

Apprentice Probation 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.

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.

In accordance with the Further Education and Training Act and Training Contract, the apprentice must serve a three (3) month probationary period. During this period, the apprentice and the employer may cancel the contract at any time without the need to agree with each other.

During the probationary period, the apprentice's performance will be regularly evaluated by the GTO Coordinator and will consider technical skills, work ethic, teamwork, and adherence to safety protocols.

Apprentices will receive feedback on their performance and progress throughout the probationary period. The GTO Coordinator will ensure the feedback is constructive and aimed at helping apprentices improve their skills and meet the required standards. If performance issues or skill gaps are identified, apprentices will be provided with additional support, training, or resources to help them succeed.

Approximately one week prior to the end of the probationary period, a formal review will be conducted. Based on this review, one of the following decisions will be made:

- if the apprentice demonstrates satisfactory performance and meets the required standards, they will be confirmed in their role
- in cases where additional time is needed for skill development or performance improvement, the probationary period may be extended for a specified duration
- if, after the probationary period and any extensions, the apprentice is unable to meet the required standards or if there are ongoing performance or conduct issues, the apprenticeship may be terminated.

During the probationary period, clear communication with the apprentice is essential. They will be informed of their progress and any expectations for improvement, as well as any extension or termination decisions.

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