

Code of Practice

Future Force Training and Recruitment (FFTR) is committed to ensuring that staff and trainees are educated in, and act accordingly with, the following set of principles which outline the basic ethic expected from stakeholders.

FFTR shall:

❖ ***Meet its legal obligations***

By:

- ◆ Ensuring a safe workplace, free from bullying and verbal, physical and sexual abuse
- ◆ Ensuring all OH&S requirements are addressed
- ◆ Ensuring an appropriate introduction to the workplace is provided
- ◆ Ensuring that Host/employer information obtained during the course of training shall remain confidential and not be used in any untoward manner

❖ ***Provide structured training***

By:

- ◆ Providing opportunities for development in line with the trainee and Host/employers' wishes
- ◆ Providing a training plan that is agreed to by both the trainee and the host/employer
- ◆ Utilising structured and validated training materials that have been agreed to by the company annual review
- ◆ Providing facilities and expertise to assist in the training
- ◆ Ensuring accurate records of training are maintained
- ◆ Ensuring the relevant authorities are notified on commencement and completion of the Traineeship

❖ ***Provide supervision and support***

By:

- ◆ Ensuring that new trainees are aware of their direct supervisor and trainer, and that that person is available for questions or mentoring where needed
- ◆ Being mindful that trainees may be under the age of 18 years, and as such are considered minors, and that their parents or guardians have legal responsibility for them

❖ ***Advise trainees of their rights and responsibilities***

By:

- ◆ Ensuring that trainees are encouraged to raise issues and problems both in the workplace or in conjunction with their structured training
- ◆ Advising them of their entitlements, such as wages, conditions etc..
- ◆ Ensuring trainees are aware that additional assistance is available from their relevant state training authority
- ◆ Providing a comprehensive induction process for commencing trainees to ensure that they are aware, from the time of commencement, of the proposed training program, workplace safety requirements and their rights and responsibilities

The trainee shall:

❖ ***Be aware of and make a commitment to fulfil work responsibilities***

By:

- ◆ Attending and performing work in a professional and courteous manner in accordance with the host/employer requirements
- ◆ Taking care of workplace property and resources
- ◆ Respecting the rights of other trainees and employees in the workplace
- ◆ Maintaining confidentiality with respect to information obtained from the host/employer and that such information not be disclosed without approval from the employer
- ◆ Obtaining consent from a parent or guardian if under 18 years of age

❖ ***Be aware of and make a commitment to fulfil training responsibilities***

By:

- ◆ Making all reasonable efforts to achieve the competencies specified in the training plan and undertaking any training and assessment required
- ◆ Attending training sessions or supervised workplace activities and take advantage of learning opportunities

Access and Equity Statement

Future Force Training and Recruitment is committed to providing a training service that is responsive to the diverse needs of our employees and trainees. We are also committed to the promotion of access to our services on an equitable basis by our employees, prospective trainees and current trainees regardless of gender, cultural, race, marital or parental status, religious belief, socio-economic status, disability or other irrelevant characteristics.

Future Force Training and Recruitment promotes access and equity in the provision of its services by:

- ❖ The development and implementation of policies and procedures that support access and equity principles and comply with relevant Commonwealth and State legislation and regulation.
- ❖ Reviewing policies and procedures
- ❖ Ensuring staff are adequately trained in all relevant areas including access and equity, in particular with this policy
- ❖ Providing a copy of this policy to all trainee candidates that have successfully negotiated our 1st phase screening process
- ❖ Dealing with complaints or grievances in a prompt manner using the FFTR Complaint Procedure.