

## Legislative Compliance Policy

Wettrade Apprenticeships is committed to complying with all relevant legislative and regulatory requirements that pertain to our operations as a GTO and the apprenticeship programs we manage. This includes our responsibilities associated with employment and ensuring the provision of quality vocational education and training.

We recognise the importance of staying informed about changes in legislation, promptly updating our policies and procedures and effectively communicating these changes to our apprentices and host employers.

### Identification of Legislative Changes

The GTO Coordinator is responsible for actively monitoring relevant legislation and regulations, codes of practice and guidelines including, but not limited to the following.

- The Work Health and Safety Act
- The Work Health and Safety Regulations
- National Standards for Group Training Organisations
- The Further Education and Training Act
- The Further Education and Training Regulation
- The National VET Regulator Act
- The Standards for Registered Training Organisations
- Fair Work Act
- The Industrial Relations Act
- Worker's Compensation and Rehabilitation Act
- Building and Construction Industry (Portable Long Service Leave) Act

The GTO Coordinator will regularly review government websites, industry publications, and legal resources to identify changes, updates, and new requirements in the legislation that may impact our apprenticeship programs. This will include managing subscriptions to changes to applicable legislation including:

- Queensland Parliament
- Federal Registrar of Legislation

When legislative changes are identified, the GTO Coordinator will promptly assess their impact on our policies, procedures and form and prepare draft changes to applicable documentation in collaboration with the Management Committee as applicable.

Document name	Legislative Compliance Policy		
Version number	1	Review date	June 2024

All revised documentation will be presented to the Management Committee as applicable at monthly meetings immediately following any changes. The Management Committee will discuss and approve changes before implementation.

All versions are maintained electronically in SharePoint with access limited to the Management Committee to avoid misuse or changes to documentation without appropriate approvals.

Within 5 working days of approval by the Management Committee, the GTO Coordinator will ensure:

- Revised documents are updated in SharePoint
- Revised documents are updated and uploaded to the host employer and apprentice portal
- Email correspondence is sent to internal staff, host employer and apprentices immediately following the upload of the revised documents

### **Communication of Changes**

Wettrade Apprenticeships is committed to providing clear and timely communication about legislative changes and updated policies and procedures to all relevant stakeholders including apprentices and host employers.

All apprentices and host employers are provided with a login to the GTO portal through the Wettrade Apprenticeships website. This portal contains all documentation impacting their respective roles in the provision of host employer services or completing an apprenticeship. Where changes are made to documentation including policies, procedures, forms or handbooks, copies will be uploaded to the portal immediately following approval and internal circulation.

In cases where immediate action is required due to legal compliance, Wettrade Apprenticeships will advise internal staff, host employers and apprentices immediately of the changes to be made through their email.

For internal stakeholders, all legislative instruments are maintained in the Legislative Repository in SharePoint.

Records of communications will be maintained in the Communications folder in SharePoint

### **Training and Awareness**

Where and when necessary, Wettrade Apprenticeships will provide training and awareness programs to educate apprentices and host employers on legislative compliance and the importance of adhering to updated policies and procedures. This may include more formal training sessions or discussions/meetings during contact visits.

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