



# Traineeships Fact Sheet For Trainees

The aim of a traineeship is to provide the opportunity for people to balance workplace experience with vocational training at a certificate level. UniSA offers opportunities to people who do not have a formal qualification, so they can gain one.

### Principles of a traineeship at UniSA:

By signing the contract of training, the trainee is bound to:

- Attend the work area at UniSA for the required work hours when not at formal training.
- Make every effort to learn and attain a full range of competencies required in the work place and the formal training program.
- Attend all compulsory formal training, off the job training is paid by the employer and attendance is mandatory.
- Protect their health and safety and the safety of others.
- Obey any reasonable and lawful instruction given by their supervisor.
- Respect University property and facilities.
- Treat proprietary company knowledge learnt during the training as confidential.
- Participate in the University's performance management program.
- Observe the Code of Ethical Conduct.

By signing the contract of training, the University is bound to:

- Employ and train the trainee, as agreed in the Training Plan and notify them of any choices available for undertaking training.
- Provide appropriate facilities and expertise to assist training.
- Provide a safe work place, free from bullying and other forms of harassment.
- Ensure the trainee receives on-the-job training and assessment in accordance with the requirements of the Training Plan.
- Provide a suitable supervisor.
- Release the trainee to attend approved off-the-job training and assessment.
- Provide relevant wages and conditions.

### Contract of Training:

A Contract of Training is a legal contract between you and the University. It is a contract of employment as well as a contract of training. The Contract of Training will form the basis for theory and practical work based training.

### Induction:

Trainees are inducted in the same manner as any new staff member at the University. Intensive supervision and mentoring will be provided, particularly in the early stages of the traineeship.

### Probation:

Trainees are given a probation period, which varies depending on the length of the Contract of Training. Trainees will be provided with ongoing support for areas of difficulty throughout the probation period and kept informed about progress and areas which may need improvement. Both Trainee and Supervisor should determine, before the end of the probation period, whether the contract continues.

### Employment Conditions:

In most cases the hours of work will be 37.5 hours per week and individual start and finish times are negotiated with the local area.

You will be entitled to sick leave and annual leave in accordance with the relative Collective Agreement.

Trainees participate in the University's non-contributory Superannuation Scheme, which the University contributes to on behalf of its employees.

You are covered under the provision of the Workplace Rehabilitation and Compensation Act 1986, and the University's Workers Compensation and Rehabilitation policies and procedures.

### Incentive payments:

The University receives incentive payments for supporting a Traineeship program. From time to time you will be asked to sign paperwork to confirm your contact details and that you are still undertaking the traineeship.

### Completion of Contract of Training:

Once your progress has been verified and validated and all the requirements of the traineeship have been met, a Certificate of Competency will be issued. The qualification may be used for future employment both within the University and elsewhere. The certificate will also help trainees qualify for further tertiary education or other formal training courses.

### More Information

Local HR and HR Services (HRU) can provide further information and support to trainees.

- Trainee and Apprenticeship Services (TAS) <http://www.employment.sa.gov.au/employ>
- Australian Apprenticeships Centre, UniSA preferred AAC is Mission Australia <http://www.maapprenticeships.com.au>
- Relevant Collective Agreements <http://www.unisa.edu.au/hrm/industrial>

