

Apprenticeship Monitoring Statement

**Apprenticeships
R US**



External Monitoring

Apprenticeships R Us makes contact with apprentices and trainees, their off-the-job training provider and their host employer or representative, at least once each month. The aim is to provide employees with regular constructive feedback on their performance and to create a framework for open discussion between the host employer and Apprenticeships R Us. This contact also provides an opportunity to carry out a safety assessment and monitoring of the work area.

Monitoring and Pastoral Care

An Apprenticeships R Us Account Manager monitors the employment and training outcomes and welfare of each apprentice and trainee throughout the period of the apprenticeship or traineeship. This might involve visiting the apprentice/trainee's workplace or calling them by phone, talking to the host employer, talking to the registered training organisation where the apprentice/trainee is enrolled. The purpose being, to ensure all parties are satisfied with the arrangements and that the apprentice/trainee is making steady progress towards achieving satisfactory outcomes.

In partnership with the NSW Department of Education and Training, Apprenticeships R Us ensures that all apprentices and trainees receive appropriate support to enable them to carry out their work tasks and undertake their learning requirements.

If apprentices and trainees report any situation which threatens their well being and or orderly progress, or if they require reasonable assistance with work- related or training issues, Apprenticeships R Us will evaluate each request for help and provide necessary support and/or counselling to them.

Contact details for support, advice or referral include:

Michael Wentworth

CEO

Apprenticeships r Us

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PARRAMATTA NSW 2150

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Rotations

Where it is identified that an apprentice/trainee cannot get sufficient exposure to the range of experiences, equipment or environments required of the apprenticeships/traineeship Apprenticeships R Us will rotate the apprentice/trainee to another host employer in order to maximise their training as per the relevant industry requirements. A rotation may occur where a host employer is unable to maintain an apprentice/trainee's employment.

The apprentice/trainee could be rotated for a number of reasons. Each reason must be logged and recorded on their personal file for future reference.

Suspensions and Cancellations

An apprenticeship/traineeship may be suspended where no suitable host employer is available, where an apprentice/trainee is unable to work for an extended period or where an apprentice/trainee requires extended leave. The maximum period of suspension for an apprentice is 3 months and for a trainee it is 1 month.

An apprenticeship/traineeship may be cancelled based on mutual agreement of all parties and/or as determined by the NSW Department of Education. An apprentice/trainee cannot simply resign or leave without the consent of their employer.

Michael Wentworth



Chief Executive Officer

DOCUMENT CONTROL

Version	Authorized by	Authorization Date	Sections	Amendment
1			All	N/A
2	M Wentworth	01.02.2018		Change of CEO