

**TABLE OF CONTENTS**

- 1. INTRODUCTION..... 2
- 2. INITIATE ..... 2
- 3. PROGRAM DEVELOPMENT ..... 3
- 4. ATTRACT & SELECT ..... 4
- 5. APPRENTICE / TRAINEE | EMPLOYMENT LIFECYCLE ..... 5

## 1. INTRODUCTION

PPA's Apprentice and Trainee Programs (the Programs) have been created to provide development pathways for Pilbara based school leavers into industrial trades or entry level professional roles.

Research shows that youth training programs are most successful when a young person feels supported, included and able to make a meaningful contribution. The Programs have been designed with these principles in mind and support school leavers to obtain a qualification whilst undertaking relevant and meaningful work.

As with any program, there are nuances and more detail than can be succinctly explained, in an easy-to-use document. However, we invite you to contact us with any specific queries you have.

## 2. INITIATE

CHECKLIST	
<input type="checkbox"/>	Determine type of Program (i.e. Apprentice or Trainee)
<input type="checkbox"/>	Determine which team or business area will host / supervise
<input type="checkbox"/>	Identify the Program Coordinator (i.e. Human Resources)
<input type="checkbox"/>	Determine the qualification to be completed and timeframe
<input type="checkbox"/>	Determine arrangements (i.e. employment type, term, industrial agreement/award)
DETAILS	
<b>Business Area</b>	<ul style="list-style-type: none"> <li>Involved in determining the qualification to be obtained and program duration.</li> <li>Identifies a Supervisor and a Mentor within the Business Area.</li> <li>Provides ongoing support and mentoring throughout the Program.</li> </ul>
<b>Program Coordinator</b>	<ul style="list-style-type: none"> <li>In collaboration with Business Area, determines the qualification to be obtained.</li> <li>Determines training provider and provides advice on commencement of training.</li> <li>Determines industrial arrangements (i.e. Contract / Enterprise Agreement).</li> <li>Determines rates of pay based on appropriate Award (i.e. Miscellaneous Award National Training Award etc.<sup>1</sup>).</li> <li>Coordinates and administers the attraction and selection process.</li> <li>Provides Apprentice / Trainee with familiarisation around organisation processes and shares information.</li> <li>Coordinates training and logistics for the Apprentice / Trainee.</li> <li>Provides ongoing practical and administrative support throughout all stages of the Program.</li> </ul>

1. The Miscellaneous Award 2020 sets out the minimum wage rates and conditions for employees undertaking traineeships. Note - Trainees not listed in the Miscellaneous Award 2020 may get their pay rates from their industry or occupation award. Other entitlements (such as penalty rates, overtime and allowances) will be provided by the industry or occupation award that covers the trainee.

## 3. PROGRAM DEVELOPMENT

CHECKLIST	
<input type="checkbox"/>	Identify a Registered Training Organisation (RTO) that can deliver the required training
<input type="checkbox"/>	Liaise with Apprenticeship Support Australia (ASA) to determine length of training contract
<input type="checkbox"/>	Establish the timeframe for attraction, selection and commencement (i.e. course commences in February, therefore recruitment commences in October)
<input type="checkbox"/>	Confirm minimum requirements for the Apprentice or Trainee (i.e. completion of Y12, literacy & numeracy)
<input type="checkbox"/>	Develop Apprentice / Trainee role description including selection criteria
<input type="checkbox"/>	Develop organisation and field familiarisation training plan
<input type="checkbox"/>	Develop attraction approach (i.e. website/paper/newsletter/social media/talks at school) <sup>2</sup>
<input type="checkbox"/>	Develop selection methods
DETAILS	
<b>Program Coordinator</b>	<ul style="list-style-type: none"> <li>Determines RTO and liaises with Apprentice Support Australia.</li> <li>Liaises with Supervisor to develop the role description and selection criteria.</li> <li>Liaises with Supervisor to develop internal training plans that balance learning activities with work related activities and training objectives.</li> </ul>
<b>Minimum requirements for Trainee</b>	<ul style="list-style-type: none"> <li>Successful completion of Year 12 or TAFE equivalent in the last 12 months.</li> <li>Provision of a National Police Clearance.</li> <li>Successful attainment of a Maritime Security Induction Card (MSIC).</li> <li>Ability to pass a pre-employment medical.</li> </ul>
<b>Attraction &amp; Selection Methods</b>	<ul style="list-style-type: none"> <li>Decide on the attraction and selection methods to be used.<sup>3</sup></li> <li>PPA bases selection on its recruitment process and uses personal attributes as the basis for merit selection (rather than specific experience levels).<sup>4</sup></li> <li>Additional information is provided in advertisements about what is involved in the Apprenticeship / Traineeship which may include the requirement to undertake study and / or assessments outside of normal work hours.</li> </ul>

<sup>2</sup> This may also include specific youth networks such as Clontarf, Bloodwood Tree and the National Disability Network.

<sup>3</sup> Seek advice on whether exceptions in the EO Act can be used for the purpose of achieving equality.

<sup>4</sup> Problem solving abilities; ability to maintain confidentiality; exhibit behaviours that align with PPA's values; a positive approach to learning and completing tasks; a willingness to take direction and learn within a team environment

**4. ATTRACT & SELECT**

CHECKLIST	
<input type="checkbox"/>	Promote the Program with local schools
<input type="checkbox"/>	Advertise the Program
<input type="checkbox"/>	Undertake initial screening (i.e. completion of Year 12 or TAFE equivalent)
<input type="checkbox"/>	Hold interviews and determine preferred candidate/s
<input type="checkbox"/>	Undertake reference checks
<input type="checkbox"/>	Arrange formal offer
<input type="checkbox"/>	On acceptance, arrange sign-up with ASA
DETAILS	
<b>Selection Principles</b>	<ul style="list-style-type: none"> <li>Discussions with selection panels regarding youth selection principles occur prior to commencing shortlisting.</li> <li>Applicants are assessed on their potential to achieve rather than current experience.</li> <li>Conversations occur early with shortlisted applicants about the Apprenticeship / Traineeship and what can be expected (i.e. wages, challenges with managing full time work and study etc.).</li> <li>Interview questions explore desire and motivation to succeed (i.e. If successful, what type of commitment would you need to make to learn and develop your skills; and if successful, what would you like to achieve?).</li> </ul>
<b>Preferred Dates</b>	<ul style="list-style-type: none"> <li>When looking to attract Year 12's as they are about to finish their schooling, we recommend the following dates:                             <ul style="list-style-type: none"> <li>Promote with local schools in September/October</li> <li>Commence recruitment campaign in November</li> <li>Make a formal offer in December/January</li> </ul> </li> </ul>
<b>Apprentice Support Australia</b>	<ul style="list-style-type: none"> <li>Coordinates training contract between the Apprentice / Trainee, PPA and RTO</li> <li>Registers Apprentice / Trainee with the Department of Training &amp; Workforce Development. Note, this occurs during the first week of employment.</li> </ul>
<b>RTO</b>	<ul style="list-style-type: none"> <li>Provides Training Plan</li> </ul>

**5. APPRENTICE / TRAINEE | EMPLOYMENT LIFECYCLE**

CHECKLIST	
<input type="checkbox"/>	Complete Apprentice / Trainee sign up
<input type="checkbox"/>	Finalise Training Contract with Apprentice / Trainee and RTO
<input type="checkbox"/>	Schedule training with RTO
<input type="checkbox"/>	Monitor training and schedule regular performance / reviews
<input type="checkbox"/>	Identify and encourage additional learning opportunities
<input type="checkbox"/>	Encourage open conversations about next role and future opportunities
DETAILS	
<b>Program Coordinator</b>	<ul style="list-style-type: none"> <li>Coordinates the Apprentice / Trainee training contract sign-up with ASA.</li> <li>Coordinates formal training including booking, schedules and support.</li> <li>Monitors and reports on formal training progress.</li> <li>Maintains contact with Apprentice / Trainee throughout the program.</li> </ul>
<b>Line Supervisor</b>	<ul style="list-style-type: none"> <li>Oversight of the Apprentice / Trainee day to day.</li> <li>Facilitates a positive learning environment.</li> <li>Monitors training and development progress through regular check-ins and performance reviews.</li> <li>Recommends additional training / development opportunities.</li> <li>Supports the Apprentice / Trainee to identify career goals and what is needed to achieve those ends.</li> </ul>

Objective ID: A927030      Date approved: 23 June 2022  
 Version: 2      Review date: 23 June 2024  
 Approved by: General Manager Physical & Human Resources