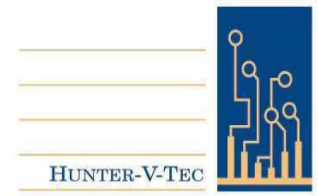


Apprentices & Trainees



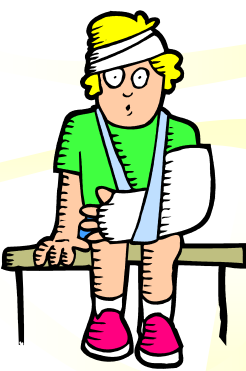
(A division of Hunter Valley Training Company Pty Ltd)

Are you aware....

1. If you are absent from work or your RTO you need to produce a doctor's certificate to be paid sick leave and you still need to submit a timesheet. Sick Leave accrues weekly and will only be paid if you have enough entitlement.
2. RTO / TAFE Attendance must be verified on the TAFE attendance card and sent with your timesheet each week to enable us to pay you for your RTO / TAFE attendance? For In-School Trainees you should complete a Tafe Card to enable us to record your Tafe Hours so they go towards your hours for the traineeship.
3. Compassionate leave only applies under most awards for immediate family, ie. parents, grandparents, brothers or sisters, children and siblings? If you wish to attend a funeral for someone outside your immediate family you will need to apply for annual leave or approved LWOP. You need to submit a copy of the funeral notice from newspaper
4. Pay Day is Thursday.
5. Your timesheet must be signed by your supervisor, and needs to include start/finish times as well as your lunch break?
6. Your timesheet needs to be received on a Monday to ensure you are paid on time?
7. Annual leave forms must be completed, signed by your supervisor and then submitted to us 2-3 weeks prior to you taking annual leave for payment, where possible. Should you wish to be paid in advance, note this clearly on form.
8. If you mark Absent or Leave Without Pay on your timesheet you need to comment WHY you were absent or taking Leave Without Pay.

9. A registration rebate of \$100 may be claimed for vehicle registration fees paid after the 1st July 2005 subject to the following criteria:
- You must be 1st or 2nd Year apprentice
- The Vehicle for which a rebate is claimed must:
- be registered in NSW
 - be registered only in the name of the apprentice claiming the rebate
 - be registered for general private or business general use
 - have been registered in the name of the apprentice at the time the registration fee and motor vehicle tax were last paid.
10. Payslips are emailed out on a weekly basis. Should you wish to receive your payslip by mail they are only posted out fortnightly as per company policy.
11. What if you are injured at work?

WHAT IF YOU ARE INJURED AT WORK?



1. You must report all incidents, near misses, injuries & illnesses to your Host Employer and HVTEC representative.
2. You must notify HVTEC within 24 hours of any injuries.
3. If you require medical treatment, you will need to see a Doctor.
4. You must ask the Doctor for a **Workcover medical certificate**.
5. HVTEC will then assist you to return to the workplace as soon as possible.

Key Message: You must advise HVTEC within 24 hours about your injury and provide them with the Workcover medical certificate.

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Please Note: Blank timesheets, annual leave forms, tafe cards are available by phoning 49324184