

**Apprenticeships  
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# **Code of Practice**

## Code of Practice

1. Apprenticeships Are Us Limited are committed to the principles of Access and Equity in all services provided to our applicants, employees, clients and other related parties at all times.
2. The staff at Apprenticeships Are Us Limited recognizes the rights of all parties and will endeavour at all times to provide to deliver a high professional standard of training and education.
3. All services will be provided to all parties in a free and fair manner regardless of cultural background, sexuality, disability, age and all parties will be treated with the utmost respect and dignity at all times free of harassment and any type of discrimination.
4. Apprenticeships Are Us Limited will employ qualified staff and all staff are bound by this code of conduct but also the Motor Traders Association Code of ethics.
5. Apprenticeships Are Us Limited is an accredited Group Training Organisation and complies with the National Standard for group Training Organisations as stipulated by the New South Wales Department of Education and Training.
6. Apprenticeships Are Us Limited will ensure that its services provided by its staff will comply with the following
  - All apprentices and trainees are provided with a safe and healthy workplace. All workplaces will be vetted and checked for this requirement at the start of an apprenticeship plus at regular intervals through- out the term of the apprenticeship.
  - Structured training will be delivered via an appropriate registered training organisation with a joint decision being made by the host employer, the apprentice/trainee and ourselves as to the most appropriate one to be used.
  - All apprentices and trainees will be visited and monitored by an officer of Apprenticeships Are Us Limited at least 6 times per annum and in many cases more when the need arises.
  - All apprentices and trainees as well as host employers will be encouraged to make any grievance and complaints know and follow procedures established and documented.
  - That all staff of Apprenticeships Are Us Limited carry out their duties with strict regard to all the relevant national and state legislation including but not limited to the most current versions of the;
    - Work Place Injury management and Workers Compensation Act
    - Industrial Relations Act
    - Workplace Health and Safety Act
    - Apprenticeship and Traineeship Act.
    - Sex Discrimination Act
    - Human Rights and Equal Opportunity Commission Act.
    - Disability Discrimination Act.
    - Racial Discrimination Act.
    - Anti-Discrimination Act.
    - The NSW Privacy and Personal Information act.
    - Affirmative Action act.
    - Child Protection Act
    - Trade Practice Act.
  - Apprenticeships Are Us Limited will properly and accurately advertise all job opportunities, ensure that all apprentices are paid on time and accurately, ensure that all apprenticeship entitlements are professionally managed, ensure that all possible government entitlements are made know to all apprentices at all times.