

Group Training Policy and Procedures

ROTATION STATEMENT POLICY: 2.9/ V2.4



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 SCOPE

This statement ensures that the Master Builders Association SA Inc (Master Builders SA) Host Trainers and Apprentices/Trainees are provided with clear information about Master Builders SA rotation of apprentices.

2 PURPOSE

Master Builders SA is required to operate under The National Guidelines for Group Training Organisations and to achieve this requirement Host Trainers and Apprentices/Trainees will be provided with clear information on the rotation of apprentices as appropriate. Master Builders SA ensures its apprentices are rotated as necessary to ensure that all work based learning requirements are met.

3 REFERENCES

National Standards for Group Training Organisations – Standard 1: sub-clause 1.3

4 DEFINITIONS

Master Builders SA means the Master Builders Association SA Inc registered as a Group Training Organisation by the State Training Authority in South Australia.

Rotation means an apprentice or trainee moving from one host employer to another as part of his/her apprenticeship or traineeship with the GTO.

5 RESPONSIBILITY

Field Coordinators

Manager, Training and Apprentices

6 AUTHORITY

Chief Operating Officer

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7 PROCEDURE

1. Host Trainers in accepting the placement of an Apprentice/Trainee understand that the apprentice is placed with them on the proviso that they can provide on the job skills development in the Trade competencies relevant to their Contract of Training and off site targeted trade school training.
2. Apprentices/Trainees in accepting a Contract of Training understand that they will be rotated and placed with different host trainers as necessary to ensure all work based learning requirements are met.
4. Placement rotations and the time periods of apprentice placements will be made in consultation with the Apprentice, Host Trainer and Master Builders SA.

8 RELATED DOCUMENTATION

Host Trainer Agreement

Apprentice Employment Conditions and Induction Package

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