

ACCESS AND EQUITY STATEMENT

In accordance with the State and Federal equal opportunity legislation, Master Builders SA is committed to providing equitable and accessible services to all people that are inclusive of culture, gender, and disability. Master Builders SA values diversity and respects social and cultural difference.

For further information, please review the Master Builders SA Access and Equity Policy.

1 WORK PERFORMANCE

Master Builders Association SA Inc. (Master Builders SA) Apprentices:

- 1.1 Will always comply with any reasonable instruction from a Host Trainer (or the Host Trainers delegate) and safely undertake work tasks with due diligence and enthusiasm.
- 1.2 Will not initiate and/or participate in distracting fellow employees with idle chatter, pranks, unacceptable behavior, or dangerous practical jokes.
- 1.3 Understand that their positive attitude and work ethic are the principal reasons for their continued employment by Master Builders SA.
- 1.4 Must always work in a safe manner that complies with current WHS legislative requirements.
- 1.5 Purchase and maintain tools appropriate to their trade.

2 ATTENDANCE AN PUNCTUALITY

Master Builders Association SA Inc. (Master Builders SA) Apprentices:

- 2.1 Must be dressed appropriate and be on site ready to start work at the allotted time and return on time from breaks; e.g. lunch etc.
- 2.2 Must notify Host Trainer or RTO as early as possible before the required starting time, if they will be absent from the work place or trade school.
- 2.3 Must notify the Master Builders SA Apprentice reception office or Field Coordinator before 8.00am of any absence.
- 2.4 Advise the Host Trainer and Master Builders SA Apprentice reception office or Field Coordinator of any extended absence immediately on being notified by a medical officer.

Group Training Policy and Procedures



APPRENTICE PERFORMANCE STANDARDS: 2.1 / V2.4

- 2.5 All absences will be recorded on the time sheet and, where appropriate, accompanied by an appropriate medical certificate.
- 2.6 Time sheets will be authorised electronically by the Host Trainer or an authorised person appointed by the Host Trainer.
- 2.7 May take RDO's in consultation with Master Builders SA and the Host Trainer.
- 2.8 Advise the Host Trainer of their trade school dates well in advance.
- 2.9 Time sheets must be submitted on time each week, be completed accurately and authorised by Host Trainer or an authorised person appointed by the host trainer.
- 2.10 Attend and successfully complete all trade school requirements associated with their training plan.
- 2.11 Annual leave will be taken in consultation with Master Builders SA and the Host Trainer and must not clash with pre-arranged trade school dates. Apprentices must make every effort to take all annual leave that accrues, prior to the increment date into the next year of their apprenticeship.
An annual leave request form must be signed by the Host Trainer (either in hard copy or electronically using protected password login in) and the apprentice and submitted to Master Builders SA for approval at least 4 – 6 weeks prior to the leave commencement date.

3 COMMUNICATION

Master Builders Association SA Inc. (Master Builders SA) Apprentices:

- 3.1 Notify the Master Builders SA office immediately if there is a change of address, telephone number, email, contact person, next of kin, bank account number etc.
- 3.2 Master Builders SA apprentices are required as part of their conditions of employment be contactable by mobile phone and must check for any communication from Master Builders SA staff or Host Trainer on a regular basis (i.e. break times and lunch).
- 3.3 Extend courtesy and respect to Host Trainers and their staff.
- 3.4 Accept and discuss any reasonable lapses of performance standards with Field Coordinators and Host Trainer.

Group Training Policy and Procedures

APPRENTICE PERFORMANCE STANDARDS: 2.1 / V2.4



- 3.5 Notify the Master Builders SA Field Coordinators of any harsh or continuous criticism.
- 3.6 Notify the Master Builders SA Field Coordinators of any incidents of harassment or unfair treatment.
- 3.7 Acknowledge that Master Builders SA staff play a mentoring role and are there for support and assistance.
- 3.8 Always keep a written copy of your Host Trainer's and Field Coordinators phone number.

4 IMAGE

Master Builders Association SA Inc. (Master Builders SA) Apprentices:

- 4.1 Understand that Master Builders SA operates as a private company in free market environment and that Host Trainers choose to do business with Master Builders SA as a matter of free choice.
- 4.2 Recognise and understand their responsibilities to Master Builders SA in maintaining good working relationships with the Host Trainer.
- 4.3 Not subject others to harassment or discrimination and always behave in a friendly and approachable manner.
- 4.4 Master Builders SA issued protective clothing displaying Master Builders SA logo shall be worn as much as possible when on site or at trade school and be maintained in a clean and good state of repair.
- 4.5 Not publicly or privately criticize Master Builders SA Host Trainers (both previous and current) and/or their staff. Direct any complaints to Master Builders SA Field Coordinators or Master Builders SA Manager, Education and Apprentices.

Group Training Policy and Procedures

APPRENTICE PERFORMANCE STANDARDS: 2.1 / V2.4



- 4.6 Take all reasonable steps to protect Host Trainers property, plant and equipment at all times.
- 4.7 Not display any form of anti-social behavior; e.g. drunkenness, stealing, acts of vandalism. Be aware that any inappropriate behavior outside of working hours can have a negative impact upon your employment.
- 4.8 Be aware that criminal behavior or convictions may place your future employment with Master Builders SA seriously at risk and may result in the termination or suspension of Contract of Training.
- 4.9 Respond conscientiously and with diligence to lawful commands from either the Host Trainer or Master Builders SA staff member.
- 4.10 Not smoke during working hours unless during prescribed breaks and in designated areas.

Issue date: 10 January 2022