

Allied Trades

Apprentice Training Information and Requirements 2011



BRICKLAYING/BLOCKLAYING, WALL & CEILING PLASTERING, WALL & FLOOR TILING, FLOOR TECHNOLOGY, SOLID PLASTERING.

We look forward to working with you during your training and assessment at the Skills Institute and/or onsite.

WHITE CARD – WORK SAFELY IN THE CONSTRUCTION INDUSTRY

White Card – what is it?

Work Safely in the Construction Industry (CPCCOHS1001A) is the unit of competency which has been developed to meet the requirements of the National Code of Practice for induction for construction work.

We offer a range of delivery options including assessment only. Contact your assessor for further information.

MANDATORY STUDENT REQUIREMENTS

Please read carefully all of the following information: Apprentices and Trainees attending training and assessment at the Skills Institute are required to bring with them the prescribed equipment and work wear.

LEARNING REQUIREMENTS

- Student Record Folder with copy of CURRENT Training Plan (if negotiated).
- Ball point pen and writing pad.
- Carpenters pencil, suitable pencil for use in the workshops.
- A simple calculator with square root function.
- 1m folding rule.
- Steel tape (8m metric only).

OCCUPATIONAL HEALTH & SAFETY

Occupational Health and Safety **requires you to provide** the following protective equipment:

- **Appropriate work wear.** Work wear in torn and unclean condition is unacceptable.
- **Safety footwear (steel-capped).** Any other footwear is unacceptable.
- **Earmuffs or ear plugs.**
- **Safety glasses – sunglasses are NOT ACCEPTABLE.** Clear-lens to be worn in workshop areas at all times. Tinted safety glasses are acceptable for use outside.
- **HiVis vest or high visibility clothing (SNUG FITTING).**
- **Sun protection** (e.g. hats, sunscreen and long-sleeve shirt for outdoor work).
- **Hair restraint** (long hair needs to be restrained in hazardous situations).

Failure to comply will result in:

Being **refused admission** to practical areas until the appropriate equipment/clothing has been obtained.

ATTENDANCE TIMES:

For “off-the-job” training are as follows:

Clarence Training Centre: Monday to Thursday, 8am – 4.30pm. Friday, 8am – 3pm.

STUDENT RESIDENCE:

Some accommodation is available at the Tasmanian Polytechnic residence at Clarence in Warrane.

Please note that early bookings are essential. Contact 1300 362 175 or 6244 3611 after 3.30pm.

There is also a range of private accommodation options in the Bellerive/Warrane area.

CAMPUS REGULATIONS:

- Mobile phones may be used as calculators, but must be on 'silent' or switched off during any training and assessment.
- Under the Public Health and Safety Act, the Skills Institute is a smoke-free environment.
- Eating and drinking (other than water) is not permitted in the classrooms or workshops.

ALLOWANCES:

Accommodation and travelling allowances are paid at the end of each training date. Please bring your bank account number and BSB details with you to your first block as you will be asked to complete a travel form on your first day.

FEE PAYMENT:

Apprentices and Trainees are responsible for organising fee payment.

For 2011 training fees apply with fees capped at \$990. Please contact your local Administration office for further information in relation to your fees.

***Other fees for use of text books and stationery** – are calculated on a yearly basis.

If your employer is paying your fees:

If your employer is paying your fees, your employer **MUST** complete and sign a Sponsor Form which can be obtained from administration staff. This form is also sent to your employer when they are advised of dates of attendance.

If you are paying your fees:

The Skills Institute has an up-front fee payment policy, requiring you to enrol and pay your fees prior to the commencement of any training or assessing. If you are unable to pay the total amount, you may take advantage of our instalment plan. This involves paying a deposit of 25% of your fees prior to commencing training, then paying the balance in instalments.

If fees remain outstanding results may be withheld until the amount owing is paid in full. No Certificates or Statements of Attainment can be issued if you have outstanding fees.

For more details on fees and the refund policy please refer to the Skills Institute website or the Student Information brochure.

STATIONERY:

Pen and notepad required at each block.

OZ HELP:

The Skills Institute is very excited to be able to announce we will be implementing "Skills for Life" as the model for the provision of support services for students, effective immediately facilitated by OzHelp.

There are three specific parts to the Skills for Life Support: Counselling / Mentoring / Life Skills Toolbox.

The Life Skills Program will be built into the training undertaken at TSI.

Counselling: The Skills for Life model is aimed at all trainees and apprentices irrespective of industry background. The model will provide life skills development, personal counselling, disability support, advisory/referral services, financial advice/support and career counselling to apprentices (spanning individuals 15 years of age to mature age apprentices).

Contact 1300 OZHELP or 1300 694 357 or email admin@ozhelp or look at the website www.ozhelp.tas.org.au

The Total Training Package
1300 362 175