

## **CODE OF PRACTICE**

### **Meet Legal Obligations**

- Meeting relevant Commonwealth and State/Territory legislation, including those relating to Australian Apprenticeship arrangements.

### **Provide a Safe Working Environment**

- Providing a safe workplace, free from verbal, physical, racial and sexual abuse.
- Ensuring that all workplace health and safety requirements are addressed.
- Providing appropriate introduction to the workplace, stressing those core health and safety requirements essential to workplace safety.

### **Support Structured Training**

- Providing opportunities to develop knowledge and skills.
- Lodge Training Contract documentations within the timeframe determined by the State Training Authority.
- Participating in the development of the training plan and providing facilities and expertise to Australian Apprentice in the agreed qualification.
- Ensuring that a record of training is maintained.
- Ensuring that the relevant authorities are notified on the completion of the Training Contract, or advising them in instances where the Training Contract is in danger of not being completed.

### **Provide Supervision and Support**

- Ensure the Australian Apprentice has a nominated workplace supervisor and provide assistance and support to the supervisor as necessary.
- Being mindful that Australian Apprentices under 18 are minors, and that their parents or guardians have legal responsibility for them.

### **Advise Australian Apprentices of their Rights and Responsibilities**

- Ensuring that Australian Apprentices are encouraged to raise issues and problems in the workplace and at the Training Centre.
- Advising them of their entitlements i.e. wages, conditions.
- Ensuring that the Australian Apprentice is aware that help and assistance is also available from the State Training Authority.
- Providing comprehensive induction processes from commencing Australian Apprentices to ensure that they are aware, from the time of commencement, of the proposed training program, workplace safety requirements and their rights and responsibilities.