

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

Inductions will be conducted by numerous staff of Wettrade Apprenticeships including the GTO Coordinator and Business Manager. Apprentices are expected to actively engage in the induction process, seek information, and adhere to organisational policies and procedures throughout the process.

Inductions will be conducted on the first day of employment and including but not limited to:

- completion of employment forms including Tax File Number Declaration and Superannuation Nomination form
- introductions and learning who's who
- WHS procedures and workplace safety requirements
- business overview
- nominated direct contact
- training plan
- IT system orientation
- links to Fair Work Commission
- access to workplace policies and procedures
- workplace tour

In the first week of employment, prior to commencement with a host employer, all apprentices will undertake organisational specific work health and safety training, including, the completion of training for the issuance of a construction induction white card. The training will include:

- Completion of CPCCWHS1001 Prepare to work safely in the construction industry (or its successor)
- Information on applicable WHS legislation and regulation

Document name	Apprentice Induction Policy		
Version number	1	Review date	June 2024

- Risk assessment and management in the workplace
- Reporting hazards and safety concerns
- Selecting, checking and maintaining personal protective equipment
- Selecting, checking and maintaining safe tools and equipment

Document name	Apprentice Induction Policy		
Version number	1	Review date	June 2024