



## GROUP TRAINING ORGANISATION POLICY & PROCEDURE

### HOST EMPLOYER SELECTION

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PRIMARY ROLE : GM Automotive Business  
Automotive Business Specialists employment

SPECIAL NOTE :

SPECIAL REQUIREMENTS :

ATTACHMENT :

REFERENCES :

DOCUMENTS : WHS Site Assessment Report  
WHS Site Assessment Register  
Host Employer Agreement & Handbook  
Apprentice/Trainee Details to Host Employer Form  
WHS Worksite Inspection Report  
GTS Privacy Procedure  
Motor Trade Association of SA Inc Privacy Statement  
Privacy Act 1988 & Australian Privacy Principles

EQUIPMENT & RESOURCES :

QUALIFICATIONS, TRAINING : Cert IV in Workplace Health & Safety or Occupational  
OR SPECIALIST KNOWLEDGE Health & Safety or working towards  
Underpinning knowledge of WHS requirements for the  
Motor Trade Industry

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



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### **PURPOSE**

The purpose of this document is to define the criteria and selection process for appropriate Host Employers.

### **RESPONSIBILITY**

#### **General Manager Automotive Business**

It is the overall responsibility of the GM Automotive Business to ensure:

- 1.1. All people charged on behalf of MTA GTS with the management of apprentice/trainees are trained in the Host Employer Selection process and have responsibility for taking all reasonable care and effort in the selection of appropriate Host Employers;
  - 1.2. All other MTA GTS staff are trained in the selection process to assure they recognise their joint responsibilities;
  - 1.3. In consultation with staff, WHS specialists, RTOs, industry representatives and other specialists and stakeholders ensure so far as is practicable that;
    - 1.3.1. all statutory requirements are fulfilled and current legislation, standards, regulations and codes of practice be regarded as minimum acceptable standards;
    - 1.3.2. Apprentice/trainees are not exposed to detrimental or unsafe situations or practices as part of their on job training;
    - 1.3.3. information, instruction, training and supervision are provided so that managers/supervisors, employees and other participating parties are knowledgeable and confident in providing assistance during the selection and monitoring of Host Employers;
  - 1.4. keep information and records related to Host Employer selection confidential and secure.
2. ensuring that all staff are trained in and aware of the their individual responsibilities in relation to Selection Policy/Procedure;
3. ensuring there is effective monitoring of the selection process;
  4. ensuring that any issues are dealt with promptly in providing an efficient service for Apprentice/trainees, Host Employers, staff and other participative parties;



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5. ensuring that new Host Employers have adequate opportunity to provide feedback in relation to the selection process;
6. ensuring that appropriate records are maintained in regard to the selection process.

### **Automotive Business Specialists employment**

Automotive Business Specialists employment are responsible for ensuring:

1. that the selection process is conducted in its entirety;
2. that detailed records including evidence are maintained accurately and completely;
3. ensuring potential or new Host Employers are not accepted or permitted to Host an Apprentice/Trainee where WHS or other nonnegotiable compliance is not at an acceptable level;
4. advising the GM Automotive Business in circumstances where a potential or new Host Employer does not meet WHS or other compliance standards and refuses to rectify these.

### **POLICY**

It is the policy of Motor Trade Association Group Training Scheme (MTA GTS) to place our apprentice/trainees well being and training ahead of all other considerations. To ensure this all Host Employers will be selected for their ability to provide quality on job training and to meet MTA GTS's minimum WHS standard.

The goals of the policy are to:

- ensure the safest possible work and learning environment for MTA GTS apprentice/trainees;
- ensure the best possible on job learning environment for MTA GTS apprentice/trainees;
- assist in reducing staff turnover, and poor performance and behaviour generally;
- reduce costs associated with repeated recruitment, training and downtime.

### **SCOPE**

The scope of this policy encompasses all potential Host Employers.



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### DEFINITION

- Expression of interest
- interest by an industry expert to host an apprentice/trainee whether that interest is initiated by the employer or through MTA GTS marketing.

### PROCEDURE

#### New Host Employer

The New Host Employer Checklist must be completed as each task is undertaken.

1. Employer expression of interest to host an apprentice/trainee is received.
  - 1.1. Host Employer Information Pack to be provided to potential Host Employer.
  - 1.2. Follow up phone call and meeting to be conducted.
2. WHS Site Assessment to be conducted prior to placement of any apprentice/trainee and Site Assessment form to be completed;
  - 2.1. WHS Site Assessment form to be completed and signed by MTA GTS representative and potential Host.
  - 2.2. If potential Host does not meet MTA GTS's minimum requirements, MTA GTS Workplace Standards are to be discussed and potential Host must agree to remediate any deficiencies.
  - 2.3. Assistance is to be provided and monitoring of the implementation of minimum standards is to be conducted by the WHS and Return to Work Coordinator
  - 2.4. Once remediation is complete a further WHS Site Assessment is to be carried out again;
  - 2.5. Site assessment must be completed in full and given to the WHS and Return to Work Coordinator for gap analysis and follow up to ensure an acceptable level of compliance is achieved at the potential host workplace. If potential Host does not agree to meet the MTA GTS minimum requirements placements are not to be made.
3. Licensing (where appropriate), Insurance, Safety record check and compliance check to be conducted.



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- 3.1. New Host Employer compliance Checklist to be completed and evidence attached.
- 3.2. Potential Host that does not meet the minimum requirements should be advised of those requirements and where possible assisted in achieving them.
- 3.3. If potential Host does not have appropriate licence(s), insurances, safety record or compliance placements are not to be made until those are in place.
4. Host Employer Agreement & Handbook to be signed.
  - 4.1. The Host Employer Agreement & Handbook is to be discussed and all items agreed to by the Host.
  - 4.2. The only negotiable item of the agreement is the Invoice Payment method.
5. New Host Employer Record to be created in JobReady.

### **WHS Site Monitoring**

1. Monitoring is to occur using the WHS Worksite Inspection Record and may fall under the following categories:
  - 1.1. if the potential Host Employer meets minimum standards at commencement of the agreement - on an annual basis
  - 1.2. If the potential Host must implement minimum standards with the assistance of MTA GTS - on a monthly basis until standard achieved for the first 6 months and once up to standard on a 12 monthly basis.
  - 1.3. if and when determined by MTA GTS as required - WHS visits may occur at any time.
2. If an apprentice/trainee advises MTA GTS of a WHS concern a site visit must be undertaken immediately.
3. If a Host Employer at any time does not meet minimum standard and refuses to address the situation the apprentice/trainee(s) placed with that Host Employer will be removed at the direction of the GM Automotive Business.



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### **PRIVACY**

All discussions, records and information related to an apprentice/trainee, Host Employer and other parties must 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](#).