



GROUP TRAINING POLICY & PROCEDURE

MOTOR TRADE ASSOCIATION GROUP TRAINING SCHEME CODE OF CONDUCT

GROUP TRAINING AUSTRALIA

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PRIMARY ROLE : All Employees

SPECIAL NOTE :

SPECIAL REQUIREMENTS :

ATTACHMENT :

REFERENCES : APPRENTICE EMPLOYMENT NETWORK SOUTH AUSTRALIA CODE OF CONDUCT
GTS Privacy Procedure
Motor Trades Association of SA Inc Privacy Statement
Privacy Act 1988 & Australian Privacy Principles
GTS Complaints Policy

DOCUMENTS :

EQUIPMENT & RESOURCES :

QUALIFICATIONS, TRAINING OR
SPECIALIST KNOWLEDGE :

AUTHORISED :  DATE : 12/06/2020
CHIEF EXECUTIVE OFFICER



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All and any of the standards listed below either individually or combined constitute the Code of Conduct as a single organisational standard that stands alone

PURPOSE

It is the purpose of this policy to clearly identify the manner in which the operations and relationships of Motor Trade Association Group Training Scheme (MTA GTS) will be conducted.

RESPONSIBILITIES

CEO

It is the responsibility of the CEO to ensure:

- that all stakeholders and employees including apprentice/trainees and contractors are informed of the Code of Conduct;
- that a copy of the Code of Conduct is prominently displayed at MTA GTS premises;
- that all employees abide by the Code of Conduct.

Employees

It is the responsibility of all MTA GTS employees including apprentice/trainees and contractors to ensure that they conduct themselves in a manner that aligns with the Code of Conduct at all times.

POLICY

MTA GTS is a Nationally Accredited Group Training Company and a member of Apprentice Employment Network South Australia (AEN SA).

As a member of AEN SA, MTA GTS will be bound and committed to the AEN SA Code of Conduct.

SCOPE

The Code of Conduct will encompass all dealings and relationships conducted by MTA GTS.

The Code applies to AEN SA or its successor body, its members and staff, and to Group Training Companies, their Managers, Board members and staff.



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THE CODE

This code of conduct is based on the principles of truth and honesty.

Standards

The Code sets the standard for Group Training Companies to maintain ethical standards and remain responsive to the industrial development of the Australian community.

Each Group Training Company will:

- At all times discharge allotted and accepted responsibilities with integrity and observe the standards prescribed by the AEN SA in accordance with good management practice;
- Establish policies, pursue objectives and fulfill obligations in a manner consistent with the code;
- Strive to promote, implement and monitor the training programs relevant to industry and the community;
- Implement relevant policy objectives as determined by the Association;
- Observe the conduct and management practices contained in the code;
- Work with other member companies of AEN SA in a spirit of mutual support and co-operation;
- Conduct themselves in such a manner as will not damage the business operation nor injure the standing and reputation of AEN SA and its member companies;
- Refer to the Association all matters that have the potential to impact on other member companies.

Managers will recognise the interests of the community and act accordingly:

- Participating in community activities, utilising available professional skills;
- Making every endeavour to conserve the environment, having regard to the rights of future generations;
- Preserving and, wherever possible, improving the quality of life within the company's sphere of influence;
- Promoting the development of further understanding in society of the role of Group Training Companies and their place in the business community;
- Encouraging community acceptance of entry level training as a viable career option, for disadvantaged groups, including women;
- Excluding all corrupt practices.

AEN SA, through its member Group Training Companies, is committed to:



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- Maximising the potential for the employment, training and personal development of the Australian workforce;
- The development of uniform and equitable policy objectives, adequate resources and full co-operation between government, employers and those seeking skilled training within the Australian industry.

Through its members, AEN SA will:

- Foster the development and co-operation of all member companies displaying leadership and determination in the implementation of policy;
- Establish an environment of mutual respect and co-operation between government, industry, Association members and the community in the pursuit of these objectives;
- Ensure an even and efficient flow of communication between the member companies and those with a legitimate interest in the operation of Group Training;
- Observe the conduct of management practice contained in this code.

PRIVACY

All discussions, records and information related to any stakeholder will be kept confidential and recorded and filed in line with the GTS Privacy Procedure, the Motor Trade Association of SA Inc Privacy Statement, MTA GTS Record Management Policy and the Privacy Act 1988 and Australian Privacy Principles. Where there is a difference between any of these the greater level of privacy will be implemented.

Breaches of privacy will be subject to disciplinary action for MTA employees, termination of contract for contractors, cancellation of training contract for RTOs and potential discontinuance of Hosting arrangements for Host Employers.

ACCESS AND EQUITY

It is the policy of MTA GTS to ensure an environment that is, as a minimum, aligned with State and Federal legislation:

MTA GTS commits to providing a safe and equitable environment through zero tolerance of any form of harassment, bullying, discrimination and/or racial vilification.

For further information refer to MTA GTS Access, Equity & Fairness Policy POLO13 13.