



# Gladstone Regional Council

## Council Policy

Title	<b>ENGAGEMENT OF GROUP TRAINING ORGANISATIONS</b>
Policy Number	<b>P-2017-44</b>
Responsible Directorate	<b>OFFICE OF THE CEO</b>
Responsible Officer	<b>MANAGER PEOPLE AND PERFORMANCE</b>
Date of Adoption	<b>7 NOVEMBER 2017</b>
Resolution Number	<b>G/17/3219</b>
Date Review Due	<b>7 NOVEMBER 2020</b>

### 1.0 PURPOSE:

The purpose of this policy is to provide clear direction regarding the circumstances in which Gladstone Regional Council (Council) will engage trainees and apprentices using the services of a Group Training Organisation (GTO).

### 2.0 SCOPE:

This Policy applies in all instances where Council intend to use a Group Training Organisation and act as a host employer for apprentices or trainees.

### 3.0 RELATED LEGISLATION:

- Local Government Act 2009
- Local Government Regulation 2012
- Further Education and Training Act 2014

### 4.0 RELATED DOCUMENTS:

- Gladstone Regional Council Procurement Policy
- Gladstone Regional Council Procurement Corporate Standard

### 5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

<b>Term</b>	<b>Definition</b>
<b>Apprentice</b>	A person who is being trained under a fixed term apprenticeship contract between the employer and the (apprentice) employee.
<b>Training contract</b>	A legally binding training arrangement between an employer and an apprentice/trainee that combines structured training with paid employment. The contract is overseen by the Department of Education and Training.
<b>Trainee</b>	A person who is being trained under a fixed term traineeship contract between an employer and the (trainee) employee.
<b>Group Training Organisation</b>	An organisation that employs apprentices and trainees and places with another organisation who acts as host employer in order to facilitate the on-the-job component of the apprenticeship or traineeship. The GTO undertakes employer responsibilities.
<b>Host Employer</b>	A business that provides on-the-job training and experience to a trainee or apprentice via arrangement with a Group Training Organisation. The host is able to specify the level of skill and length of time a trainee or apprentice will be held according to business needs.
<b>Suitably Qualified Person</b>	A person who holds a relevant qualification or documented competence in the apprentice's or trainee's calling.
<b>Supervising Registered Training Organisation (SRTO)</b>	An organisation nominated to provide Vocational Education and Training (VET) to students, resulting in qualifications or statements of attainment that are recognised and accepted by industry and other educational institutions throughout Australia.

## 6.0 POLICY STATEMENT:

Gladstone Regional Council seeks to provide employment and training opportunities to Community members across the Region as far as is possible. In the first instance, Gladstone Regional Council employees will supervise the progress of trainees and apprentices with regard to their training contracts however, in order to maximise the number of opportunities offered, Group Training Organisations may also be employed.

### 6.1 COUNCIL EMPLOYED TRAINEES AND APPRENTICES

Where possible, Council will directly employ local persons to act in the capacity of trainee and apprentice labour.

#### 6.1.1 Identified Need

Council must have identified a genuine need for a trainee or apprentice to fill a role. The employment benefit to the Community must be carefully weighed against the additional cost imposed to the ratepayer. In such instances, the trainee or apprentice shall be considered a bona fide Gladstone Regional Council employee and shall enjoy all associated benefits.

#### 6.1.2 Ability to offer complete scope of work

Within the relevant Section of Council, there must exist a suitably qualified person to supervise those trainees and apprentices employed under a training contract. The trainee or apprentice must have immediate access to such persons in the workplace, predominately for the same working hours. Council must be able to provide suitable facilities, the full range of work-based tasks and appropriate supervision to support the trainee or apprentice to achieve competency. Should the SRTO consider that Gladstone Regional Council is not in such a position, the training cannot continue.

## **6.2 USE OF GROUP TRAINING ORGANISATIONS TO ENGAGE TRAINEES AND APPRENTICES**

Where a request exists for Gladstone Regional Council to employ trainees or apprentices in a calling for which suitable scope of work and supervision does not exist within the organisation, use of a GTO may be applied.

### ***6.2.1 Engagement of Trainees and Apprentices***

A GTO may be used to engage trainees and apprentices for whom Council is unable to satisfy the conditions of a full-term training contract. Upon identification of the required roles and the associated competencies for which Council can offer suitable scope of work and supervision, arrangements to engage such labour will be made under the prevailing procurement document of the time. Engagement will only occur for that period during which Council can provide appropriate scope of work associated with the competencies in the training plan.

When utilising trainee and apprentice labour under such circumstances, these persons will not be considered Council employees. Council becomes the host employer under such an arrangement, responsible for providing the agreed scope of work. The GTO, as the employer, will be responsible for ensuring appropriate recruitment practices are followed, management of administrative processes, meeting pay conditions under the relevant Award or registered workplace agreement, and the organisation of any off-the-job training components.

### ***6.2.2 Assessment of a Group Training Organisation***

As part of the tender consideration process, a GTO will be assessed on their ability to provide adequate support to Council in the role of host employer. Such support will include their processes to assess the ability of Council to adequately fulfil requirements, to provide ongoing feedback regarding to progress of trainees and apprentices and maintaining records of any Training Plan-related discussions.

Further consideration will comprise of an assessment of the GTO service record, any investment in the local area, local provision of competencies within the training plan, a consideration of any additional programs administered by the GTO for the local Community and the ability of the GTO to effectively enforce transition arrangements. .

## **7.0 ATTACHMENTS:**

Nil

**8.0 REVIEW TRIGGER:**

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. Periodic Review – 3 years from date of adoption.

<b>TABLE OF AMENDMENTS</b>		
Originally Adopted	7 NOVEMBER 2017	G/17/3219
Amendment 1	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>
Amendment 2	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>
Amendment 3	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>

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**ROSLYN BAKER**  
**CHIEF EXECUTIVE OFFICER**