



Training & Apprentice Employment

DIVISION OF MPA GROUP

Apprentice Expectations

Your Rights and Your Responsibilities. Owning YOUR apprenticeship

RIGHTS	RESPONSIBILITIES
To work in a safe environment	<ul style="list-style-type: none"> • Be aware of site rules • Demonstrate common sense in regards to use of tools, ladders, trenches etc • Be work fit – e.g. Not hung over
To have excellent on site supervision	<ul style="list-style-type: none"> • To listen carefully to tradesmen / supervisor / host employer / AE Field Officer to improve skills • To ask clarifying questions or seek additional demonstration of specific skills • To ask for feedback
To have excellent support from your AE Field Officer	<ul style="list-style-type: none"> • To be in regular contact with your Field Officer • To inform your A E Field Officer of absenteeism • To inform your A E Field Officer of problems with Host Employers / Supervisors / Tradesmen • To be actively involved in On Site Evaluations and Focus Goals • To regularly use Skills Tracker • To maintain a Journal / diary
To have excellent technical training	<ul style="list-style-type: none"> • To listen carefully to trainers whilst at tech • To ask questions during training classes • To ask for additional assistance in areas of identified weakness
To have excellent Administrative support from MPA Skills AE	<ul style="list-style-type: none"> • To complete all declarations, applications, forms etc that are required on time • To inform the Administration of any changes to contact details etc
To be paid on time and accurately	<ul style="list-style-type: none"> • To complete timesheets accurately and on time • To check payment details regularly • To inform Administration of any errors
To be able to express yourself at Tech and On Site	<ul style="list-style-type: none"> • To be respectful to Trainers, tradesmen, Supervisors, Host Employers, A E Field Officers and MPA Skills Administration
To be supported in your general well being	<ul style="list-style-type: none"> • To utilize the counseling services and Mates in Construction programs if necessary • To liaise with your A E Field Officer and / or AE Manager • Report any accident, harassment or incident to Host Employer / supervisor / Field Officer
To experience as many aspects of your trade during your apprenticeship	<ul style="list-style-type: none"> • To liaise with your A E Field Officer and Host Employer about areas within your trade that you haven't experienced

You are employed by MPA Skills Apprentice Employment but you work for your Host Employer