

Host Employer Handbook



Document name	WetTrade_Host Employer Handbook V2		
Version number	2.0	Review date	September 2025

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Welcome

Welcome to WetTrade Apprenticeships (WTA) and thank you for partnering with us to help train and mentor the next generation of skilled tradespeople.

WTA is a not-for-profit Group Training Organisation that employs apprentices and hosts them to qualified tradespeople and businesses across Queensland, South Australia and interstate.

Our goal is to make apprenticeship employment simple, safe and rewarding for both employers and apprentices while ensuring every placement meets the highest training and regulatory standards.

Through our partnership with the National Institute of Construction Skills (NICS)—our Supervising Registered Training Organisation (SRT0)—and the Master Painters Association (MPA), we provide a complete pathway from training to employment across all wet-trade disciplines including Painting & Decorating, Wall & Ceiling Lining, Wall & Floor Tiling, Solid Plastering, and Waterproofing.

Together, WTA, NICS and MPA support apprentices with quality on-the-job learning, personal mentoring, and industry engagement while helping host employers maintain productive and compliant worksites.

This Host Employer Handbook & Agreement (V2.0) explains how the hosting arrangement operates, what to expect from WTA and your apprentice, and the standards that guide our shared responsibilities.

It is designed to complement the Apprentice Handbook (V2.0) and the WTA Policy Manual, giving all parties a clear understanding of obligations, safety expectations, communication pathways and procedures for employment, supervision, training and support.

WetTrade Apprenticeships operates in full compliance with the following frameworks:

- South Australian Skills Act 2008 and Skills Regulations 2021
- National Standards for Group Training Organisations (2017)
- Department of Training, Employment and Trade (DTET) GTO Standards (Queensland)
- Building and Construction General On-site Award 2020 (MA000020)
- Fair Work Act 2009 (Cth)
- Work Health and Safety Acts 2011 (Qld) and 2012 (SA)

These standards ensure that every apprentice is employed lawfully, paid correctly, supervised appropriately, and trained safely.

By working together within these frameworks, we can deliver strong learning outcomes, quality workmanship and positive employment experiences for all involved.

For any questions or support, please contact:

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We value your contribution to building a safe, skilled and sustainable workforce in Australia's construction industry.

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Purpose of the Handbook & Agreement

The Host Employer Handbook & Agreement (V2.0) has been developed to support businesses hosting apprentices employed by WetTrade Apprenticeships (WTA).

It outlines the terms and expectations of the hosting arrangement and provides practical guidance on supervision, safety, communication, and compliance responsibilities.

This document serves two purposes:

1. Host Employer Handbook – A practical reference for understanding WTA processes, employment conditions, safety standards, and training expectations.
2. Host Employer Agreement – A formal agreement that defines the obligations of both WTA (as the legal employer) and the host employer (as the workplace supervisor and trainer).

By combining these elements, the document ensures clarity, transparency, and mutual accountability across every apprenticeship placement.

The information contained in this handbook also complements:

- The WTA Policy Manual, which details organisational policies and procedures;
- The Apprentice Handbook, which outlines apprentice responsibilities and workplace expectations; and
- The National Institute of Construction Skills (NICS) training framework, which provides structured training and assessment through a registered training organisation (RTO).

WTA encourages host employers to familiarise themselves with this document and contact their GTO Coordinator with any questions or feedback.

Our shared goal is to provide high-quality employment and training experiences that meet both industry and regulatory standards while building a skilled and resilient workforce.

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Roles and Responsibilities

The success of every apprenticeship relies on clear communication, mutual respect, and a shared understanding of responsibilities between the Group Training Organisation (WTA), the Host Employer, and the Apprentice.

This section outlines each party's key duties to ensure compliance, safety, and successful training outcomes.

Responsibilities of WetTrade Apprenticeships (WTA)

WTA is the *legal employer* of the apprentice and is responsible for all employment, payroll, and training administration.

WTA Responsibilities	Description
Employment and Contracts	Employ apprentices under a legally binding training contract registered with the relevant State or Territory authority.
Wages and Entitlements	Pay apprentices in accordance with the <i>Building and Construction General On-site Award 2020 (MA000020)</i> and ensure a 12% superannuation contribution in addition to the hourly rate.
Training Coordination	Facilitate off-the-job training through the National Institute of Construction Skills (NICS) and monitor progress in partnership with the host employer.
Apprentice Support and Mentoring	Provide ongoing mentoring, counselling, and pastoral care to support apprentices' wellbeing and retention.
Work Health and Safety (WHS)	Ensure all host sites meet WHS legislative requirements and conduct periodic workplace inspections and Employer Resource Assessments (ERAs).
Compliance and Reporting	Maintain full compliance with the South Australian GTO Standards, National GTO Standards, and DTET GTO Standards (QLD).
Communication	Maintain open, regular communication with the host employer and apprentice regarding performance, training, and attendance.
Incident and Grievance Management	Investigate and resolve workplace issues, grievances, or incidents in accordance with WTA policies.

Responsibilities of the Host Employer

The host employer provides day-to-day supervision, training, and support to help the apprentice develop trade competence and safe work habits.

Host Employer Responsibilities	Description
Supervision and Guidance	Provide daily supervision by a qualified tradesperson in the same trade. Ensure the apprentice receives meaningful and varied work experience aligned with the training plan.
Workplace Induction	Conduct a site-specific induction covering emergency procedures, PPE requirements, safe work practices, and hazard reporting.
Work Health and Safety	Comply with the <i>Work Health and Safety Act 2011 (QLD)</i> or <i>Work Health and Safety Act 2012 (SA)</i> . Ensure a safe, hazard-free environment and report all incidents to WTA immediately.
Apprentice Attendance	Approve timesheets weekly via the Deputy App and notify WTA of any unauthorised absences, lateness, or performance concerns.
Training Support	Support the apprentice's attendance at NICS training and provide feedback during progress reviews.

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Communication	Liaise with the WTA GTO Coordinator regularly to discuss apprentice progress, performance, and wellbeing.
Performance Management	Work collaboratively with WTA to address any performance or conduct issues early.
Equal Opportunity	Maintain a respectful, inclusive, and discrimination-free workplace.
Release for Training	Allow the apprentice to attend all scheduled off-the-job training as required by their training plan.
Notification of Changes	Notify WTA immediately of changes to business ownership, contact details, or capacity to continue hosting the apprentice.

Responsibilities of the Apprentice

Apprentices are expected to act responsibly, complete their training, and represent both WTA and the host employer with professionalism.

Apprentice Responsibilities	Description
Attendance and Punctuality	Attend work and training on time and notify both WTA and the host employer if unable to attend.
Safe Work Practices	Follow all safety procedures and wear PPE at all times. Report hazards or incidents immediately.
Training Commitment	Complete all required training modules and assessments with NICS and maintain regular contact with trainers.
Professional Behaviour	Demonstrate respect, teamwork, and positive conduct in all workplace interactions.
Communication	Maintain open communication with WTA and the host employer, seeking support if experiencing difficulties.
Compliance	Follow all WTA policies and instructions outlined in the Apprentice Handbook.
Recordkeeping	Submit accurate timesheets weekly and update personal contact details when necessary.

Shared Commitment

All parties—WTA, the Host Employer, and the Apprentice—share responsibility for creating a safe, inclusive, and productive learning environment.

Together, we aim to achieve successful completions, long-term employment outcomes, and continuous improvement in training quality.

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Training and Development

Apprenticeships are designed to combine structured, nationally recognised training with real-world industry experience.

As the host employer, you play a vital role in supporting the apprentice's professional and technical development.

This section outlines how training is delivered and how WetTrade Apprenticeships (WTA) and the National Institute of Construction Skills (NICS) work with you to ensure high-quality outcomes.

Training Framework

All WTA apprentices are enrolled in a Certificate III qualification relevant to their trade (for example, Painting and Decorating, Wall and Ceiling Lining, Wall and Floor Tiling, Solid Plastering, or Waterproofing).

Training is delivered and assessed by NICS, a registered training organisation (RTO No. 32485) that provides nationally accredited construction training across Queensland, South Australia, and interstate.

The apprenticeship includes two components:

1. On-the-job Training – Supervised practical experience at the host employer's worksite.
2. Off-the-job Training – Structured classroom, workshop, or online training delivered by NICS.

Apprentices receive competency-based progression, meaning they can move through stages as soon as they demonstrate the required skills and knowledge.

Training Plan

Each apprentice has a Training Plan developed jointly by WTA, NICS, the apprentice, and the host employer.

The Training Plan outlines:

- The qualification and competency units to be achieved.
- Training delivery methods (online, block, or day release).
- Assessment methods and evidence requirements.
- The responsibilities of all parties involved.

WTA ensures that all apprentices and host employers receive a copy of the Training Plan, which is reviewed regularly to confirm progress and identify any additional support needs.

Compliance Reference: Aligns with National GTO Standard 2.3 (Training and Supervision Quality), SA GTO Standard 3.1 (Training and Support), and DTET GTO Standard 2.2 (Training Plans and Delivery).

Employer Resource Assessment (ERA)

Before an apprentice begins placement, WTA conducts an Employer Resource Assessment (ERA) to ensure the host employer has the appropriate tools, equipment, supervision, and systems in place to support high-quality training.

The ERA process involves:

- Reviewing the range of work activities available to the apprentice.
- Confirming supervision arrangements meet legislative and industry requirements.
- Inspecting the workplace for WHS compliance.
- Recording the findings in an ERA form signed by both parties.

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ERAs are reviewed quarterly or whenever the apprentice changes job sites to ensure ongoing compliance.

Compliance Reference: Aligns with SA GTO Standard 4.2 (Host Employer Management) and DTET GTO Standard 3.1 (Workplace Oversight).

Supervision of Apprentices

Host employers must ensure apprentices are supervised by a qualified tradesperson in the same trade area.

Supervision requirements:

- The supervising tradesperson must hold a current qualification and relevant industry experience.
- Supervision levels should be high during the early stages of the apprenticeship and may gradually reduce as competence increases.
- Apprentices must never be left unsupervised on site.

Recommended ratios for safe and compliant supervision:

Apprentice Stage	Recommended Supervision Ratio	Description
1st Year	1:1	Direct supervision at all times.
2nd Year	1:2	Frequent monitoring and regular task checks.
3rd Year	1:3	Periodic supervision with review of completed work.
4th Year	1:4	General oversight as competence is demonstrated.

Compliance Reference: Aligns with National GTO Standard 2.5 (Apprentice and Host Monitoring), SA GTO Standard 4.2 (Host Oversight), and DTET GTO Standard 2.3 (Workplace Monitoring).

Performance and Progress Reviews

To support continuous improvement, WTA conducts regular site visits and performance reviews with each apprentice and host employer.

These reviews allow for open discussion about progress, conduct, safety, and training outcomes.

Each review will:

- Assess on-the-job skill development and behaviour.
- Confirm training attendance and competency progress.
- Identify additional training or pastoral care needs.
- Record feedback from both the apprentice and host employer.
- Agree on follow-up actions where needed.

WTA values your feedback as part of our quality assurance and continuous improvement process.

Compliance Reference: Aligns with National GTO Standard 2.5 (Monitoring and Review), SA GTO Standard 3.4 (Support and Monitoring), and DTET GTO Standard 2.3 (Performance Reviews and Support).

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Work Health and Safety and Incident Reporting

WetTrade Apprenticeships (WTA) is committed to ensuring that every apprentice is placed in a safe, supportive, and compliant work environment.

Host employers share this responsibility and must provide safe systems of work that comply with all relevant Work Health and Safety (WHS) legislation in their state or territory.

Workplace Health and Safety Obligations

All parties—WTA, the host employer, and the apprentice—must actively contribute to maintaining a safe and healthy workplace.

The host employer has the **primary duty of care** for the apprentice while they are under your supervision.

Host Employers must:

- Comply with the *Work Health and Safety Act 2011 (QLD)* or *Work Health and Safety Act 2012 (SA)*, and all associated Regulations and Codes of Practice.
- Provide a safe, hazard-free working environment at all times.
- Conduct a workplace induction for each apprentice before starting work on-site, including emergency procedures, first aid, hazard identification, and PPE use.
- Supply and maintain appropriate Personal Protective Equipment (PPE).
- Ensure all plant and equipment used is safe and regularly maintained.
- Provide clear supervision and instructions to apprentices at all times.
- Immediately report all incidents, injuries, or near misses to WTA.
- Allow WTA to conduct workplace inspections or audits as part of its monitoring obligations.

Compliance Reference: Aligns with National GTO Standard 2.5 (Safe Work Environments), SA GTO Standard 4.1 (WHS Management), and DTET GTO Standard 3.1 (Host WHS Oversight).

WTA's Responsibilities

WTA, as the legal employer, maintains overall responsibility for the apprentice's health and safety.

WTA ensures that:

- All host workplaces are assessed through a formal Employer Resource Assessment (ERA) before placement.
- Site visits are undertaken at least quarterly to confirm safety standards are maintained.
- Incidents are investigated and corrective actions implemented where necessary.
- WHS records are kept in accordance with legislation and WTA policy.
- Apprentices and host employers receive WHS support and advice when required.

Apprentice Responsibilities

Apprentices must take reasonable care of their own health and safety and that of others. They must:

- Follow all safety instructions and site rules.
- Use PPE correctly and maintain it in good condition.
- Report hazards, unsafe conditions, and injuries immediately.
- Never engage in horseplay or unsafe behaviour.
- Attend any required WHS training sessions.

Failure to comply with safety requirements may result in disciplinary action or removal from site.

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Incident Reporting Procedure

In the event of a workplace incident, the following steps must be taken:

1. Immediate Response – Attend to any injured persons and make the site safe.
2. Notify WTA – Contact the GTO Coordinator or General Manager as soon as possible.
3. Complete an Incident Report Form – The host employer and apprentice must provide full details of the event.
4. Investigation – WTA will investigate and liaise with the host employer, NICS, and relevant authorities if required.
5. Corrective Action – Any necessary measures will be implemented to prevent recurrence.

All incidents, including near misses and hazards, must be reported regardless of severity.

Compliance Reference: Aligns with National GTO Standard 2.5 (Monitoring and Safety), SA GTO Standard 4.1 (Incident Management), and DTET GTO Standard 3.2 (Incident Reporting and Risk Management).

Fitness for Work and Substance Policy

All apprentices must present fit for work.

The use of alcohol or illegal substances in the workplace is strictly prohibited.

If an apprentice is suspected of being under the influence of drugs or alcohol, the host employer must:

- Remove the apprentice from the worksite immediately.
- Notify WTA without delay.
- Cooperate in any required investigation or testing process.

Certain host sites may implement their own random or scheduled drug and alcohol testing programs. Apprentices must comply with these requirements.

Workplace Inspections and Reviews

WTA will conduct regular safety inspections and Employer Resource Assessments (ERAs) to confirm that workplaces remain compliant with health and safety laws.

Host employers are expected to cooperate fully during these visits and implement any corrective actions identified.

Compliance Reference: Aligns with National GTO Standard 2.5 (Host Employer Monitoring), SA GTO Standard 4.2 (Ongoing Oversight), and DTET GTO Standard 3.1 (Host WHS Oversight).

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Employment and Financial Arrangements

WetTrade Apprenticeships (WTA) is the **legal employer** of all apprentices placed with host employers. This means WTA is responsible for paying wages, superannuation, leave entitlements, and maintaining all employment records in accordance with the Building and Construction General On-site Award 2020 (MA000020) and relevant industrial legislation.

Host employers are invoiced for the apprentice's services based on the agreed charge-out rate outlined in this agreement.

Wages and Entitlements

Apprentices are paid weekly by WTA according to the Building and Construction General On-site Award 2020 (MA000020).

WTA ensures that all award wages, allowances, and entitlements are correctly applied.

WTA responsibilities include:

- Paying wages and allowances in accordance with the apprentice's classification level.
- Managing all superannuation, PAYG tax, and long service leave contributions.
- Administering leave entitlements, including annual, sick, and public holiday leave.
- Providing payslips and employment records in compliance with the *Fair Work Act 2009 (Cth)*.

Host employers must not make direct payments to apprentices for any wages or entitlements. All financial transactions are managed by WTA.

Compliance Reference: Aligns with National GTO Standard 1.1 (Employment Arrangements), SA GTO Standard 2.3 (Conditions of Employment), and DTET GTO Standard 2.1 (Apprentice Employment and Support).

Superannuation

WetTrade Apprenticeships (WTA) contributes 12% of each apprentice's ordinary weekly earnings to their nominated superannuation fund, in addition to the hourly rate of pay.

This contribution meets the national Superannuation Guarantee minimum requirement set under the *Superannuation Guarantee (Administration) Act 1992 (12% from 1 July 2025)*.

WTA also contributes to QLeave, the Queensland Building and Construction Industry Portable Long Service Leave Scheme, ensuring apprentices retain their long-service entitlements even if they change employers or relocate interstate.

Compliance Reference: Aligns with National GTO Standard 1.2 (Legislative Compliance), SA GTO Standard 1.1 (Compliance with Employment Laws), and DTET GTO Standard 2.1 (Apprentice Employment Conditions and Entitlements).

Timesheets and Attendance

Apprentice timesheets are managed through the **Deputy App**, which records hours worked and attendance at training.

Apprentices must submit timesheets weekly, and host employers must verify and approve them by close of business each Tuesday to ensure timely payroll processing.

Failure to approve timesheets by the deadline may result in delayed invoicing or payment.

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If an apprentice is absent, late, or unable to attend work or training, the host employer must notify the GTO Coordinator immediately.

Compliance Reference: Aligns with DTET GTO Standard 2.3 (Monitoring and Recordkeeping).

Charge-Out Rates

WTA invoices host employers at an agreed **charge-out rate** designed to cover:

- The apprentice's award wage and allowances;
- Superannuation (12%);
- Payroll tax, workers' compensation, and QLeave contributions; and
- Administrative and mentoring costs.

Charge-out rates may be adjusted annually in line with Fair Work wage reviews, changes to award rates, or government-mandated increases.

Host employers will be notified of any adjustments in writing prior to implementation.

Compliance Reference: Aligns with National GTO Standard 3.1 (Governance and Financial Accountability) and SA GTO Standard 1.3 (Governance and Review).

Invoicing and Payment Terms

Invoices are issued weekly and are due for payment within seven (7) days from the date of issue.

Payment options include direct debit, credit card, or electronic funds transfer (EFT) to WTA's nominated account.

Late payment may result in:

- Suspension or termination of the hosting arrangement; and
- Removal of the apprentice from site until the account is settled.

All invoices clearly identify the apprentice's name, week ending period, and charge-out rate.

Compliance Reference: Aligns with National GTO Standard 3.1 (Governance and Recordkeeping) and DTET GTO Standard 1.1 (Business and Financial Management).

Public Holidays and Overtime

Apprentices are entitled to public holidays as per the Award and relevant State legislation.

If an apprentice works on a public holiday or performs overtime, the applicable penalty rates are paid by WTA and reflected in the host employer's invoice.

All overtime must be pre-approved by the GTO Coordinator before the hours are worked.

Reimbursement of Apprentice Expenses

Any additional costs incurred by the apprentice in the course of their work (e.g., travel, parking, or training-related expenses) must be approved in advance by WTA.

Receipts or supporting evidence are required before reimbursement is processed.

Host employers should not reimburse apprentices directly unless authorised by WTA.

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Business Changes

Host employers must notify WTA immediately if:

- The business changes ownership or trading name;
- The key supervisor changes; or
- The business is no longer able to provide adequate supervision, variety of work, or safe working conditions.

Failure to provide notice may result in termination of the hosting arrangement.

Compliance Reference: Aligns with SA GTO Standard 4.2 (Host Employer Management) and DTET GTO Standard 3.1 (Host Oversight).

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Apprentice Salary and Wages

Overview

WetTrade Apprenticeships (WTA) is a Group Training Organisation (GTO) that employs apprentices and places them with approved host employers. Host employers provide on-the-job training and supervision, which is essential for apprentices to develop the practical skills required for their trade.

WTA manages all employment obligations, including wages, superannuation, leave, and compliance with the relevant industrial award. WTA also coordinates and schedules all formal training with the Supervising Registered Training Organisation (SRTO). Apprentices continue to receive wages from WTA during periods of approved off-the-job training.

Administrative Charges for Hosting an Apprentice

The following charge-out rates apply per hour for each year of the apprenticeship. These rates include all WTA administrative and management fees, insurance, and travel allowance. Rates are reviewed and updated in line with changes to the relevant industrial instrument.

Junior Apprentice (Under 21 Years)

Year	Hourly Rate (incl. travel)	Time & a Half	Double Time	Public Holiday
1st Year	\$26.05	\$39.05	\$52.10	\$65.10
2nd Year	\$29.55	\$44.30	\$59.10	\$73.85
3rd Year	\$33.15	\$49.70	\$66.30	\$82.85
4th Year	\$38.75	\$58.10	\$77.50	\$96.87

Adult Apprentice (21 Years and Over)

Year	Hourly Rate (incl. travel)	Time & a Half	Double Time	Public Holiday
All Years	\$38.65	\$57.95	\$77.25	\$96.57

Rates include:

- All apprentice wages and entitlements.
- Administration and management of the training agreement.
- Apprentice pastoral care, mentoring, and support.

Penalty rate definitions:

- *Time and a half*: First 2 hours of overtime Monday–Friday, and Saturday before midday.
- *Double time*: After 2 hours on weekdays, Saturday after midday, and all hours on Sunday.
- *Public holidays*: All time worked on a public holiday.

Leave Applications

Apprentices must first discuss and agree upon any leave with their host employer before submitting a formal leave request to WTA.

A completed Leave Application Form must be submitted to WTA as soon as practicable, with host employer confirmation.

Unless exceptional circumstances apply, leave requests should be submitted at least four (4) weeks in advance.

Sick Leave Procedure

If unable to attend work due to illness, apprentices must notify both the host employer and WTA as soon as practicable, preferably before the normal start time.

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A Sick Leave Application Form must be completed and submitted to WTA upon return to work. Evidence such as a medical certificate may be required.

Recording Work Hours

All apprentices record their daily hours through Deputy, a mobile-based timesheet application. Apprentices must record start and finish times each workday. If the host employer has additional recording requirements, apprentices must comply with both systems.

Leave Accrual During Rotation

WTA, as the legal employer, maintains all leave records and entitlements.

If an apprentice is rotated between host employers, their accrued annual and personal leave balances remain continuous and unaffected by rotation.

Superannuation and Allowances

Superannuation Contributions

WetTrade Apprenticeships (WTA) contributes 12% of the apprentice's ordinary weekly earnings to the apprentice's nominated superannuation fund.

This exceeds the statutory Superannuation Guarantee rate under the Superannuation Guarantee (Administration) Act 1992 and relevant industrial awards.

Superannuation contributions are paid:

- On all ordinary hours worked, including paid leave.
- Directly by WTA into the apprentice's nominated fund.
- Quarterly, in accordance with Australian Taxation Office (ATO) reporting requirements.

Host employers are not responsible for paying or managing superannuation for hosted apprentices.

Allowances

WTA pays all applicable allowances to apprentices in line with the Building and Construction General On-site Award or other applicable industrial instrument. These allowances are included in the host employer's hourly charge-out rate unless otherwise specified.

Common allowances may include:

- Travel Allowance: Incorporated into the hourly charge-out rate.
- Tool Allowance: Paid directly to the apprentice where applicable.
- Meal Allowance: Payable when overtime is worked without reasonable notice.
- Living Away from Home Allowance (LAFHA): Paid where the apprentice is required to work away from their usual residence, if applicable under the award.

All allowances are reviewed and adjusted when the relevant industrial instrument is updated.

Travel and Work Locations

Apprentices may be required to travel between job sites as part of their training.

Host employers are responsible for:

- Providing clear start and finish times for each site.
- Ensuring apprentices have safe and reasonable access to the work location.
- Notifying WTA of any significant travel requirements outside the apprentice's usual commute.

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Where an apprentice's travel requirements exceed standard conditions, WTA will review eligibility for additional travel or mobility allowances in line with the award.

Overtime and Weekend Work

All overtime, weekend, or public holiday work must be pre-approved by WTA before it is scheduled. WTA pays all overtime entitlements directly to apprentices in accordance with the applicable award. Host employers will be invoiced at the relevant time-and-a-half, double-time, or public holiday rate, as listed in the "Apprentice Salary and Wages" fact sheet.

Summary of Responsibilities

Responsibility	WetTrade Apprenticeships (WTA)	Host Employer
<i>Superannuation payments</i>	Pays 12% to nominated fund	None
<i>Allowances</i>	Calculates and pays directly to apprentice	Not applicable
<i>Overtime approval</i>	Must pre-approve all overtime	Request approval prior to work
<i>Travel management</i>	Reviews eligibility for allowances	Provides safe work location and transport access
<i>Record keeping</i>	Maintains payroll and super records	Confirms apprentice attendance and work hours

Monitoring, Feedback, and Continuous Improvement

WetTrade Apprenticeships (WTA) is committed to maintaining the highest standards of quality and accountability in all aspects of apprentice management and host employer engagement.

Ongoing monitoring and feedback processes ensure that apprentices receive consistent support and that host employers have the guidance, resources, and information they need to meet compliance and performance expectations.

Monitoring of Apprentices and Host Employers

WTA maintains regular contact with both apprentices and host employers through workplace visits, phone calls, and formal reviews.

Monitoring activities confirm that the host environment remains safe, compliant, and conducive to learning.

Monitoring activities include:

- Quarterly site visits conducted by the GTO Coordinator to review workplace conditions, supervision, and apprentice progress.
- Performance and training reviews with the apprentice and host supervisor to confirm competency development.
- Employer Resource Assessments (ERAs) at the start of placement and following any significant workplace change.
- WHS inspections and compliance checks to verify that safety obligations continue to be met.

If issues are identified—such as gaps in supervision, training opportunities, or safety procedures—WTA will provide written recommendations and follow up to ensure corrective action is taken.

Compliance Reference: Aligns with National GTO Standard 2.5 (Apprentice and Host Monitoring), SA GTO Standard 4.2 (Host Employer Oversight), and DTET GTO Standard 2.3 (Workplace Monitoring).

Performance Reviews and Feedback

Formal reviews provide structured opportunities to discuss apprentice development and host employer feedback.

Reviews are conducted at least quarterly and may include:

- Assessment of the apprentice's skills and trade progression;
- Review of attendance, punctuality, and behaviour;
- Evaluation of supervision quality and training opportunities;
- Identification of any concerns or support needs;
- Recording of feedback from both the apprentice and the host employer.

These reviews form part of WTA's evidence base for regulatory reporting, training plan progress, and continuous improvement actions.

Host employers are encouraged to be open and honest during feedback sessions, as this helps WTA address concerns early and improve service delivery.

Compliance Reference: Aligns with National GTO Standard 2.4 (Support and Welfare), SA GTO Standard 3.4 (Monitoring and Support), and DTET GTO Standard 2.3 (Performance Reviews and Support).

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Continuous Improvement and Quality Assurance

WTA operates under a formal Continuous Improvement Framework, ensuring that feedback, audit results, and performance data directly inform service improvement.

This includes:

- Maintaining a Continuous Improvement Register to document all identified improvements, actions, and outcomes.
- Analysing data from apprentice and host feedback surveys.
- Reviewing complaints, incidents, and training outcomes to identify systemic issues.
- Conducting internal audits and compliance checks against SA, National, and DTET GTO Standards.
- Reporting outcomes to the WTA Management Team for review and action planning.

All host employers and apprentices are invited to participate in periodic surveys and consultation sessions to support WTA's quality improvement processes.

Compliance Reference: Aligns with National GTO Standard 3.1 (Governance and Continuous Improvement), SA GTO Standard 1.3 (Governance and Review), and DTET GTO Standard 1.2 (Quality Feedback and Improvement).

Complaints, Disputes, and Resolutions

WTA recognises the importance of resolving issues promptly, fairly, and confidentially.

If a host employer or apprentice has a concern regarding employment, training, or workplace conduct, they are encouraged to raise it directly with their GTO Coordinator in the first instance.

If the issue cannot be resolved informally, WTA's Complaints, Disputes, and Mediation Policy provides a structured pathway for formal resolution.

All complaints are documented, investigated, and outcomes communicated in writing.

If required, matters can be referred to an external body such as:

- South Australian Skills Commission
- Department of Training, Employment and Trade (DTET)
- Fair Work Ombudsman

Compliance Reference: Aligns with National GTO Standard 3.1 (Governance and Feedback), SA GTO Standard 5.1 (Complaints and Appeals), and DTET GTO Standard 1.2 (Feedback and Resolution).

Data Collection and Analysis

WTA collects and analyses data on apprentice performance, employer satisfaction, and completion outcomes to identify trends and opportunities for improvement.

This information is used to:

- Evaluate training effectiveness;
- Support evidence-based decision making;
- Benchmark performance against national indicators; and
- Strengthen reporting for audits and compliance reviews.

Confidentiality is maintained at all times, and data is stored securely in accordance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles.

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Compliance Reference: Aligns with National GTO Standard 3.1 (Governance and Recordkeeping), SA GTO Standard 1.2 (Data Management), and DTET GTO Standard 1.1 (Privacy and Records).

Document name	WetTrade_Host Employer Handbook V2		
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Compliance and Legal Policies

WetTrade Apprenticeships (WTA) operates in accordance with all relevant Commonwealth and State legislation and is guided by the National GTO Standards (2017), South Australian GTO Standards (2021), and DTET GTO Standards (Queensland).

This section summarises the key organisational policies that apply to all host employers and apprentices.

Full policy documents are available in the WTA Policy Manual upon request.

Code of Conduct

All host employers, apprentices, and staff are expected to uphold the values of integrity, professionalism, and respect.

WTA's Code of Conduct outlines the expected standards of behaviour in all workplaces and training environments.

Key expectations include:

- Treating all individuals with fairness, courtesy, and respect.
- Maintaining confidentiality of information obtained through work or training.
- Acting honestly and ethically in all business dealings.
- Following lawful instructions issued by WTA and relevant authorities.
- Ensuring a workplace free from bullying, harassment, or discrimination.

Breaches of the Code of Conduct will be investigated and may result in corrective action, withdrawal of the apprentice, or termination of the hosting arrangement.

Refer to the full Code of Conduct Policy in the WTA Policy Manual.

Compliance Reference: National GTO Standard 2.4 (Conduct and Welfare), SA GTO Standard 3.3 (Behavioural Standards), DTET GTO Standard 2.4 (Professional Conduct).

Access and Equity

WTA is committed to creating equitable and inclusive training and employment environments for all participants.

We ensure that every individual has equal opportunity to learn, work, and succeed—regardless of background or personal circumstances.

Host employers are required to:

- Provide a non-discriminatory workplace that supports fair treatment and cultural safety.
- Make reasonable adjustments to accommodate apprentices with disabilities or special needs.
- Support participation of Aboriginal and Torres Strait Islander apprentices and those from culturally and linguistically diverse (CALD) backgrounds.

Refer to the full Access and Equity Policy in the WTA Policy Manual.

Compliance Reference: National GTO Standard 2.4 (Support and Welfare), SA GTO Standard 3.4 (Equity and Inclusion), DTET GTO Standard 2.4 (Access and Participation).

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Discrimination, Harassment, and Bullying

WTA has zero tolerance for discrimination, harassment, or bullying in any form.

All apprentices and host employers must comply with anti-discrimination and workplace relations laws.

Unacceptable behaviour includes:

- Offensive jokes, comments, or gestures.
- Unwanted physical contact or intimidation.
- Repeated, unreasonable behaviour causing distress or harm.
- Victimisation following a complaint or grievance.

If such conduct occurs, the host employer must take immediate corrective action and notify WTA.

All complaints will be investigated confidentially under the Complaints, Disputes, and Mediation Policy.

Refer to the full Discrimination and Harassment Policy in the WTA Policy Manual.

Compliance Reference: National GTO Standard 2.4 (Apprentice Welfare), SA GTO Standard 3.4 (Support and Equity), DTET GTO Standard 2.4 (Respectful Workplace).

Privacy and Confidentiality

WTA complies with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APPs) when collecting, storing, and using personal information.

Personal information about apprentices, host employers, or staff will only be used for legitimate business or training purposes.

Host employers must:

- Maintain confidentiality of apprentice records and personal information.
- Avoid sharing private information with third parties without consent.
- Securely store all WTA documents and data.

Refer to the full Record Keeping and Privacy Policy in the WTA Policy Manual.

Compliance Reference: National GTO Standard 3.1 (Governance and Recordkeeping), SA GTO Standard 1.2 (Privacy and Data Management), DTET GTO Standard 1.1 (Privacy and Records).

Legislative Compliance

WTA and its host employers must comply with all relevant laws and industrial instruments, including but not limited to:

- *Fair Work Act 2009 (Cth)*
- *Building and Construction General On-site Award 2020 (MA000020)*
- *Work Health and Safety Act 2011 (QLD)* and *Work Health and Safety Act 2012 (SA)*
- *South Australian Skills Act 2008* and *Skills Regulations 2021*
- *Superannuation Guarantee (Administration) Act 1992*
- *Privacy Act 1988 (Cth)*
- *Anti-Discrimination Act 1991 (QLD)* and *Equal Opportunity Act 1984 (SA)*
- *Workers' Compensation and Rehabilitation Act 2003 (QLD)* and *Return to Work Act 2014 (SA)*

All host employers agree to operate in compliance with these laws as a condition of this agreement.

Refer to the full Legislative and Regulatory Compliance Policy in the WTA Policy Manual.

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Compliance Reference: National GTO Standard 3.1 (Governance and Compliance), SA GTO Standard 1.1 (Legislative Compliance), DTET GTO Standard 1.1 (Regulatory Requirements).

Continuous Improvement

WTA continuously reviews and updates its systems, policies, and procedures to meet current regulatory and industry standards.

Feedback from host employers and apprentices is an essential part of this process and can be submitted at any time to: projects@wtaqld.com.au

Refer to the full Quality Assurance and Internal Audit Policy in the WTA Policy Manual.

Compliance Reference: National GTO Standard 3.1 (Continuous Improvement), SA GTO Standard 1.3 (Governance and Review), DTET GTO Standard 1.2 (Quality Feedback and Improvement).

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Formal Terms and Conditions of Agreement

This section sets out the formal terms and conditions that govern the hosting arrangement between WetTrade Apprenticeships (WTA) and the Host Employer.

By signing this document, the host employer agrees to comply with the obligations and standards outlined herein and acknowledges that WTA remains the legal employer of the apprentice throughout the placement.

1. Parties to the Agreement

This Agreement is made between:

WetTrade Apprenticeships (WTA) – the Group Training Organisation (GTO) and legal employer of the apprentice,
and

[Host Employer Trading Name] – the host employer providing supervision, training, and day-to-day direction of the apprentice.

2. Purpose of Agreement

The purpose of this Agreement is to outline the conditions under which the host employer will provide a safe, supportive, and compliant workplace for the apprentice, consistent with the National GTO Standards (2017), South Australian GTO Standards (2021), and DTET GTO Standards (Queensland).

3. Duration of Agreement

This Agreement commences on the Start Date specified below and continues until:

- The apprenticeship is completed;
- The hosting arrangement is terminated by either party in writing; or
- The apprentice is reassigned or withdrawn by WTA.

4. Host Employer Obligations

The host employer agrees to:

- Provide a safe and lawful workplace in accordance with all WHS legislation.
- Ensure the apprentice is supervised by a qualified tradesperson.
- Support the apprentice's attendance at all NICS training sessions.
- Comply with all provisions of the *Building and Construction General On-site Award 2020 (MA000020)*.
- Approve weekly timesheets via the Deputy App by close of business each Tuesday.
- Pay invoices within seven (7) days of issue.
- Notify WTA immediately of incidents, hazards, absences, or performance concerns.
- Participate in quarterly reviews and feedback sessions.
- Maintain compliance with all relevant legislation and WTA policies.

5. WetTrade Apprenticeships (WTA) Obligations

WTA agrees to:

- Employ the apprentice and maintain all associated employment records.
- Manage payroll, superannuation (12%), workers' compensation, and QLeave contributions.
- Provide mentoring, counselling, and support to the apprentice.
- Monitor training progress in collaboration with NICS and the host employer.
- Conduct Employer Resource Assessments and site visits to ensure compliance.
- Investigate incidents and implement corrective actions as required.
- Manage grievance and complaints processes in accordance with policy.

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6. Workplace Health and Safety

Both parties acknowledge their shared duty to provide and maintain a safe working environment. The host employer must notify WTA of any injury, illness, or dangerous occurrence involving the apprentice immediately.

WTA retains the right to withdraw the apprentice if safety standards are not met.

7. Insurance and Indemnity

WTA maintains insurance coverage including:

- Workers' compensation (covering all apprentices);
- Public liability; and
- Professional indemnity.

The host employer agrees to indemnify WTA against any loss, damage, or claim resulting from negligence, unsafe practices, or breach of law by the host employer or its employees.

8. Termination of Hosting Arrangement

This hosting arrangement may be terminated:

- By either party giving seven (7) days written notice;
- Immediately by WTA if the host employer fails to comply with WHS, industrial, or payment obligations;
- If the apprentice is reassigned to another host employer due to training or employment needs;
- If business conditions change and the host can no longer provide adequate supervision or work variety.

All outstanding invoices must be settled within seven (7) days of termination.

9. Confidentiality

Both parties must maintain the confidentiality of all personal, financial, and business information obtained during the hosting arrangement and must not disclose such information without prior consent, except where required by law.

10. Dispute Resolution

In the event of a dispute, both parties agree to first attempt resolution through direct discussion. If unresolved, WTA's Complaints, Disputes, and Mediation Policy will apply.

Matters may be escalated to an external body such as the South Australian Skills Commission, DTET, or the Fair Work Ombudsman if necessary.

11. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions or arrangements relating to the hosting of the apprentice.

Any amendments must be made in writing and signed by both parties.

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12. Signatures

Both parties agree to the terms and conditions outlined in this Agreement and confirm their commitment to meeting all legislative, regulatory, and training obligations.

Host Employer Name: _____

ABN: _____ **Phone:** _____

Signature: _____ **Date:** _____

WetTrade Apprenticeships (WTA) Representative: _____

Position: _____

Signature: _____ **Date:** _____

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Appendix – Compliance Mapping Table

The following table summarises how each section of the WetTrade Apprenticeships (WTA) Host Employer Handbook & Agreement V2.0 aligns with the key compliance frameworks governing Group Training Organisations (GTOs) in Australia:

- National Standards for Group Training Organisations (2017)
- South Australian GTO Standards (2021)
- Department of Training, Employment and Trade (DTET) GTO Standards (Queensland)

This mapping ensures all policies and procedures outlined in this document meet or exceed regulatory and contractual obligations.

Section	Key Compliance Areas	National GTO Standards (2017)	SA GTO Standards (2021)	DTET GTO Standards (QLD)
1. Welcome & Compliance Statement	Organisational scope, legal framework, partnership and compliance alignment	Standard 3.1 (Governance and Compliance)	Standard 1.1 (Legislative Compliance)	Standard 1.1 (Regulatory Requirements)
2. Purpose of the Handbook & Agreement	Transparency, clarity of roles, policy integration	Standard 3.1 (Governance and Accountability)	Standard 1.3 (Governance and Review)	Standard 1.1 (Business and Governance)
3. Roles and Responsibilities	Clear definition of obligations and shared accountability	Standard 2.1 (Employment and Placement Arrangements)	Standard 4.2 (Host Employer Management)	Standard 2.1 (Employer Engagement and Support)
4. Training and Development	Training plan management, quality training environments, ERAs, supervision	Standard 2.3 (Training and Supervision Quality)	Standard 3.1 (Training and Support)	Standard 2.2 (Training Plans and Delivery)
5. Work Health and Safety & Incident Reporting	Safety management, incident reporting, risk assessment	Standard 2.5 (Safe Work Environments)	Standard 4.1 (WHS Management)	Standard 3.1 (Host WHS Oversight)
6. Employment and Financial Arrangements	Fair wages, superannuation, invoicing, business conduct	Standard 1.1 (Employment Arrangements)	Standard 2.3 (Conditions of Employment)	Standard 2.1 (Employment Conditions and Support)
7. Monitoring, Feedback, and Continuous Improvement	Ongoing monitoring, performance review, continuous improvement	Standard 2.5 (Apprentice and Host Monitoring)	Standard 3.4 (Monitoring and Support)	Standard 2.3 (Workplace Monitoring and Feedback)

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8. Compliance and Legal Policies	Code of Conduct, Access and Equity, Privacy, Anti-Discrimination	Standard 2.4 (Support and Welfare)	Standard 3.4 (Equity and Inclusion)	Standard 2.4 (Access and Participation)
9. Formal Terms and Conditions of Agreement	Contractual clarity, dispute resolution, legal obligations	Standard 3.1 (Governance and Recordkeeping)	Standard 1.1 (Legislative Compliance)	Standard 1.1 (Business and Financial Management)
Appendices	Continuous Improvement, Policy Integration, Recordkeeping	Standard 3.1 (Governance and Continuous Improvement)	Standard 1.3 (Governance and Review)	Standard 1.2 (Quality Feedback and Improvement)

Continuous Improvement Commitment

WetTrade Apprenticeships maintains this compliance mapping as a live document to ensure ongoing alignment with all State and National GTO requirements.

This table is reviewed at least annually—or when legislative or regulatory changes occur—and forms part of WTA's Continuous Improvement Register and Quality Assurance Review Schedule.

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