Host Employer Onboarding and Monitoring Policy

This policy confirms Wettrade Apprenticeships commitment to onboarding suitable host employers who wish to engage apprentices within their organisations for the duration of an apprenticeship or set periods of time. The purpose of this policy is to ensure a smooth and effective onboarding experience for host employers, while promoting a positive learning environment for apprentices.

Eligibility criteria

Host employers must meet the following criteria to be eligible for onboarding apprentices:

i.   Be a legally registered business or organisation
ii.   Not be a prohibited employer under the definition in the Further Education and Training Act
iii.   Have a clear understanding of the role and responsibilities of a host employer
iv.   Demonstrate a commitment to providing a safe and supportive learning environment for apprentices
v.   Demonstrate financial viability

Application and evaluation

- Host employers interested in engaging apprentices must complete an application form provided by Wettrade Apprenticeships or can nominate through regular stakeholder engagement undertaken by the GTO Coordinator or a delegate of Wettrade Apprenticeships
- Host employer applications will be evaluated against the eligibility criteria and any additional requirements specified by Wettrade Apprenticeships
- Evaluation may include a review of the host employer's track record, workplace safety records, compliance with relevant laws and regulations, and capacity to provide appropriate supervision and training to apprentices.

Pre-onboarding process

- Once the host employer's application is approved, a pre-onboarding process will be initiated
- The host employer will be required to provide documentation, such as insurance certificates, safety policies, and relevant permits or licenses, as specified by Wettrade Apprenticeships
- A declaration confirming financial viability
- Agreement to participate in a site visit to be conducted by Wettrade Apprenticeships to assess the workplace conditions and ensure compliance with safety standards and regulations

Onboarding process:

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- The host employer will be provided with information and resources on their role and responsibilities as a host employer, including the apprenticeship program's policies, procedures, and guidelines available from the DESBT website
- The host employer will be required to designate a qualified supervisor/s who will be responsible for overseeing and mentoring the apprentice/s during their placement
- Wettrade Apprenticeships may provide training or orientation sessions to the host employer's designated supervisor to ensure they have the necessary knowledge and skills to support the apprentices

Support and monitoring:

- Wettrade Apprenticeships will provide ongoing support and monitoring to the host employer throughout the apprenticeship period
- Regular communication channels will be established to address any questions, concerns, or issues that may arise during the apprenticeship
- The host employer may be subject to periodic evaluations and assessments by Wettrade Apprenticeships to ensure compliance with the program's requirements and standards

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Termination or suspension:

- Wettrade Apprenticeships reserves the right to terminate or suspend the host employer's participation in the apprenticeship program if there is a breach of program requirements, non-compliance with safety regulations, or failure to provide a suitable learning environment for apprentices
- The host employer will be provided with an opportunity to address any identified issues or concerns before termination or suspension occurs

Review and continuous improvement:

- This policy will be periodically reviewed to ensure its effectiveness and relevance
- Feedback from host employers and apprentices will be collected and considered in the review process
- Necessary updates or revisions to the policy will be made based on the outcomes of the review

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