

Apprentice Stand Down Policy

WTA is committed to ensuring all apprentices complete their trade. However, we understand that there are times when stand down may be required to realign the apprenticeship or due to reasons beyond the control of WTA or the apprentice.

WTA acknowledges the Department of Youth Justice, Employment, Small Business and Training may approve a formal apprentice stand down under the following circumstances in accordance with the Fair Work Act 2009:

- equipment breaks down, if the employer isn't responsible for it
- industrial action, when it's not organised by the employer
- work stops for a reason that the employer can't be held responsible for, such as:
- due to lack of supply
- a natural disaster, or
- the business has closed because of an enforceable government direction

OR

- Seasonal employment
- Long term injury/illness
- Temporary change in employment status

To ensure the wellbeing of all apprentices, WTA will:

- Work closely with apprentices to ensure a smooth transition out of the apprenticeship program temporarily, taking into consideration the specific circumstances and needs of the apprentice
- For apprentices who are stood down due to temporary situations, such as seasonal employment or gap years, WTA will preserve their place within the program for the agreed duration of the stand down, allowing them to resume their apprenticeship upon their return
- WTA will provide references or recommendation letters for apprentices who are stood down under positive circumstances, ensuring that their experiences and skills are recognised
- WTA will follow all applicable legal requirements and ethical standards in the standing down process, protecting the rights and privacy of apprentices

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