

Apprenticeship Policy



Purpose

This policy establishes a framework for Employees (“Apprentice”) completing their Apprenticeship training while working for DNA Electrical Limited (“DNA Electrical”). This policy outlines the expectations of DNA Electrical, obligations of the Apprentice, costs that DNA Electrical will cover, the bonding period and timeframe for completion.

Objective

To ensure that Apprentices’ understand their obligations, timeframe, and commitments when signing up as an Apprentice.

Scope

This Apprenticeship Policy applies to all Permanent Employees of DNA Electrical completing their Apprenticeship training while working for DNA Electrical.

Bonding Period

It is agreed that the Apprentice will commit for a minimum period of 12 months at the completion of their Apprenticeship to enable a sufficient return on investment for the training provided to the Apprentice.

Should either the Apprentice or DNA Electrical feel an impediment has arisen to achieving the above, both parties will first meet to discuss and resolve any matters prior to any termination of this Apprenticeship Policy term.

In the event that the Employee terminates their employment with DNA Electrical within 12 months of completing a training course, the Employee will be required to reimburse DNA Electrical for the cost of the annual industry training fees to the business.

Procedures

Offsite Training Courses

DNA Electrical will ensure that the Employee is available to attend courses (including “block course” for those apprentices doing Night Classes for their Off Job training):

- DNA Electrical will continue to pay the Employee **a standard 8-hour day** if the course is during the Employee’s normal working hours
- DNA Electrical will not pay the Employee if the course is outside the Employees normal working hours
- Where the Apprentice is doing “day release” training rather than Night Classes, DNA Electrical will pay 4 hours for each day spent on “day release” training, this is on the assumption of 1 “day release” training day per fortnight.

Payment of Course Fees

The Employee is responsible for 100% of course fees.

Any mileage of travelling to courses, will be at the cost of the Apprentice.

By entering into this agreement, the Employee recognises they have an obligation to complete their course in a timely manner and DNA Electrical will support and foster learning and career progression accordingly.

Policy Implementation Date February 2020

Review Date February 2022

Policy Declaration - A copy of this policy will be held in your personnel file

1. The Employee agrees that they have been advised of their rights to take independent advice on the terms of this Apprenticeship Policy and have been provided with a reasonable opportunity to take that advice.
2. The Employee agrees to undertake the training and understands the requirements of the bonding period and timeframe required.
3. The Employee agrees they have read these terms of training and understand these terms and their implications and that they agree to be bound by these terms of the Apprenticeship Policy.

I accept and understand the details in this Apprenticeship Policy. I have been advised of my right to seek independent advice on the terms of the Policy.

Name

Signature Date.....

Director's Signature Date.....