

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

All apprentices will negotiate and sign a training plan (refer to the Apprentice and Host Employer Information Handbook for more detailed information on training plans) in consultation with the RTO, National Institute of Construction Skills (NICS) and Wettrade Apprenticeships. The training plan is an agreement that specifies how and when the formal and on the job training and assessment will be completed and by whom.

As part of and in accordance with the training plan, apprentices will receive hands-on, job-specific training to acquire the practical skills and knowledge required for their roles. This training will be supervised by experienced professionals including the host employer and the Wettrade Apprenticeships industry qualified and experienced vocational trainers and assessors.

Apprentices will be provided with ongoing training as part of their apprenticeship which will be provided through the Wettrade Apprenticeships learning management system which houses their theory learning and assessment materials and workplace activity recorder (training record).

While working with the host employer, apprentices will need to negotiate time during work hours to complete learning. This may be one hour a day or several hours per week. The important thing is that apprentices maintain their progression according to their training plan which can be accessed through the learning management system.

Depending on the apprenticeship program, apprentices may be required to attend formal classroom or online training sessions to complement their on-the-job learning. This will be scheduled in advance to enable the host employer and apprentice to plan in advance and manage operations so as to ensure minimal disruptions to the host employer's business operations.

Apprentices will be encouraged to continuously enhance their skills and knowledge and be provided with ongoing to resources and opportunities for skill development, which may include:

- workshops
- seminars
- industry specific certifications

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Regular performance evaluations will be conducted to assess apprentices' progress and identify areas for improvement. Contact visits will be conducted monthly during the probationary period and quarterly thereafter. Feedback and development plans will be communicated to apprentices to aid their growth.

If the apprentice experiences down time such as rain days, they must contact the GTO Coordinator to advise and make suitable arrangements for completing their training remotely or come into a Wettrade Apprenticeships campus.

In the event that the host employer advises the apprentice that there may be a downturn in available work, the apprentice or host employer must contact the GTO Coordinator to enable Wettrade Apprenticeships to make alternative arrangements. While it is the host employer's responsibility to contact the GTO Coordinator under these circumstances, on occasion it may be necessary for the apprentice to follow up.

If an apprentice is experiencing any difficulties accessing the learning management system or completing training or their host employer is not providing them with time to complete their studies, the apprentice must contact the GTO Coordinator. The GTO Coordinator will discuss the apprentice's training needs directly with the host employer.

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