

GROUP TRAINING POLICY AND PROCEDURES

ETHICAL PRACTICE HOST TRAINERS & APPRENTICES: 3.1.5 V1.5

MASTER BUILDERS ASSOCIATION SOUTH AUSTRALIA INCORPORATED

ETHICAL PRACTICE HOST TRAINERS & APPRENTICES

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ACCESS AND EQUITY STATEMENT

In accordance with the State and Federal equal opportunity legislation, Master Builders SA is committed to providing equitable and accessible services to all people that are inclusive of culture, gender, and disability. Master Builders SA values diversity and respects social and cultural difference.

For further information please review the Master Builders SA Access and Equity Policy.

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1 SCOPE

This procedure identifies and summarises requirements associated with legislative compliance under Commonwealth, State/Territory and regulatory requirements for the Master Builders Association SA Inc. Group Training organisation.

2 PURPOSE

This procedure identifies criteria to be applied and monitored as it relates to the operation of the Group Training Organisation inclusive of management, field coordinators, administration personnel and external service providers in meeting its obligations under legislative and regulatory compliance.

3 REFERENCES

National Standards for Group Training Organisations – Standard 3: sub-clause 3.1.4

4 DEFINITIONS

Master Builders SA means the Master Builders Association SA Inc registered as a Group Training Organisation by the State Training Authority in South Australia.

Legislation means the Acts of parliament and includes related regulations and guidelines of the Commonwealth, State and/or Territory enacted to ensure compliant operations of a Group Training Organisation in its dealings with host trainers, apprentices/trainees, and external service providers and includes any person representing the organisation.

5 RESPONSIBILITY

Field Coordinators
Manager, Training and Apprentices

6 AUTHORITY

Director, Memberships & Business Development

7 PROCEDURE

1. The Manager, Training and Apprentices shall access and have available a register of legislation, regulations, codes of practice and approved guidelines as it relates to the operation of the Group Training Organisation. The register must contain the following legislation and associated regulations/guidelines:

- Disability Discrimination Act 1992 (Commonwealth)
- National Standards for Group Training Organisations
- Equal Opportunity ACT 1984 (South Australia)
- Fair Training Act 1987 (South Australia)
- Freedom of Information Act 1982 (Commonwealth)
- Work, Health and Safety Act 2012 (South Australia)
- Privacy Act 1988 (Commonwealth)
- Racial Discrimination Act 1975 (Commonwealth)

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- Racial Vilification Act 1996 (South Australia)
 - Sex Discrimination Act 1984 (Commonwealth)
 - Training & Skills Development 2008 (South Australia)
 - Children's Protection Act 1993 (South Australia)
2. On an annual basis the Manager, Training and Apprentices shall review the policies and procedures, update any hyperlinks of legislation, regulations, guidelines or codes of practice to ensure that such links are accurate and up to date. Where links are incorrect, correct links will be obtained.
3. The Manager, Training and Apprentices is to ensure that information is current, revised/amended and/or new as it relates to legislative compliance requirements for the Group Training Organisation, is advised to all relevant stake holders, including GTO and RTO staff, trainers, directors, apprentices/trainees and host trainers.
4. In complying with this policy the Manager, Training and Apprentices shall:
- Use the www.legislation.sa.gov.au or www.commlaw.gov.au database as the primary source for accessing legislation and regulations as well as monitoring amendments.
 - Use appropriate industry organisations, state regulatory agencies, state industry support organisations in accessing compliance requirements associated with industry standards, permits and licensing.

8 RELATED DOCUMENTATION

Legal and other documents register