

## **Frequently asked questions – host employers**

### **What are my rights and responsibilities as a host employer?**

Your responsibilities are detailed in the Apprentice and Host Employer Information Handbook. If there are any additional questions you may have, feel free to contact the GTO Coordinator directly.

### **Where can I get information on becoming a host employer?**

Contact the Wettrade Apprenticeships GTO Coordinator using the details at the bottom of this website. Alternately, you can complete the Employer Expression of Interest Form.

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### **What is my expected level of involvement in the apprentice's training and development?**

As a host employer, you are to ensure the apprentice receives the on the job training in accordance with the training plan. This will be regularly reviewed and monitored by the GTO Coordinator or the apprentice's assigned trainer.

### **Is there a designated mentor or supervisor responsible for guiding the apprentice?**

Throughout the duration of the apprenticeship, the apprentice will be supported by their trainer and the GTO Coordinator. As their legal employer, Wettrade Apprenticeships must ensure that the apprentice will be adequately supervised by a qualified tradesperson for the duration of the apprenticeship. As the registered training organisation, the National Institute of Construction Skills must also ensure that the apprentice is adequately supervised. While on-site, the host employer must ensure that the apprentice is adequately supervised at all times.

### **What is the anticipated work schedule for the apprentice?**

The apprentice is expect to work a maximum of 38 hours per week and in accordance with the start and finish times of the host employer. Apprentices are required to log their hours through Deputy, an app provided to the apprentice by Wettrade Apprenticeships. Apprentices must log their start and finish times at the beginning and end of each day.

### **How can the host employer ensure that the apprentice is productive and contributing effectively to the team?**

The apprentice must work in accordance with the policies and procedures of the host employer at all times including relevant to work health and safety, communication, output expectations, participation in on the job training and instruction by their supervisor and attendance. If an apprentice is not following procedures, the workplace supervisor or employer will need to discuss this with the apprentice. If there is no improvement in performance, the host employer may contact the GTO Coordinator for assistance.

### **Are there any legal or compliance considerations specific to hosting apprentices?**

Host Employers must comply with all relevant legislation pertaining to employment including work health and safety, fair work, industrial relations, discrimination, EEO, disability discrimination among others.

**What support will be I be offered?**

The 90 day (three months) probationary period is the opportunity for the apprentice and Wettrade Apprenticeships to decide if the apprenticeship is the right fit. During this time, the host employer and apprentice will be visited by the GTO Coordinator once per month (more if necessary) to discuss the progress of the apprentice and provide any additional support that may be required. After the probationary period, these visits will be conducted once every three (3) months. The apprentice and host employer will be asked to complete a confidential survey, to provide feedback on their respective experience. These will be used to customise any specific support the apprentice and host employer may require.

**What are the possibilities for hiring the apprentice on a permanent basis after the apprenticeship is completed?**

There is always the possibility that the host employer may be willing or interested in employing the apprentice full time following the completion of the apprenticeship. This will need to be discussed and agreed between the apprentice and host employer and any periods of notice, if applicable, applied before commencement.

**Who is responsible for the salary and wages of the apprentice?**

All wages are paid by Wettrade Apprenticeships on a weekly basis. Host employers are invoiced in arrears for wages and oncosts associated with engaging an apprentice through the GTO.

**What if I have concerns about the apprentice?**

If there are any concerns about the apprentice, including with regard to his/her performance, these will be dealt with during the site visits conducted on a quarterly basis. However, should a matter be more urgent, the host employer should contact the GTO Coordinator immediately to discuss any avenues to rectify any issue or concerns or put in place other support measures for the apprentices