

CONSTRUCTION NORTH FURNITURE SECTOR UPHOLSTERY AND FURNITURE FINISHING

2011 APPRENTICE TRAINING INFORMATION AND REQUIREMENTS

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

Please read carefully all of the following information.

Attendance times for off the job training at the **Launceston – ALANVALE** campus is as follows:

Start 8am - Finish 5pm, Monday – Wednesday.

MANDATORY STUDENT REQUIREMENTS

LEARNING REQUIREMENTS

- Record Folder and copy of CURRENT Training Plan (if negotiated).
- Ball point pen and writing pad.
- Drawing pencils including 2H and HB.
- Calculator (not a scientific model or mobile phone substitute).
- Steel tape (3m metric).
- USB Drive (memory stick).

OCCUPATIONAL HEALTH & SAFETY

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

- **Drill workwear.** (Workwear in torn and unclean condition is unacceptable.)
- **Safety footwear (steel-capped).** (Any other footwear is unacceptable.)
- **Earmuffs or earplugs (RADIO EAR MUFFS AND MP3 PLAYERS FORBIDDEN IN WORKSHOPS).**
- **Safety glasses (clear lens only).** (To be worn in workshop areas at all times.)
- **Respirator, cartridge type / organic vapour and dust filters.** (To be worn in Spray Booth.)
- **Hair restraint** (Long hair needs to be restrained in hazardous situations.)

FAILURE TO COMPLY WITH OHS REQUIREMENTS WILL RESULT IN:

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

CAMPUS REGULATIONS

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

LOCKERS

Lockers are available for use whilst attending training as bags are not allowed in the workshops.
Apprentice to provide own lock.

FEE PAYMENT

Apprentices are responsible for organising fee payment.

For 2011 - training fees apply:

*Training fee	\$990 (will not exceed this amount in a calendar year). *TRAINING FEE – Individualised training fee can be obtained from Administration staff, once Training Plan has been negotiated.
**Other fees	In addition to above: **OTHER FEES – \$10 fee applies if unit CPCCOHS1001A – Work Safely in the Construction Industry is chosen, for issue of White Card.

**** Project models that students may make are able to be purchased for an extra nominal charge.**

IF APPRENTICE IS PAYING FOR FEES

The Skills Institute has an up-front fee payment policy, requiring enrolment and payment of fees prior to the commencement of any training or assessing. If an apprentice is unable to pay the total amount, an instalment plan process is available. This involves paying a deposit of 25% of fees prior to commencing training (or on the first day of training at The Skills Institute), then paying the balance in equal instalments over an approximate period of three months.

IF EMPLOYER IS PAYING FOR FEES

If an employer is paying your fees, a Sponsor Authorisation Form for direct billing is to be completed and signed by employer and attached to the completed and signed enrolment form and brought on the first day of training for processing by Administration staff.

FURNITURE

Location and Contact Details

PLEASE MAKE NOTE OF NEW FURNITURE AND CONSTRUCTION TRAINING FACILITY ADDRESS

Launceston (ALANVALE) Campus Address

The Skills Institute
Construction North
54a Alanvale Road
LAUNCESTON TAS 7250

Phone: 6336 2736
Fax: 6336 2735
Email: furniturenorth@skillsinstitute.tas.edu.au

Postal Address

The Skills Institute
Construction North
PO Box 1308
LAUNCESTON TAS 7250

TRAVEL AND ACCOMMODATION

Apprentices are eligible for an accommodation/travel allowance if they live 40 km or further from their training organisation. Claim forms can be completed on the first day of training.

It is the apprentice's responsibility to book his/her own accommodation. Bookings should be made well in advance to ensure that either The Skills Institute Student Residence accommodation or alternative affordable accommodation can be obtained.

STUDENT RESIDENCE ACCOMMODATION LOCATION AND CONTACT DETAILS

North

Student Residence
54a Alanvale Road
NEWNHAM

Phone: 6336 4253