



INDUSTRY INFO

AUGUST/SEPTEMBER 2006

The Apprenticeship Factory – Awards Night 2006

THE APPRENTICESHIP FACTORY AWARDS NIGHT 2006

Friday 6th October 2006 at 7.00pm

HOST EMPLOYERS - YOUR NOMINATION FORMS ARE DUE NOW

*For more information see page 7

New Apprenticeships → Australian Apprenticeships

Minister Hargreaves has recently renamed New Apprenticeships to Australian Apprenticeships. Here is a guide to assist you with the name changes:

OLD NAME	NEW NAME
New Apprenticeships	Australian Apprenticeships
New Apprenticeships Centres	Australian Apprenticeships Centres
New Apprentices	Australian Apprentices
School-based New Apprenticeships	Australian School-based Apprenticeships
New Apprenticeships Incentive Programme	Australian Apprenticeships Incentive Programme
New Apprenticeships Access Programme	Australian Apprenticeships Access Programme

Important Information About 'The Apprenticeship Factory' Payroll

New fax number and address for The Apprenticeship Factory Payroll

FAX: 5822 4599

ADDRESS: 68 High Street, Shepparton VIC 3630

For more information about filling in Apprentice and Trainee timesheets please see page 6 of this newsletter.

HEIGHT SAFETY DEMONSTRATION

Conducted by Beaver Australia



Friday 1st September 2006

12:00pm – 4:00pm

BBQ Lunch

Outside Broadcast all afternoon by 3SR FM – all welcome

Melbourne Road, Shepparton

(Call 5823 5477 for further information)

New contract for AASS

The new contract period (2006-2009) for **Australian Apprenticeships Support Services** (formerly New Apprenticeships Centres) commenced on 1st July, 2006.

These key services are being provided by 30 organisations operating from more than 340 full-time and part-time sites across Australia at an estimated cost of \$156 million in 2006-2007. Regional coverage will be expanded through an extensive network of field staff providing these services in 22 regions across Australia.

The Apprenticeship Factory's preferred AASS is MEGT who have operated throughout our region for the past 6 years.

Nominations for Australian Vocational Student prize extended

The Minister for Education, Science and Training, the Hon Julie Bishop MP, and the Minister for Vocational and Technical Education, the Hon Gary Hardgrave MP, earlier this week jointly announced that nominations for the Australian Vocational Student Prize have been **extended until 14 August, 2006**.

Students are eligible for nomination if they:

- complete Year 12 in 2006
- as part of their senior secondary studies have made substantial progress towards or have completed an Australian School-based Apprenticeship including in the Traditional Trades (Engineering, Vehicle, Construction, Electrical/Electronic, Food, Wood) or an accredited Vocational Education and Training (VET) in Schools program
- are an Australian citizen or permanent resident.

The Nomination Form and accompanying Guide are available at:

http://www.dest.gov.au/sectors/school_education/programmes_funding/programme_categories/key_priorities/vocational_education_in_schools/national_student_prize_for_vet.htm.

New guidance material for labour hire

WorkCover advise us that the **Labour Hire guidance** will be on their website soon. As part of the education process they are planning for the first 2 forums to be held in Shepparton on 29th August covering **Health Services** and **Horticulture/Agriculture**, you will be able to register online in the very near future.

Employee earnings – latest stats

WEEKLY EARNINGS

In August 2005, there were a total of 8,526,600 employees in Australia. Of these, 6,945,000 (81%) were employed in the private sector and 1,581,600 (19%) were employed in the public sector.

At this time the mean weekly earnings of employees in all jobs was \$807, an increase of \$41 (or 5%) since August 2004. Mean weekly earnings in all jobs was highest in the Australian Capital Territory (\$912) and lowest in Tasmania (\$697).

Mean weekly earnings of employees in all jobs has increased from \$532 in August 1995, an increase of 52% over the decade. In August 2005, median weekly earnings (in main job) were highest in the:

- Mining industry (\$1380)
- Managers and administrators occupation group (\$1200)
- 45-54 year age group (\$950)

SUPERANNUATION COVERAGE

In August 2005, 90% of employees had superannuation provided by their current employer. A higher proportion of full-time employees were provided with superannuation by their current employer than part-time employees (96% and 78% respectively). Employees in the public sector were also more likely to be provided with superannuation by their current employer (98%) than employees in the private sector (89%).

TRADE UNION MEMBERSHIP

In August 2005, there were 1,911,900 employees who were trade union members in conjunction with their main job, a 4% increase on the 1,842,100 trade union members recorded in August 2004. While the number of employees who were trade union members increased, the proportion of employees who were trade union members remained relatively stable between August 2004 (22.7%) and August 2005 (22.4%). The proportion of trade union memberships has decreased from 33% in August 1995, a fall of one third over the past decade.

Flexibility significant for attracting & retaining staff

Flexible work practices are crucial to attracting and maintaining a robust workforce, found a survey of Australian employees by the Institute of Chartered Accountants in Australia (ICAA). The survey found:

- 85% say that flexible work arrangements would increase their commitment to an employer.
- Flexitime is the most popular organisational policy aimed at achieving work-life balance (60%), followed by part-time work (15%), and career leave/study breaks (8%).
- The best structures to support work-life balance were cited as working from home (58%), provision of portable technology (12%), and technical support to set up a home office.

Source: Diversity@work 20/07/06

New ed website up and running

The new education website is now up and running, everything you need to know is there, no matter what sector you're from, visit <http://www.education.vic.gov.au/> for more info.

LSL act to be amended

The State Government has introduced a Bill into Parliament aimed at providing some protection for existing State based long service leave entitlements. The Bill seeks to:

- Confirm that employees who have an award LSL entitlement that is more beneficial than the State-based entitlements retain that additional entitlement. This provision would be made retrospective from 27 March 2006.
- Require employers to give at least seven days written notice to an employee if they intend to develop a workplace agreement that modifies or removes State LSL entitlements. Employers face penalties of up to \$10,000 for breaches of this requirement, which is intended to apply from 1 October 2006.
- Provide protection for employees from being dismissed to avoid LSL obligations.

The Bill has already passed the Legislative Assembly and will be considered in the Upper House.

Reducing the regulatory burden

Recently we saw the State Treasurer, John Brumby, unveil details of the Government's plan to cut red tape. The plan, Reducing the Regulatory Burden provides a framework for implementing measures announced in the recent State Budget to reduce the Victorian Government regulatory burden by 15% over three years.

According to Treasury estimates, Victorian regulation costs businesses around \$3.3 billion per annum. A 15% reduction in this burden would produce savings of \$495 million per annum.

Source VECCI CEO Update 14/07/06

Incentives for dip & advanced dip quals

The 1st July, 2006 marked the introduction of **Australian Apprenticeships Incentives** for Diploma and Advanced Diploma Qualifications. Incentives will be payable to employers of Australian Apprentices undertaking some higher level qualifications. Prior to this, incentives were payable only to those undertaking qualifications at Certificate levels II to IV.

Employer advisor program to continue

The continuation of the WorkChoices **Employer Advisor Program** (EAP) was announced this week. The EAP, which commenced in April 2006, will now be extended to the end of the calendar year. The extended program will use a combination of existing and new providers, the latter of which will be selected through a tender process being advertised shortly.

Congratulations to ADI !!

Congratulations to Host Employer ADI, who have recently been presented with the Ministers Award for Excellence, Employers of New Apprentices, for the Victorian Central Highlands.

New website for det

In July 2006 the Department of Education & Training introduced its new single entry public web site. The new Education site will replace the multiple entry points that visitors currently use to find department information. The new site will merge the DE&T corporate site (www.det.vic.gov.au), SOFweb (www.sofweb.vic.edu.au) and the Education Channel (www.education.vic.gov.au) into a single user-friendly Education web site.

The new web site will be a one-stop-shop for all Department of Education & Training online information.

Safety in the Workplace

Hearing Tests

Victorian Employers are required to provide audiometric testing of employees that wear hearing protection to control their exposure to noise. The test takes about 10 – 15 minutes to conduct and is conducted at a facility with the necessary equipment and by a competent operator.

The testing must be provided within 3 months of commencing employment and at intervals not exceeding two years. The employer is responsible for the cost of the audiometric testing.

The Noise Regulations require that if an employee suffers a hearing loss in two consecutive hearing tests of a level of 15 dB at 3000Hz, 4000Hz or 5000Hz or greater then they will need to have an audiometric examination. The employer is responsible for the cost of the audiometric examination.

A copy of the results must be provided to the employee and the audiometric record retained by the employer on a confidential basis for as long as is applicable.

Refer to the *Occupational Health and Safety (Noise) Regulation 2004* for further details.

OHS Induction of Employees

Victorian employers are required to provide the necessary information and instruction to their employees to enable them to perform their work safely and without risks to health (Occupational Health and Safety Act 2004, Section 21, 2e). An OHS induction of new employees is a common and practical method of assisting with this requirement.

What should an OHS induction program consist of? The content and implementation of the program will vary depending on the size and complexity of the organisation; the hazards and risks present; and the OHS requirements and needs of the employees (eg: hearing tests, immunisation, operator licences, etc.). The following points, however, should form the basis of an OHS induction for any organisation:

- Orientation to work area and employee facilities.
- Relevant Policies and Procedures.
- Information on unusual or potentially hazardous operations or situations,
- Emergency procedures explained (fire, medical, accident, etc.).
- Location of OHS information and records.
- Introduction to the safety representative, first aider and other emergency personnel.
- Location of first aid and fire-fighting facilities.
- Procedure for reporting hazards and accidents.
- Information on workplace bullying and harassment.
- The issuing of any safety gear and training in care and use.

Maintaining OHS induction records for every employee is another important consideration.

Refer to the *Occupational Health and Safety Act 2004*, Section 25, 2e for further details.

Completion of The Apprenticeship Factory Timesheets

When filling out your timesheet, the following fields must be completed:

- Name
- Payroll Number
- Trade
- Date Paid
- Year
- Host Trainer
- Week ending (**always the last day on your timesheet**)
- Start and Finish times
- Total number of hours each day
- Total number of hours for the week

You must remember to show the days accurately, showing where you have spent your time eg. school, sick, public holiday, RDO or time worked (normal hours).

If you are working a 38 hour week, each day is normally classed as a 7.6 hour day.

If you are working a 40-hour week and are entitled to RDO's, each day is an 8-hour day, with .4 of an hour going towards an RDO (you are paid for 38 hours each week).

When showing overtime – you must show the total of overtime hours worked.

Any allowances must be shown in the allowance box.

Both yourself and your host employer must sign your time sheet before it can be processed (exceptions are if the whole week is annual leave or school time).

ALL TIMESHEETS MUST REACH THE OFFICE BEFORE 10:30am ON THE DAY YOUR TIMESHEET IS DUE TO BE PROCESSED.

Faxing of Timesheets – Fax Number (03) 58224599 – If any timesheets are faxed late they will be processed the following payrun.

Mailing of Timesheets – timesheets can be mailed to the office or dropped in at:
68 High Street, Shepparton 3630

****If after hours they can be put under the front door @ 68 High Street****

The Apprenticeship Factory will take no responsibility for timesheets not received by the due day or time. Again, any received after this time will not be processed until the following payrun.

Sick Leave – Provide a Doctor's Certificate if ill for more than one day per annum or if sick day falls next to a weekend or public holiday.

If you have any queries, please do not hesitate to contact Marg Nicoll, Payroll Officer, on 5822 4555 and she will assist you.

Awards Night 2006 – Nomination Information

The Apprenticeship Factory 2006 Awards Night is rapidly approaching, and we take this opportunity to **encourage you to nominate your Apprentice or Trainee**. A nomination for your Apprentice or Trainee not only formally recognises their job-related knowledge, skill and achievements, but also highlights the invaluable contributions that you and your business are making in training them.

The Apprentice and Trainee of the Year will each receive a trophy and cash prize. In the seven minor categories, (listed below), winners and runners-up will receive a trophy and cash prize.

- The Apprenticeship Factory - Best Apprentice in 1st Year of Trade
- The Apprenticeship Factory - Best Apprentice in 2nd Year of Trade
- The Apprenticeship Factory - Best Apprentice in 3rd Year of Trade
- The Apprenticeship Factory - Best Apprentice in 4th Year of Trade
- The Apprenticeship Factory - Best School Based New Apprentice
- The Apprenticeship Factory - Best Trainee at Certificate 11 Level
- The Apprenticeship Factory - Best Trainee at Certificate 111 or IV Level

Any Apprentice or Trainee employed by The Apprenticeship Factory within the period of 1 July 2005 and 30 June 2006 is eligible to enter the awards.

All Host Employers have been provided with a nomination form. Please return the nomination details to The Apprenticeship Factory 2006 Awards, 68 High Street, Shepparton 3630, or fax to (03) 5822 4599. **Nominations close at 5.00pm on Friday 25th August 2006** all nominations must be received by this date.

Should you have any queries regarding The Apprenticeship Factory 2006 Awards, please contact the **Awards Coordinators Cathy Moyle & Kristen Verdon on (03) 5822 4555**, or speak to your Field Officer.