

WETTRADE

Apprenticeships

Apprentice Handbook

2023



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Welcome

Starting work can be exciting and challenging at the same time. Meeting new people, learning all there is to know about the company and your new job, trying to “fit in” with the company culture, and other staff members and understanding the business is just the beginning. Our GTO strives to help you adjust to your new work environment and to support you through to completing your Apprenticeship.

Our aim is to ensure you work in a safe environment and one where you are encouraged and supported to learn and develop.

At Wettrade Apprenticeships, we believe that our employees are our most valuable asset. We are thrilled to welcome you to our team and provide you with this comprehensive Apprentice Handbook. This handbook serves as a guide to help you understand our company policies, procedures, and culture, ensuring that you have a clear understanding of what is expected of you as a member of our staff. It is designed to be a valuable resource throughout your employment journey, from your first day with us to your ongoing professional growth. It covers a wide range of topics, including:

Employment policies: including employment eligibility, equal opportunity, sexual-harassment, anti-discrimination and diversity and inclusion. Understand our commitment to providing a safe and inclusive work environment for all.

Code of Conduct: our code of conduct outlines the standards of behaviour expected from all employees. This section will help you understand the ethical guidelines that underpin our organisation.

Employee benefits: including payroll, leave including annual leave, sick and other forms of leave entitlements.

Performance Expectations: performance evaluation process and how we recognise and reward exceptional work as part of our commitment to professional development and supporting the growth of all employees.

Health and Safety: this section outlines our health and safety protocols, including guidelines for workplace safety, emergency procedures, and any specific regulations that apply to your role.

Information Technology: including our policies regarding the use of company technology, internet usage, data security, and confidentiality. This section will help you navigate the digital landscape at Wettrade Apprenticeships responsibly.

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Communication and Collaboration: guidelines for effective communication, both within teams and across the organisation. Learn about our various communication channels and tools that promote collaboration and transparency.

Employee Resources: key resources available to you as an employee, such as employee assistance programs, HR contacts, and employee engagement initiatives.

Please note that this handbook is not a contract of employment but rather a guide to assist you in your role. It is subject to change as our organisation evolves, and we will notify you of any updates as they occur. We encourage you to familiarise yourself with its contents and refer to it whenever you have questions or need guidance. It will be available for you through the Wettrade Apprenticeships online learning management system MPAOnline for you to refer to at any time.

We value open communication and encourage you to reach out to the GTO Coordinator should you require further assistance or clarification.

Once again, welcome to the Wettrade Apprenticeships team. We are excited to have you on board and look forward to supporting you in achieving your professional goals while contributing to the success of our organisation.

Copies of Wettrade Apprenticeships policies and procedures applicable to your employment area available at www.wtaql.com.au where you are able to login and download and print or access at any time 24/7.

Best regards,

Lisa Grigg

GTO Coordinator

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Your employment

Your employment with Wettrade Apprenticeships is essentially governed by your contract of employment and Wettrade Apprenticeships Policies, in conjunction with this Manual. The following section provides general information regarding your pay, conditions and our expectations of you.

Legal Employer

The group training model is an employment and training arrangement where an organisation, known as a Group Training Organisation or GTO, employs apprentices under a Training Contract registered with the State Training Authority (STA) and places them with suitable host employers that enables them to build their skills and industry knowledge in their chosen occupation and gain a nationally recognised qualification.

Under this arrangement, the GTO is the legal employer and therefore assumes the responsibility for the legal aspects of the employment contract as well as the training needs.

Wettrade Apprenticeships is your legal employer and must be described as such on all forms completed by you in connection with the apprenticeship.

Host Employer

The Host Employer is responsible for your day to day supervision and training and has no legal status over your employment.

To support your development and safety throughout your apprenticeship, the Host Employers that you are placed with throughout your apprenticeship are responsible for the following:

- Providing a safe, hazard free working environment in accordance with Workplace Health and Safety (WH&S) regulations and ensuring that you comply with workplace rules, regulations and permit requirements.
- Providing a workplace induction relevant to their business and the workplace / site.
- Appointing a supervisor who is responsible for providing you with work direction and supporting your training needs whether they are on or off the job.
- Ensuring you are supervised by a person who is licensed or qualified to carry out the work that you are doing.
- Providing on the job training and instruction on the use of equipment appropriate for the occupation.

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- Ensuring all staff understand the supervision and duty of care requirements for working with you during your Apprenticeship.
- Maintain day to day discipline and assist Wettrade Apprenticeships in meeting our duty of care obligations under WH&S regulations.
- Assist with workplace assessments and record competencies according to the requirements of the Training Plan and SRT0.
- Immediately notify Wettrade Apprenticeships of any injury, harm or disease suffered by you during your placement or any circumstances that may give rise to any claim by or against you.
- Approve your timesheets for hours worked and approve and submit leave requests to Wettrade Apprenticeships on your behalf.
- Immediately notify Wettrade Apprenticeships of any breach of employment conditions.
- Notify Wettrade Apprenticeships if you have any performance or attendance issues.

Wettrade Apprenticeships will make every effort to ensure that through our network of Host Employers, that we link you to the most appropriate Hosts to ensure that you have access to the full range of work and development experiences necessary for your occupation and qualification.

Employee and Client

While you are legally an employee of Wettrade Apprenticeships, we also acknowledge you as a client of our business.

We take responsibility and are committed to ensuring that you are provided with a safe and healthy workplace, that you receive all entitlements that are due to you and that you are provided access to the required training and support services to ensure you have the best training and employment opportunities through to completion.

For our business your experience is a direct reflection of the service we provide and we aim to provide the best Apprenticeship experience possible.

Payroll

Your pay cycle is weekly. Our pay cycle runs weekly from Wednesday to Tuesday and pays are processed into staff accounts on the following Monday. The time to access your payroll will be dependent on your financial institution and its processes for crediting accounts.

Pays will be automatically deposited electronically into the bank account details provided to Wettrade Apprenticeships. If at any point in time you change your bank account details, you must contact the

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GTO Coordinator immediately to provide your new bank details and make certain that your next pay cycle is not delayed.

Taxation payments are automatically deducted from your salary and Superannuation payments are automatically paid into Q Leave on your behalf.

Timesheets

Your timesheets are managed through the Deputy App. The GTO Coordinator will assist you to set up your account which will enable you to record your start and finish times for each day you work.

You must login to Deputy every morning immediately when you start work and logoff at the end of your work day once all work is completed.

Where entries are missing, you will be contacted via the Deputy message app to prompt you to review and complete your timesheets.

It is important to that Deputy is an App and the use of the App requires you to have adequate data on your smart device and, where you use a pre-paid plan, that you have adequate credit to complete your timesheets. **Failure to complete entries for a day or full work week may result in not receiving your wages.**

Superannuation

QLeave provides long service leave to workers in Queensland's building and construction industry. The scheme rewards workers for their service to the industry by making sure they receive long service leave benefits, even if they change employers or work interstate. More information is available at <https://www.qleave.qld.gov.au/building-and-construction>.

Changing Pay Details

Please advise the GTO Coordinator via email should you wish to change any pay details like changing or closing your bank account. Please ensure you notify us at least one week prior to closing your original bank account to ensure you do not miss a pay cycle.

Hours of Work

Office hours are generally between 8am to 4pm Monday to Friday. However, your hours of work will depend on the business needs of your host employer but must not exceed 7.6 hours per day without the written consent of the GTO Coordinator.

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You will need to work closely with your host employer to establish start and finish times and break times depending on their operational needs.

Overtime and Additional Hours

Overtime is work which is performed at the direction of the GTO Coordinator and which is more than your contracted hours of work. Where overtime is required, your host employer must contact the GTO Coordinator at least one week prior to gain approval in writing before initiating the overtime.

Lateness for work

Any absence or late arrival due to illness, injury or any other reason, and the expected duration of leave must be personally reported to your host employer and the GTO Coordinator as soon as practicable (and prior to your normal starting time wherever possible). If you are unable to do this personally, you are requested to ask someone to telephone on your behalf.

Subsequent to this, you must keep host the employer and the GTO Coordinator informed of your progress.

Wherever possible you should make dental, medical, business or other appointments outside your normal working hours.

It is essential that you are ready to commence work at your normal commencement time as other employees and the business depend upon you and your contribution.

Reimbursement of Expenses

While it is not expected that you will incur any expenses for the duration of your employment, Wettrade Apprenticeships will reimburse employees for pre-approved expenses properly incurred by employees in the proper performance of their duties. Reimbursement will be subject to employees providing Wettrade Apprenticeships with receipts or other evidence of payment and of the purpose of each expense, in a form reasonably required by the GTO Coordinator.

Travel

While it is not expected that you will incur any travel expenses for the duration of your employment, reasonable travelling expenses, where incurred in the performance of an employee's duties, will be reimbursed, provided that all claims are made on the appropriate form, signed by the appropriate Manager and supported with the necessary substantiating documentation. The payment of expenses is at all times subject to the prior authorisation of, and at the discretion of, Wettrade Apprenticeships.

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Where travel is required, employees should contact the GTO Coordinator who will organise the travel and accommodation arrangements on your behalf.

Please note: it is not expected that you will be required to travel for your role unless you have been tasked with completing work outside of the region in which you were employed.

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Apprentice Pastoral Care Policy

Pastoral care is an integral component of the apprenticeship program aimed at enhancing the overall wellbeing and personal development of apprentices. This policy outlines the role of pastoral care in improving the wellbeing and decision-making abilities of apprentices working with host employers. It also delineates the responsibilities of the host employers in providing pastoral care support.

Pastoral care refers to the holistic support and guidance provided to apprentices to address their emotional, social, and personal needs. It aims to create a supportive environment that fosters personal growth, resilience, and the ability to make informed decisions. It provides a platform for apprentices to discuss any concerns or challenges they may face during their apprenticeship. This can include issues related to mental health, work-life balance, and personal development.

[Click here to read through the full Wettrade Apprenticeships Apprentice Pastoral Care Policy.](#)

IT, Internet, Email and Social Media Policy

Wettrade Apprenticeships has strict protocols surrounding the use of IT, internet, Email and Social Media on behalf of or as part of employment. The policy outlines the expectations of responsible use including for business use only.

[Click here to read through the full Wettrade Apprenticeships IT, internet, Email and Social Media Policy.](#)

Apprentice Recruitment Policy

Wettrade Apprenticeships recognises a robust and professional approach to recruitment and selection helps us to attract and appoint individuals with the necessary skills and attributes to fulfil our aims and support our business goals.

Wettrade Apprenticeships is an equal opportunity employer. We do not discriminate against any applicant on the basis of race, colour, religion, gender, gender identity, sexual orientation, origin, disability, age, or any other legally protected status. Our recruitment process is designed to be fair, transparent, and free from bias.

All appointments will be made on the principle of merit, compliance with all relevant Federal and State Legislation and adherence to this policy and related processes.

[Click here to read through the full Wettrade Apprenticeships Apprentice Recruitment Policy.](#)

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Apprentice Induction Policy

Wettrade Apprenticeships will ensure all new employees feel welcome and are ready to start work safely and competently through the use of a proper formal Induction process which this manual forms part of.

The purpose of the induction process is to:

- provide apprentices with a clear understanding of Wettrade Apprenticeships' culture, policies, and expectations.
- equip apprentices with the necessary knowledge and skills to perform their roles effectively
- create a supportive and inclusive environment that fosters apprentices' personal and professional growth
- ensure apprentices are aware of their rights, responsibilities, and safety protocols

[Click here to read through the full Wettrade Apprenticeships Apprentice Induction Policy.](#)

Apprentice Training and Development Policy

The purpose of our apprentice training and development program is to:

- provide apprentices with the knowledge, skills, and experience necessary to excel in their chosen field
- support apprentices in achieving their career goals and long-term success
- promote a culture of continuous learning and skill enhancement within our organisation
- align our training and development efforts with industry standards and best practices

[Click here to read through the full Wettrade Apprenticeships Apprentice Training and Development Policy.](#)

Apprentice Probationary Policy

The purpose of the probationary period is to:

- assess an apprentice's ability to meet the performance and behavior standards required for their role.
- provide an opportunity for apprentices to adapt to their new environment and responsibilities.
- identify and address any performance or conduct issues early in the apprenticeship.
- ensure a mutually beneficial fit between the apprentice and the organisation.

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All new employees, including apprentices, must serve a probationary period to ensure they are a suitable employee and both Wettrade Apprenticeships and the apprentice can create a positive working relationship.

[Click here to read through the full Wettrade Apprenticeships Apprentice Probationary Policy.](#)

Work Health and Safety Policy

While it is expected that the apprentice comply with this policy, they must also follow the WHS policies and procedures of the host employer while working on their site/s including the use of personal protective equipment, reporting safety incidents on site and following all lawful directions of the host employer.

Wettrade Apprenticeships will, as far as practicable, provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work.

[Click here to read through the full Wettrade Apprenticeships Work Health and Safety Policy.](#)

Manual Handling Policy

While apprentices are expected to follow this policy, they must also ensure they follow the policies and procedures of the host employer.

It is Wettrade Apprenticeships' policy to provide all employees with a safe and healthy workplace by identifying, assessing and controlling manual handling risks.

While management is responsible for the health, safety and welfare of all staff, all employees must report potential and actual manual handling hazards.

Never lift or manually handle items larger or heavier than you can easily support. If you are in any doubt, do not hesitate to ask for help.

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Workers 'Compensation Policy

All employees may be eligible for workers' compensation benefits if injured while at work.

[Click here](#) to read through the full Wettrade Apprenticeships Workers' Compensation Policy.

Smoking policy

Smoking is only permitted in the designated outdoor smoking areas at our campuses. While on site with a host employer, you must follow their directions in relation to smoking.

Smokers who need to take breaks should do so in their allotted morning/afternoon breaks. These breaks must not be taken at the entrance to offices. Excessive smoking breaks will be regarded as absenteeism and performance improvement action may be taken.

Alcohol and drugs policy

Wettrade Apprenticeships is concerned by factors affecting an employee's ability to safely and effectively do their work to a satisfactory standard. The business recognises alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk. While on site with the host employer, you must also follow the policies and procedures of the host employer.

Wettrade Apprenticeships will do its utmost to create and maintain a safe, healthy and productive workplace for all employees. Wettrade Apprenticeships has a zero tolerance policy in regard to the use of illicit drugs on their premises or the attending of other business related premises (e.g. clients) while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal.

Wettrade Apprenticeships does not tolerate attending work under the influence of alcohol. This may result in performance improvement action or dismissal.

Apprentice Support Policy

This policy outlines Wettrade Apprenticeship's commitment to providing comprehensive support to its apprentices throughout the duration of their apprenticeship.

The purpose of this policy is to create a conducive and supportive environment that enhances apprentice well-being, skill development, and overall success in their chosen trades.

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[Click here to read through the full Wettrade Apprenticeships Apprentice Support Policy.](#)

Discrimination Policy

The purpose of this policy is to make employees aware of what constitutes unlawful discrimination. This policy also seeks to explain the standard of behaviour expected of employees, including their responsibilities in preventing and managing such incidents.

Wettrade Apprenticeships is committed to ensuring a healthy and safe workplace that is free from unlawful discrimination.

Acts of unlawful discrimination in the workplace are unacceptable and every manager, supervisor and employee has a responsibility to maintain a working environment free from such behaviour.

[Click here to read through the full Wettrade Apprenticeships Discrimination Policy.](#)

Sexual Harassment Policy

The purpose of this policy is to make employees aware of what constitutes sexual harassment in the workplace. This policy also seeks to explain the standard of behaviour expected of employees, including their responsibilities in preventing and managing such incidents.

Behaviour which is contrary to this policy will not be tolerated in the workplace or during work-related activities such as conferences, work functions, work parties/celebrations and business trips. This extends to conduct engaged in outside normal work hours.

Wettrade Apprenticeships is committed to ensuring a healthy and safe workplace that is free from sexual harassment.

[Click here to read through the full Wettrade Apprenticeships Sexual Harrassmen Policy.](#)

Complaints and Appeals Policy

All apprentices, host employers and other stakeholders have the right to make a complaint on the products and services offered by Wettrade Apprenticeships at any time. Where an apprentice, host employer or other stakeholder disagrees with a decision made by Wettrade Apprenticeships, they also have the right to appeal the decision. All complaints and appeals will be addressed confidentially directly with the complainant or appellant, documented and records retained to support the continuous improvement Wettrade Apprenticeships systems and practices.

[Click here to read through the full Wettrade Apprenticeships Complaints and Appeals Policy.](#)

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External complaints mechanisms applicable to your employment

Wherever possible all complaints will be dealt with by the management team of Wettrade Apprenticeships. However, there may be certain circumstances where you are not satisfied with the outcome of a complaint of your employment conditions.

Access and Equity Policy

This Policy outlines the commitment of Wettrade Apprenticeships to promoting access, equity, and inclusivity in all aspects of our operations. We are dedicated to creating a diverse and inclusive environment where all individuals have equal opportunities to participate in our training and employment programs, regardless of their background, abilities, or characteristics.

[Click here to read through the full Wettrade Apprenticeships Access and Equity Policy.](#)

Legislative Compliance Policy

Wettrade Apprenticeships is committed to complying with all relevant legislative and regulatory requirements that pertain to our operations as a GTO and the apprenticeship programs we manage. This includes our responsibilities associated with employment and ensuring the provision of quality vocational education and training.

We recognise the importance of staying informed about changes in legislation, promptly updating our policies and procedures and effectively communicating these changes to our apprentices and host employers.

[Click here to read through the full Wettrade Apprenticeships Legislative Compliance Policy.](#)

Employee Leave Policy

When seeking leave, the apprentice must meet the timeline requirements for requesting leave and ensure both Wettrade Apprenticeships and the host employer are advised accordingly the policies that follow.

[Click here to read through the full Wettrade Apprenticeships Leave Policy.](#)

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Time in lieu policy

Wettrade Apprenticeships will grant time in lieu to an employee who is required to work outside their normal hours if approved in conjunction with the host employer. Time worked towards time in lieu must be approved in advance unless exceptional circumstances exist, in which case management will consider granting approval after the time is worked.

Time in lieu will be added to the employee's annual leave. Wettrade Apprenticeships will record time-in-lieu credits and debits. Generally, employees should take time in lieu in the same financial year within which they accrue it. The GTO Coordinator must approve time-in-lieu leave. An employee cannot accrue more than 24 hours of time in lieu.

Leave without pay policy

Management has the discretion to approve leave without pay that an employee is not otherwise entitled to.

Jury duty policy

An employee is entitled to paid leave for jury duty in accordance with legislation. An employee on jury service should supply the official request to attend, the details of attendance and the amount the court has paid them. Wettrade Apprenticeships will reimburse the employee the difference between this amount and their base salary. If an employee is absent because of jury service of more than 10 days in total, the employer is only required to pay the employee for the first ten days of absence.

Emergency services leave policy

If an employee needs to take temporary absence from work because of voluntary emergency management activities (for example, as a volunteer dealing with an emergency or natural disaster as a member of SES, CFA or Army Reserve) then they should ask the GTO Coordinator and host employer for leave as soon as possible after they become aware of the need to take leave.

Wettrade Apprenticeships will support such activities wherever possible, as an important community service.

Wettrade Apprenticeships may require evidence of these activities at its discretion.

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Performance Management Policy

The purpose of performance management is to improve performance. It is an ongoing process. It should include informal and formal review. We encourage a two-way process, that is, employees can also give management feedback on performance.

All employees will undergo a formal performance review with their immediate managers at least {X} times a year.

1. The manager and the employee agree on the date for a performance appraisal meeting to allow time to prepare.
2. The manager and employee will meet and openly and constructively discuss performance over the period.
3. The manager and the employee will agree on any objectives and outcomes for the next appraisal period.
4. Training and development will be considered as part of the process.
5. Notes should be taken of the meeting and copies kept.
6. Outside of this formal process, employees are encouraged to raise any issues they have when they arise.

Apprentice Performance Improvement Policy

Where warranted Wettrade Apprenticeships will use improvement processes to improve performance. Should such improvement processes be unsuccessful in improving an employee's performance, Wettrade Apprenticeships may decide to end an employee's employment. Depending on the circumstances, performance improvement action may include verbal or written warnings, counselling or retraining.

[Click here to read through the full Wettrade Apprenticeships Apprentice Performance Improvement Policy.](#)

Gross or serious misconduct

Summary (instant) dismissal for gross or very serious misconduct is possible (depending on the facts involved). Management should seek advice before taking this step.

1. The GTO Coordinator is to investigate the alleged offence thoroughly, including talking to witnesses, if any.

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2. The GTO Coordinator should ask the employee for their response to the allegation (taking notes of this discussion) and allow them to have representation. The manager should also have a witness present. The GTO Coordinator shall give genuine consideration to the employee's response and circumstances.
3. If still appropriate, following a thorough investigation, the GTO Coordinator can terminate/dismiss the employee.
4. The GTO Coordinator will keep a file of all evidence collected and action taken in these circumstances.
5. Wettrade Apprenticeships will send the employee a letter of termination noting brief details.

Conflict of Interest

Conflict of interest arises whenever the personal, professional or business interests of an employee are potentially at odds with the best interests of Wettrade Apprenticeships.

All employees are required to act in good faith towards Wettrade Apprenticeships. Employees need to be aware of the potential for a conflict of interest to arise and should always act in the best interests of Wettrade Apprenticeships.

As individuals, employees may have private interests that from time to time conflict, or appear to conflict, with their employment with Wettrade Apprenticeships. Employees should aim to avoid being put in a situation where there may be a conflict between the interests of Wettrade Apprenticeships and their own personal or professional interests, or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), the interests of Wettrade Apprenticeships will be balanced against the interests of the staff member and, unless exceptional circumstances exist, resolved in favour of Wettrade Apprenticeships.

It is impossible to define all potential areas of conflict of interest. If an employee is in doubt if a conflict exists, they should raise the matter with their manager.

Employees must:

- declare any potential, actual or perceived conflicts of interest that exist on becoming employed by Wettrade Apprenticeships to management
- declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during employment by Wettrade Apprenticeships to management
- avoid being placed in a situation where there is potential, actual or perceived conflict of interest if at all possible

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If an employee declares such an interest, Wettrade Apprenticeships will review the potential areas of conflict with the employee and mutually agree on practical arrangements to resolve the situation.

Employees must disclose any other employment that might cause a conflict of interest with Wettrade Apprenticeships to their manager. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working at Wettrade Apprenticeships. If such involvement does affect performance or attendance it will be considered a conflict of interest.

Employees must not set up or engage in private business or undertake other employment in direct or indirect competition with Wettrade Apprenticeships using knowledge and/or materials gained during the course of employment with Wettrade Apprenticeships.

Engaging in other business interests during work hours will result in strong performance improvement action.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with Wettrade Apprenticeships, in a timely manner, may result in performance improvement proceedings including dismissal.

Intellectual Property and Security

All intellectual property developed by employees during their employment with Wettrade Apprenticeships (where applicable), including discoveries or inventions made in the performance of their duties related in any way to the business of Wettrade Apprenticeships, will remain the property of Wettrade Apprenticeships.

Employees may be given access to confidential information, data, business property, keys to premises or any other business related property/information in the performance of their duties. This must be protected and used only in the interests of Wettrade Apprenticeships.

Employees must not:

- disclose or use any part of any confidential information outside of the performance of their duties and in the interests of Wettrade Apprenticeships; or
- authorise or be involved in the improper use or disclosure of confidential information;
- during or after their employment without the Employer's written consent, other than as required by law.

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'Confidential information' includes any information in any form relating to Wettrade Apprenticeships and related bodies, clients or businesses, which is not in the public domain.

Employees must act in good faith towards Wettrade Apprenticeships and must prevent (or if impractical, report) the unauthorised disclosure of any confidential information. Failure to comply with this policy may result in performance improvement proceedings including dismissal, and Wettrade Apprenticeships may also pursue monetary damages or other remedies.

Environmental Best Practice

Wettrade Apprenticeships will comply with all local, state and federal laws and regulations on:

- disposing of hazardous waste (including EPA's list of prescribed industrial waste), trade waste (i.e. waste added to the sewer) and waste water
- safe handling, storage and transport of hazardous waste and dangerous goods
- noise
- land use
- air pollution and carbon emissions

Wettrade Apprenticeships will set targets each year to increase energy and water efficiency and seek opportunities for reducing and recycling waste. To do this, we will:

- investigate ways to reduce consumption or recycle waste
- publish monthly energy and water use on the staff notice board including savings made, and report on greenhouse gas emissions
- give preference to maintenance and other contractors using green products
- Energy
 - buy electrical and lighting systems rated as energy efficient
 - use accredited Green Power, either in part or whole
- Water
 - buy appliances rated as water efficient
 - buy plumbing devices (e.g. taps) with built-in flow restrictors in kitchen and washing up areas, or add these to existing fittings
- Waste
 - look for opportunities to improve waste management. Sustainability Victoria has tips on good waste management.

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Workplace Bullying Policy

Wettrade Apprenticeships is committed to ensuring a healthy and safe workplace that is free from bullying.

Workers are protected by this policy whether they feel bullied by a supervisor, another worker, client, contractor or member of the public.

We will treat reports of workplace bullying seriously. We will respond promptly, impartially and confidentially.

This policy will be made available to all workers including contractors. New workers will be given a copy of this policy at their induction. Managers and supervisors will remind workers of the policy from time to time.

[Click here to read through the full Wettrade Apprenticeships Workplace Bullying Policy.](#)

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Wettrade Apprenticeships - Policies and Declaration

You must read all the policies contained in this document. Company policies are a part of your employment contract and therefore must be read and understood to ensure you are fully aware of your responsibilities as an apprentice of Wettrade Apprenticeships.

Employee Declaration:

I have read and understand the contents of this manual along with the above policies and I agree to the terms of conditions of these documents.

Employee Name: _____

Employee Signature: _____

Date: _____

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Appendix A - Annual leave application form

A minimum of two weeks' notice is required for 1 week's leave.
A minimum of 6 weeks' notice is required for 2 or more weeks.

Employee's details

First name:

Surname:

Position:

Contact phone:

Leave type Please tick the appropriate box

- ☐ Annual leave
- ☐ Leave without pay

Period of leave Please do not include any public holidays, in the total

Last day of work:

Return to work date:

Total number of working days off:

Comments:

Signature of employee: _____ Date: ____/____/____

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Approval of leave to *be completed by manager/supervisor*

☐ Approved ☐ Not approved

Reason for refusal *(if applicable)*:

Name of manager/supervisor:

Signature of manager/supervisor: _____ Date: ____/____/____

Appendix B Code of Conduct

This Code of Conduct applies to all staff employed by the National Institute of Construction Skills (Wettrade Apprenticeships) and must be followed at all times.

We expect all staff to:

Professionalism and Respect:

- Treat all colleagues, clients, and stakeholders with respect, courtesy, and fairness, regardless of their position, background, or beliefs. You are expected to maintain a professional demeanour in all interactions, both within and outside the organisation and avoid engaging in discriminatory or harassing behaviour in any form, including but not limited to that outlined in the anti-discrimination policy.

Integrity and Ethics:

- Conduct yourself with the highest ethical standards, honesty, and integrity and adhere to all applicable laws, regulations, and company policies in the performance of your duties.
- Protect the confidentiality of sensitive company information, proprietary data, and client information.

Conflict of Interest:

- Disclose any real or perceived conflicts of interest that may compromise the objectivity or impartiality relating to your role. This includes avoiding situations where personal interests could conflict with the interests of the organisation.
- If necessary, seek guidance from the appropriate channels if you are uncertain about a real or perceived conflict.

Workplace Safety and Security:

- Maintain a safe and secure work environment by adhering to all safety procedures and protocols including reporting any potential safety hazards, accidents, or incidents promptly to the designated personnel.
- Respect and follow security measures, including data security, access control, and the protection of company assets.

Communication and Collaboration:

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- Foster open and respectful communication with colleagues, actively listening to others' viewpoints and valuing diverse perspectives.
- Communicating professionally and constructively, both verbally and in writing, ensuring clarity and accuracy.
- Collaborating effectively, promoting teamwork, cooperation, and the sharing of knowledge and resources.

Use of Company Resources:

- Utilising company resources, including equipment, systems, and facilities, solely for business purposes and in accordance with Wettrade Apprenticeships policies.
- Protect and responsibly use company information technology resources, including email, internet access, and software, avoiding misuse or unauthorised access.

Professional Development:

- Continuously striving to enhance your professional skills, knowledge, and expertise relevant to your role and responsibilities. This includes taking advantage of learning and development opportunities provided by the organisation to foster personal and career growth.

Compliance with Policies:

- Familiarising yourself with and complying with all applicable company policies, procedures, and guidelines. If you are unsure, seek clarification from the appropriate channels or require further understanding of any policy.

Reporting Violations:

- Promptly reporting any known or suspected violations of this Code of Conduct, company policies, or legal requirements through the designated reporting channels.
- Protecting individuals from retaliation where they report violations in good faith.

Consequences of Violations:

- Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment.
- The severity and consequences of violations will be assessed on a case-by-case basis, considering the nature and impact of the violation.

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Employment Agreement

I acknowledge that:

- I have read and understand the information in this handbook including **Attachment A - Employment Schedule** and **Attachment B – Position Description**.
- I accept understand my responsibilities and obligations and those of my host employer and Wettrade Apprenticeships
- I agree to comply with all the requirements and conditions whilst I am employed by Wettrade Apprenticeships.

Marketing and Advertising

I give consent to Wettrade Apprenticeships to use my name and photo for marketing and advertising purposes.

☐ Yes ☐ No

Employee Name:

Date of Birth:

Employee Signature:

Date:

Parent/Guardian Approval

If the Apprentice is under the age of 18 when signing this Agreement

Parent / Guardian Name:

Parent / Guardian Signature:

Date:

CEO Approval

CEO Name:

☐ APPROVED ☐ NOT APPROVED

CEO Signature:

Date:

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Attachment C – Employment Schedule

Commencement Date:	
GTO Contact Name:	
GTO Contact Details:	Mobile: Email: admin@wtaqld.com.au
Host Employer:	
Host Employer Contact Person:	
Host Employer Contact Details:	Mobile: Email:
Occupation:	
Qualification:	
Probation Period	
Nominal Term:	
Award / Industrial Instrument:	
Employment Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> School based
Hours per week (if part time or school based)	
Hourly Rate: (Inclusive of allowances)	

Allowances (List and Value)	The Building Construction General on Site Award 2020 sets out the allowances, entitlements, wages and employment conditions specific to Apprentices.
Pay based on hours:	
Pay Frequency: Timesheets to be submitted each Friday by 4pm.	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly
Superannuation contribution based on 9.5% of weekly pay.	
Annual Leave:	4 weeks per year (pro-rata based on weekly hours)
Personal Sick / Carers Leave:	10 days per year (pro-rata based on weekly hours)
Rostered Days Off	Based on the hours worked per week and the Industrial Instrument, is the Apprentice entitled to Rostered Days Off <input type="checkbox"/> Yes <input type="checkbox"/> No

Attachment D – Position Description

ABOUT Wettrade Apprenticeships: Wettrade Apprenticeships is a Group Training Organisation (GTO). As a GTO, we:

- select and employ apprentices and work with host employers to provide on the job training for the duration of the apprenticeship
- legally employ the apprentice for the term of their apprenticeship and are responsible for the payment of wages, allowances, superannuation, workers compensation, leave pay and other benefits associated with employment
- responsible for the ensuring the apprentice receives quality training, on and off the job
- providing welfare and support for apprentices as an employee to ensure their training needs are met

We work alongside the National Institute of Construction Skills to provide quality flexible training to support the needs of our apprentices and host employers. As an apprentice with Wettrade Apprenticeships, you will enjoy all the benefits of our other employees while you learn on the job and grow your career in the critical construction sector.

The current skills shortage being experienced means that we are currently seeking apprentices to fulfill apprenticeship opportunities across Queensland. If you are looking for a rewarding career with an exceptional organisation that supports and nurtures its employees, apply today.

JOB TITLE: Painting and Decorating Apprenticeship

JOB TYPE: Full Time

LOCATION: Queensland - various

SUPERVISOR/MANAGER: Your direct supervisor in Wettrade Apprenticeships will be the GTO Coordinator, Wettrade Apprenticeships while your nominated host employer will be responsible for providing your day to day on the job training.

MAIN DUTIES/RESPONSIBILITIES:

As an apprentice, you will develop your career under the direct supervision of qualified painters with a carefully selected host employer. Your responsibilities include:

- Preparing surfaces including cleaning, sanding, and priming the area to ensure paint adheres properly and provides a smooth finish

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- Mixing paints including measuring and combining different paints and additives to achieve the desired color and consistency under direct supervision.
- Applying paint to various surfaces, such as walls, ceilings, doors, and furniture using brushes, rollers, sprayers and other equipment
- Assisting with paint selection under the direct supervision
- Removing and hanging wallpaper
- Cleaning and maintaining tools
- Following safety procedures including wearing PPE, using ladders and scaffolding properly, and following safe handling and storage practices for paints and solvents
- Assisting with surface repairs including minor surface repairs before painting, filling cracks, holes, or imperfections with putty or caulking and sanding the area smooth.

As an apprentice, continuous learning and skill development are important. You will work under the direction of a qualified painter to develop your knowledge, learn new techniques, and stay updated with industry trends and best practices.

SKILLS & EXPERIENCE

Qualifications: You must have a current construction industry white card or be prepared to complete this upon your commencement. It is preferable that the successful applicant has completed training in working at heights or be prepared to complete this training upon commencement.

Experience: No experience necessary

Skills: As an apprentice, you must:

- Be willing to learn and apply skills actively on the work site
- Be able to follow instructions and seek assistance from your supervisor
- Have access to a reliable source of transport
- Have good attention to detail, sound English and sound to intermediate maths skills
- Have a positive attitude and be prepared to carry out your tasks with integrity and professionalism
- Committed to work health and safety
- Be able to work at heights
- Have good time management skills with the ability to work in a high pressure environment
- Have general knowledge of construction tools and equipment, particularly those used in the painting and decorating sector

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Attachment E – Incident Report*

1.1 Brief incident information *(Involved person to complete sections 1.1 – 1.6)*

Date of incident:		Time of incident:		Weather conditions:	
Involved person – given name:				Date of birth:	
Involved person – surname:				Employee ID/number:	
Location of incident:					
Nature and extent of injuries:					
Incident description: <i>(What happened?)</i>					
Witness	Name:			Contact details:	
Incident reported to:	Name:			Date reported:	

1.2 Company property/equipment damage

Extent of damage to company property/equipment:	
Vehicle or equipment fleet number/registration:	
Trailer fleet number/registration(s):	

1.3 Third parties involved

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Name and contact information:	
Nature and extent of injuries:	
Extent of damage to other property/equipment:	

1.4 Diagram of the incident *(Include landmarks, street names, traffic signals, site map etc.)*

(Take photographs of the site, vehicles, damage and other relevant information)

1.5 Immediate containment actions *(Describe actions taken to contain/control this incident)*

1.6 Incident statement acknowledgement *(Person providing details acknowledges the information recorded is true and correct)*

Name:

Signed:

Date:

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