

MANAGEMENT OF TOOL KITS

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PRIMARY ROLE : Automotive Business Specialists employment
General Manager Automotive Business
Recruitment and Project Officer

SPECIAL NOTE :

SPECIAL REQUIREMENTS : **WHS** – all Tool Kits are to be two person lift and transported with hydraulic lift trolley. Employees not meeting this WHS requirement will face disciplinary action.

ATTACHMENT(S) :

REFERENCES : GTS Privacy Procedure
Motor Trades Association of SA Inc. Privacy Statement
Privacy Act 1988 & Australian Privacy Principles
MTA WHS Policy
GTS Resources Handbook National Standards 2017

DOCUMENTS :

Tool Kit Issue Checklist
Suspension Tool Kit Return Checklist
Suspension Tool Kit Return Sign off Sheet

EQUIPMENT & RESOURCES : JobReady Program
Hydraulic Lift Trolley
Metal Asset Number labels

QUALIFICATIONS, TRAINING : Understanding of Tools
OR SPECIALIST KNOWLEDGE Experience using JobReady
Manual Handling

AUTHORISED :



CHIEF EXECUTIVE OFFICER

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PURPOSE

This document provides guidance and direction for Automotive Business Specialists employment (ABSe) and administration staff in:

- the provision of Tool Kits to apprentices;
- return of MTA GTS owned Tool Kits by apprentices on Suspension, not completing Apprenticeship or not placed with Host Employer.

RESPONSIBILITY

General Manager Automotive Business

It is the responsibility of the General Manager Automotive Business and/or their delegate to ensure that:

- ABSe's, Recruitment and Project Officer and Payroll Team are aware of and accurately apply this policy and procedure;
- ordering and receipt of tool kits is conducted in an efficient and accurate manner;
- tool kits are allocated correctly;
- tool maintenance training is conducted in a timely and comprehensive manner;
- the process for suspended and re-issued tool kits is managed in line with this policy and procedure;
- the sale of used of tool kits is managed efficiently and accurately;
- replacement tools process is conducted in an appropriate manner and in line with this policy and procedure;
- apprentices are aware of lost and stolen tools policy.

Automotive Business Specialists employment

ABSe's are responsible for following all procedure as directed by the General Manager Automotive Business and as defined in this policy and procedure.

Recruitment and Project Officer

The Recruitment and Project Officer is responsible for ensuring the efficient and accurate administration processes as detailed in this policy and procedure.

Apprentices

Apprentices should be aware that tool kits remain the property of MTA GTS until they have been paid for in full and that they are responsible for:

- maintaining tool kits complete and in good order until they are completely paid for;
- following this policy and procedure for the pick up, return and re-issue of tool kits as well as for lost or stolen tools.

Payroll Department

The Payroll Department is responsible for:

- maintaining and providing to ABSe's tool kit values;
- accurately deducting and recording tool kit payments from apprentice wages;
- maintaining accurate records of payments and outstanding amounts for all apprentice tool kits;
- arranging invoices where an apprentice has completed and returned an incomplete tool kit or has not returned the tool kit.

POLICY

It is the policy of MTA GTS to ensure the safety and wellbeing of our employees and therefore all handling of tool kits must be in compliance with the MTA GTS Manual Tasks Policy and Procedure contained in the MTA GTS WHS Policy.

It is the policy of MTA GTS to ensure:

- compliance with legislative requirements including but not limited to the Vehicle Repair, Services and Retail Award;
- timely provision of tools to apprentices for efficient commencement and on job training placement and to support learning;
- effective management of MTA GTS assets including Tool Kits.

SCOPE

This policy and procedure applies to the provision of Tool Kits to all MTA GTS trade apprentices.

This policy does not include apprentice/trainees undertaking a School Based Apprenticeship (unless authorised by the General Manager Automotive Business), Administration, Vehicle Detailing, Tyre Fitting or Auto Parts Interpreting apprenticeship/traineeships.

DEFINITIONS

Apprentice Placement Board	: Spreadsheet located in SharePoint that identifies Apprentices requiring placement with a HE and the progress of any placement up to the Apprentice commencing with a HE.
Automotive Business Specialist employment	: MTA GTS employees tasked with the placement and monitoring of apprentices and their Host Employers in compliance with TaSD ACT 2008, regulations and guidelines; MTA GTS policy and procedure.
CRM	: Customer Relationship Management encompasses the services, processes and support provided to MTA GTS stakeholders.
HE / Host Employer	: Industry Employer that meets the requirements of: <ul style="list-style-type: none">• the TaSC Guide for Registration of an Employer to Train an Apprentice/Trainee under TaSD Act 2008;• Work Health Safety Risk Assessment.
JobReady	: Student/Apprentice Records Management Database.
General Manager Automotive Business	: Manager of MTA GTS Operations.
Pay Office	: MTA GTS pay office staff tasked with the administration of apprentice/trainee wage payments and host employer invoicing.
TAS	: Traineeship and Apprenticeship Services is a statutory authority under TaSC which manages and controls all regulatory requirements in the day to day administration of Traineeships and Apprenticeships.
TaSC	: Training & Skills Commission. TaSC is the South Australian Government body that regulates training, apprenticeships and traineeships under South Australian Government guidelines.

TASD Act : Training & Skills Development ACT of South Australia under which apprentice and traineeship regulation is enacted.

PROCEDURE

Frequency:

Provision of Tool Kits will be made:

- When a new apprentice is signed up and commences a hosted placement;
- An apprentice who was required to return a Tool Kit during suspension returns to a placement.

Reasons and actions are to be logged in JobReady.

WHS

The manual handling of all toolboxes must be managed as follows:

1. **All** tool kit lifts must be two person lifts;
2. **All** transport of tool kits on MTA premises must be made using the supplied hydraulic lift trolley located in the suspended tool box room

Where ever this policy/procedure refers to the handling of tool kits it means handling in the above manner. Exempting where tool kit(s) are lifted and/or transported with a forklift or moved within a workshop using a tool trolley, there is no exemption from this procedure.

Any MTA GTS employee or apprentice not following this procedure and/or allowing another MTA GTS employee, apprentice, contractor, sub-contractor or visitor to handle tool kits in non-compliance of this procedure whilst on MTA GTS premises will face disciplinary action.

Procedure:

1. Tool Kit
 - 1.1. MTA GTS provides Tool Kits to full time apprentices and school based apprentices at the discretion of the GM Automotive Business.
 - 1.2. Apprentices are provided with a tool kit in lieu of a tool allowance.
 - 1.3. The tool kit remains the property of the MTA GTS until the completion of the apprenticeship at which time ownership is transferred to the apprentice.

- 1.4. Termination of Apprentice's Contract of Training will result in the tool kit being returned to the MTA GTS. The apprentice is provided with the opportunity to purchase the tool kit at an agreed amount authorised by the GM Automotive Business.
- 1.5. At the time of termination should the apprentice wish to purchase the tool kit the following is to occur:
 - 1.5.1. the ABSe seeks a tool box value from MTA GTS Payroll Office;
 - 1.5.2. the apprentice is advised of the price and provided with the opportunity to confirm their intention to purchase in a time negotiated with the ABSe;
 - 1.5.3. apprentice confirms intention to purchase and makes payment via cash, debit card, cheque or credit card to the Recruitment and Project Officer or their delegate via ABSe;
 - 1.5.4. once payment has been confirmed a payment and pick up receipt is provided to the apprentice by the GTO Administration Officer or their delegate and the Field Officer or delegate assists the apprentice to load the tool kit into their vehicle;
 - 1.5.5. The tool kit is not to be stored on MTA GTS premises once payment has been received.
- 1.6. At the time of termination should the apprentice not wish to purchase the tool kit the following is to occur:
 - 1.6.1. Any reference to deducting from an apprentices pay must be an authorised deduction as evidenced in writing. The Award prevents seeking reimbursement from an apprentice for lost or damaged tools unless negligence is proven.
 - 1.6.2. The ABSe or Recruitment and Project Officer will check the tool kit using the tool kit check list located in the suspended tool kit storage room;
 - 1.6.3. The tool kit is stored in the suspended tool kit room.
2. Order & Delivery of Tool Kits
 - 2.1. Tool Kits are provided to new apprentices within the first two weeks of placement.
 - 2.2. The ABSe or their delegate orders the trade appropriate tool kit via Jobready from the supplier.
 - 2.3. A copy of the order is sent to the supplier either via email through Jobready;

3. Tool Kit Allocation to Apprentice

3.1. ABSe or their Delegate;

- 3.1.1. Confirms the tool kit arrival by contacting the apprentice;
- 3.1.2. Upon confirmation of tool kit arrival, the ABSe is to arrange a time to inspect the tool box;
- 3.1.3. If the tool kit has not arrived the ABSe is to contact supplier and rectify;
- 3.1.4. At the time of inspection the ABSe is to check the tool kit contents using the Tool Kit Issue Checklist, attach and note the asset number label and have the apprentice sign the Tool Kit Issue Checklist document.
- 3.1.5. Where a tool kit is incomplete or damaged the ABSe or their delegate is to follow up with the supplier.
- 3.1.6. The ABSe is to enter the tool kit asset number into Jobready under the 'Tools/Equipment' section of the apprentice record.
- 3.1.7. The Recruitment and Project Officer or their delegate highlights tool care requirements with the apprentices during induction including:
 - 3.1.5.1. Care of tools;
 - 3.1.5.2. Responsibility for tools;
 - 3.1.5.3. Reiteration of payment process and ownership including process for suspension or termination.

4. Incomplete or Damaged Tool Kits

- 4.1. Where a Tool Kit is incomplete or damaged the Field Officer or their delegate;
 - 4.1.1. Contacts the supplier by telephone and confirms in writing;
 - 4.1.2. Arranges for the replacement items to be delivered to the apprentices host employer address;
 - 4.1.3. Notifies relevant apprentice of order of replacement items;
 - 4.1.4. Contacts the apprentice after the suppliers estimated delivery date ensuring the correct tools arrived.

5. Recording of Asset Numbers Against Apprentices

5.1. The Recruitment and Project Officer or their delegate records the tool kit asset numbers by:

5.1.1. Recording the tool kit asset number in the apprentices JobReady file under the section "Tools";

5.1.2. If there is no apprentice name for the tool box the term "stock" is noted on the invoice next to the applicable number and sent to the MTA GTS accounts department (this may occur if an apprentice cancels before commencement and the tool kit is to be stored in the reissue room).

6. Suspended Apprentice

7.1. Where an apprentice is suspended and the Tool Kit does not belong to the apprentice;

7.1.1. is to return complete tool kit to their ABSe or the Recruitment and Project Officer;

7.1.2. Field Officer or Recruitment and Project Officer to assist the apprentice to lift and transport the tool kit to the suspended tool kit storage room from the car park using manual handling aid;

7.1.3. contents of tool kit is to be checked off against Tool Kit Checklist (located in the suspended tool kit storage room);

7.1.4. If the apprentice is unable to deliver the tool kit, the ABSe or Recruitment and Project Officer is to arrange to pick up the tool kit, or arrange a courier, whichever is most practicable;

7.1.5. The ABSe or Recruitment and Project Officer is to ensure the tool kit is secured in the Suspended tool kit room;

7.1.6. The original return/pick up receipt and missing tools checklist is to be provided to MTA GTS Administration for scanning and entry into JobReady.

8. Re-issue at End of Suspension

8.1. When an Apprentice returns from suspension;

8.1.1. Recruitment and Project Officer will arrange a courier;

8.1.2. ABSe or Recruitment and Project Officer checks JobReady for the asset number that corresponds to the apprentices tool kit.



9. Returned Used Tool Kits

9.1. Sale of Used Tool Kits

- 9.2.1. Tool Kits that have not been refurbished and are not suitable to offer to new apprentices are advertised to industry through MTA GTS publications and via other advertising mediums as required.
- 9.2.2. Tool kits may be sold to MTA GTS staff, members, industry and the general public. The GM Automotive Business has responsibility for the sale of tool boxes.

10. Replacement Tools

- 10.1. Where tools have been damaged the apprentice can either contact their Field Officer or a SP Tools stockist.
- 10.2. Lost tools must be replaced at the apprentice's expense. Defect tools are covered by warranty.
- 10.3. Suspected stolen tools must be reported to the apprentices Field Officer who will conduct an investigation. The apprentice may also choose to report the suspected theft to the Police (if the tools are insured the apprentice or host employer's insurance company may require a Police report). Where the tools are not insured the apprentice must replace the missing tools at their expense. Where as a result of the investigation the theft was found to be by a host employer staff member and no action is taken by the host employer the ABSe may choose to remove the apprentice from the environment.

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](#).