
PROCEDURES FOR SUSPENDING AN APPRENTICESHIPS ARE US APPRENTICE /TRAINEE

APPRENTICESHIPS ARE US
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Apprenticeships Are Us reserves the right to Suspend (also known as Stand Down) Apprentices/Trainees where the circumstances call for such a remedy.

Provided it is justified by the seriousness or nature of the incident it may be appropriate to stand-down the employee pending the final outcome of the matter. Such stand down will be on pay, unless the period of stand down becomes protracted due to the employee delaying or refusing to participate in the disciplinary process.

Suspension without pay can be appropriate where:

- It removes the apprentice/trainee from a situation where the offence may have taken place and/or
- It facilitates full investigation of allegations and/or
- It permits a cooling-off period to occur and/or
- It removes concern over current competence pending the investigation
- It is justified for safety breaches/physical violence
- It allows the apprentice/trainee time to consider their situation
- It allow the apprentice/trainee the opportunity to consider another to continue their apprenticeship/traineeship.

Steps

When considering suspension of an employee, you or your representative should inform the employee that:

- Serious allegations have arisen raising the possibility of formal disciplinary action (or dismissal)
- The Company considers that he/she should be stood-down on pay pending the outcome of the enquiry but will give him/her the opportunity for (further) explanation in relation to the allegation as well as an opportunity to comment on the proposed stand-down before making a decision.
- Stand-down on pay is not a disciplinary action but is considered appropriate while further consideration or investigation takes place.
- He/she may take advice from his/her representative before proceeding.

If after hearing and considering the employee's explanation and/or comment the decision is to suspend the apprentice/trainee, your representative inform you in writing of the allegations and proposed period of suspension on and confirm that:

- You should not report your current host employer until requested to do so but must remain available.
- Your representative (where relevant) is being informed, and will be available for advice.

Note : A file note should be kept, such notes will record who was present, what was said and who said it Are Us date, time and location as well as any other correspondence deemed necessary by your account manager.

Should your suspension be greater than 2 weeks Apprenticeships Are Us will process an official suspension notification with the relevant state department. Should you suspension be greater than 3 months we reserve the right to terminate your apprenticeship if in the circumstances where;

1. Apprenticeships Are Us has made every endeavour to make contract with you but has been unable to do so.
2. Apprenticeships Are Us is unable to find you suitable employment with another host employer.

If you have any questions please feel free to contact us on (02) 9891 6900 or email us at info@apprus.com.au

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