

Furniture

Apprentice Training Information And Requirements for 2012



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 – Thursday.

Start 8am – Finish 2.30pm, Friday

(1/2 lunch breaks)

MANDATORY STUDENT REQUIREMENTS

LEARNING REQUIREMENTS

- Information and Record Folder (personalised) with a copy of CURRENT Training Plan (if negotiated).
- Ball point pen and writing pad.
- Drawing pencils including 2H, 3H and HB.
- Scale ruler that includes the following scales 1:5 1:10 (Kent Scale No. 62M).
- Calculator (not a scientific model or mobile phone substitute).
- Steel tape (3m metric).
- 1m four fold rule
- USB Drive (memory stick).

OCCUPATIONAL HEALTH & SAFETY

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

- **Overalls (khaki preferred) or 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.)

Training Today's Workforce
1300 362 175

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 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.

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 2012 - 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 six months.

No certificates can be issued if fees are outstanding.

For information on fees and refund policy please refer to the Skills Institute website of the Student Information brochure.

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.

OZ HELP

The Skills Institute implements “Skills for Life” as the model for the provision of support services for students, effective 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 training undertaken at the Skills Institute.

Counselling: The Skills for Life model is aimed at all trainees and apprentices irrespective of industry background. The model will provide the 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).

FURNITURE

Launceston (Alanvale) Training Centre

Skills Institute
Construction North
54a Alanvale Road
LAUNCESTON TAS 7250

Postal Address

Skills Institute
Construction North
PO Box 1308
LAUNCESATON TAS 7250

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

TRAVEL AND ACCOMODATION

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. For additional information in regard to allowance please refer to:
www.skills.tas.gov.au/learners/support

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 ACCOMODATION LOCATION/CONTACT DETAILS

North
54a Alanvale Road
NEWNHAM

Phone: 6336 4253