



**Title:** Apprenticeships

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**Related legislation:**

**Related policies:**

**Related procedures:**

**Related forms:**

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## 1. Purpose

The purpose of this policy is to explain our approach to Apprenticeships and to give guidance on certain employment related matters.

## 2. Introduction

To help provide employment opportunities to young people in our area and secure skilled employees for the future, we will offer Apprenticeships in the following trades:

- Horticulture
- Greenkeeping
- Carpentry
- Plumbing
- Painting+Decorating
- Plant Mechanics
- Welding/Boilermaking

The positions offered will be determined each year by the Director of City Works and approved by the General Manager, based on our needs.

## 3. Employment status

Apprentices will be employed for a fixed four year term with no guarantee of a position being available after that time.

Apprentices will be paid according to the Trainee Band of the Local Government (State) Award.

Apprentices completing their apprenticeship will receive either an "offer of continued employment" or a "notice to terminate employment" prior to the end of December in their final year.

Apprentices who are not offered a position will be given three months notice.

## 4. TAFE

Apprentices will enrol in the TAFE course nominated by Council that is appropriate for their trade

Council will pay the apprentice's TAFE fees and allow time off work to attend lectures and examinations.

First year apprentices will be provided with a cheque for their TAFE fees.

Second and third year apprentices will be reimbursed for their fees when they produce a TAFE receipt.

Cost of books and other expenses will be paid by the apprentice.

Each apprentice is responsible for providing the Training Officer with a copy of their TAFE results; enrolment fees will not be reimbursed until these results are received.

Each apprentice is responsible for monitoring their own progress; apprentices who are having difficulty with a subject should speak to their TAFE teacher or the Training Officer.

All annual leave is to be taken outside the TAFE teaching year i.e. during the TAFE holidays.

## 5. Group Training companies

Apprentices will be employed by Council, however, this will need to be reviewed each year and the services of a Group Training company used if we feel we are not able to provide apprentices with full on-the-job training/work experience.

## 6. Tool Allowance

Apprentices in the mechanical, metal and carpentry trades will be paid the Award tool allowance for their trade and will be required to purchase their own tools that are not supplied by Council.

## 7. Training Plan

Apprentices will be provided with training/work experience according to the following training plans. These times are to be used as a guide only; placements will be flexible and apprentices will be moved around to meet Council's workload.

Placements with outside employers will be used if necessary to complete the apprentices training/work experience.

### Horticulture

12 months	6 months	ongoing
Nursery	Construction gang	- Maintenance gang
- Tree gang		
- Turf wickets		
- Truck Driver		
2 months	1 month	2 weeks
- Tree Preservation Officer		
- Landscape Architect	Small tools workshop	Commercial Nursery

### Greenkeeper

Ongoing	6 months	3 months
- Golf Course		
- Plant Operation		
- MR Licence	Construction gang	Belmore Sports Ground
1 month	2 weeks	
Small tools workshop	Commercial turf growers	

### Painter

Ongoing	Ongoing
Painters workshop	Outside placement to fill skills gap.

### Plant Mechanic

Ongoing	1 month	Ongoing
Plant workshop	- Small plant workshop	
- Welders' workshop	Outside placement to fill skills gap	

### Welder/Boilermaker

Ongoing	1 month	Ongoing
Welders' workshop	Plant workshop	Outside placement to fill skills gap

### Carpenter

Ongoing	6 months	1 month
-Trades workshop		
- Outside placement to fill skills gap	Construction gang	Small plant workshop

### Plumber

Ongoing	3 months	1 month
-Trades workshop		
-Outside placement to fill skills gap	Construction gang	Small plant workshop

## **8. Induction**

All apprentices will attend an induction session, where the terms and conditions of their employment will be explained to them.

## **9. Uniform**

Apprentices will be issued with a uniform according to Council's uniform policy.

## **10. Hours of work/flexitime**

Apprentices will work a 8.44 hour day, and will be entitled to a day off per fortnight.

## **11. Higher grade pay**

Apprentices in their third year will be paid at a higher grade when:

- They are specifically requested to relieve in a higher graded position.
- When they are requested to operate equipment graded at a higher level.

## **12. Other conditions**

All other conditions will be as per the Local Government (NSW) State Award and the Industrial and Commercial Training Act 1989.