



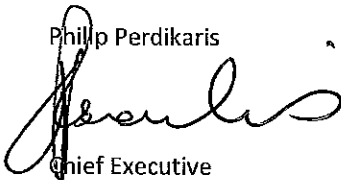
# Apprentices Plus

## Code of Practice.

1. Apprentices Plus Pty =Ltd trading as MTA Apprenticeships Plus is committed to the principles of Access and Equity in all services provided to our applicants, employees, clients and other related parties at all times.
2. The staff at MTA Apprenticeships Plus recognizes the rights of all parties and will endeavour at all times to provide to deliver a high professional standard of training and education.
3. All services will be provided to all parties in a free and fair manner regardless of cultural background, sexuality , disability , age and all parties will be treated with the utmost respect and dignity at all times free of harassment and any type of discrimination.
4. MTA Apprenticeships Plus will employ qualified staff and all staff are bound by this code of conduct but also the Motor Traders Association Code of ethics.
5. MTA Apprentices plus is an accredited Group Training Organisation as such is also bound by the Standards imposed by the Department of Education in the state of New South Wales.
6. MTA Apprenticeships Plus will ensure that its services provide by its staff will comply with the following
  - All apprentices and trainees are provided with a safe and healthy workplace. All workplaces will be vetted and checked for this requirement and an OH&S induction will be provided to all newly placed apprentices and trainees.
  - That structured training will be delivered via the register training organisation with a joint decision being made by the host employer the apprentice/trainees and ourselves as to the most appropriate one to attend.
  - All apprentice and trainees will be visited and monitored by an officer of MTA Apprenticeships Plus at least 6 times per annum and in many cases more when the need arises.
  - All apprentices and trainees as well as host employers will be encouraged to make any grievance and complaints know to the office allocated and if that is not possible to the CEO directly. All such complaints will be documented and acted upon without any prejudice at all times. All parties will be encouraged to continue to pursue any matter that they feel has not been adequately resolved via the relevant authorities that will be provided to them at the time of making the complaint.
  - That all staff of MTA ApprenticesPlus carry out their duties with strict regard to all the relevant national and state legislation including but not limited to

- Work Place Injury management and Workers Compensation Act
  - Industrial Relations Act
  - Occupational Health and Safety Act
  - Apprenticeship and Traineeship Act.
  - Sex Discrimination Act
  - Human Rights and Equal Opportunity Commission Act.
  - Disability Discrimination Act.
  - Racial Discrimination Act.
  - Anti Discrimination Act.
  - The NSW Privacy and Personal Information act.
  - Affirmative Action act.
  - Child Protection Act
  - Trade Practice Act.
- MTA Apprentices Plus will properly and accurately advertise all job opportunities, ensure that all apprentices are paid on time and accurately, ensure that all apprenticeship entitlements are professionally managed, ensure that all possible government entitlements are made known to all apprentices at all times.
  - MTA Apprentices Plus will always act in the best interest of its apprentices at all times even if that means that an apprentice is released to pursue direct working opportunities with an employer.
  - MTA Apprentices Plus will continue to maintain good quality working relationships with other Group Training Organisation, Job Providers and be a member of Group Training Australia and other relevant parties to ensure that it is always kept up to date with any changes to practices, legislation and opportunities that may arise for the benefit of its apprentices, trainees and host employers.
  - MTA Apprentices Plus will continue to improve its services to all parties. All Updates to policies and procedures will continue to be made on an as needs basis and be reflected in the companies relevant procedural and policy documents. All documents will be made available in full by request to the CEO at all times.

Signed and endorsed by

Philip Perdikaris  
  
 Chief Executive

January 2006