credit towards the time to be served in their Training Contract, this must be noted in the Training Contract on receipt of the appropriate evidence and documentation for the apprentice or RTO where the training was delivered and qualification gained.

The necessary adjustment to change of year dates and nominal completion dates are to be advised to the Payroll Officer.

***Responsibility: GTO Field Officer/ACAP Business Consultant***

### Responsible Persons

- GTO Field Officer
- ACAP Business Consultant
- RTO Administration
- ACAP Administration Officer