

# WELCOME TO



## TRAINEE & APPRENTICE PLACEMENT SERVICE

CONNECTING PEOPLE, MAXIMISING POTENTIAL

# INFORMATION FOR HOST EMPLOYERS



[TAPSSA.COM.AU](http://TAPSSA.COM.AU)

[@CHOOSETAPS](https://www.instagram.com/choosetaps)



**Trainee and Apprentice Placement Service Inc.**

708 Port Road, Beverley SA 5009 | PO Box 456, Welland SA 5007

P 08 8433 1200 | [tapssa.com.au](http://tapssa.com.au) | **ABN** 42 616 617 967

## DEAR HOST EMPLOYER,

TAPS was first incorporated in November 1997 and employed its first Plumbing Apprentice in December 1997. It was set up by Industry stakeholders as an independent Plumbing / Roofing industry specific Group Training Organisation in an effort to halt the failing number of new entrants into the Plumbing / Roofing industries.

At the present time, TAPS employs over 300 Apprentices and Trainees consisting of Plumbing, Gas-fitting, Roofing Apprentices and general office trainees. As you can see the focus is entirely on the Plumbing and Roofing industries which are now very well served by its own dedicated Group Training Organisation.

Whilst TAPS is a Not-for-Profit Organisation, it is in business and must marry client needs to the services it supplies. In this respect it is no different to any other business and is managed as such. It also has obligations to the young people it employs and ensures that the pastoral care is appropriate and of the highest quality, as well as ensuring that the range of skills and underpinning knowledge required by their chosen occupation are delivered and absorbed.

TAPS accesses subsidies from both State and Federal Governments under Group Training Funding arrangements and also from the Construction Industry Training Board through the Construction Industry Training fund. All these subsidies are passed onto the Host Employer via its oncost charge.

TAPS has implemented a management system for the employment and training of Plumbing and/or allied industry Apprentices and Trainees which it must adhere to. With this in mind Host Employers must therefore take it upon themselves to ensure that they understand and practice what is required to ensure a safe and healthy workplace is maintained.

TAPS welcome you and appreciate your support towards training our Apprentices / Trainees to the highest standards for the Plumbing and Roofing industries.

Yours Sincerely,

Luke Walsh  
Chief Executive



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## HIRING AN APPRENTICE OR TRAINEE FROM TRAINEE & APPRENTICE PLACEMENT SERVICE INC.

For reference purposes from now on, TAPS will be referred throughout this document.

When you use a TAPS apprentice or trainee, there is no more recruiting or administration paperwork. This leaves you the extra time to get on with what you do best - running your business. You will only pay for the time when the apprentice or trainee is at work - nothing more to worry about - no more holiday pay, no more sick pay or administration nightmares. All these time-consuming jobs, including attendances at TAFE/NTO, are taken care of by TAPS therefore you only pay on a pro-rata basis.

**ON COST INCLUDES:**

- Annual Leave
- Leave Loading
- Personal/Carers Leave
- Superannuation
- Public Holidays
- Sick Leave
- WorkCover Compensation
- TAFE/NTO Attendance
- Personal Protective Clothing
- Safety Equipment

TAPS is a Not-For-Profit Incorporated Association that has a rate structure in place to ensure a cost competitive and efficient method for employment of apprentices and trainees to Host Employers.

TAPS can help assist your work demands whether it is weekly, monthly, yearly or for the full duration of an apprenticeship (this does not apply to trainees).

## GUIDE FOR HOST EMPLOYERS

### *EMPLOYMENT DETAILS*

TAPS will pay the apprentice or trainee wages and invoice the Host Employer for these wages and associated on-costs weekly. At the end of each pay week, the Host Employer will receive a completed time sheet from their apprentice or trainee.

The time sheet is signed then forwarded to the TAPS office for processing and payment. In this case invoices are paid weekly or fortnightly via a direct debit facility or another agreed payment method.

Host Employers may enter the wages and on-costs of the apprentice or trainee as contract labour or training expenses, keeping them separate from their own employee's wages and on-costs.

### *THE WEEKLY TIME SHEETS*

After each week ending the apprentice or trainee will give the Host Employer their time book having completed their section.

TAPS pay the apprentice or trainee, on production of the weekly time sheet, which is completed by the apprentice or trainee with hours worked and any allowances due and counter signed by the Host Employer. The signed original by the Host Employer and apprentice or trainee is immediately emailed, SMS or faxed to TAPS, the Host Employer keeps the remaining copy for their records.

### *WAGES and PAY WEEK*

The rate of pay and conditions of employment shall be those applying under either the relevant Award or Agreement for that vocation.

### *PAYG SUMMARIES*

PAYG are lodged through STP by TAPS - there is no requirement for the Host Employer to do so.

### *SICK LEAVE*

All apprentices and trainees are to be paid sick leave as per their entitlement under the relevant award. The Host Employer must not pay the apprentice for sick days but must record the sick day(s) on the apprentice or trainees time sheet. TAPS will pay all sick leave entitlements upon receiving of a medical certificate. It is important to note that there is no on-cost charge for the sick leave as the apprentice or trainee is not on the job.

### *ANNUAL LEAVE*

All apprentices and trainees are to be paid annual leave as per their entitlement under the relevant award. It is usually taken during the Christmas/New Year period. Alternative arrangements can be made by negotiation between TAPS, Host Employer and the apprentice or trainee. A leave form is required to be filled out and lodged with TAPS a month prior to the leave being taken. Annual leave and leave loading will be paid by TAPS directly to the apprentice or trainee prior to the commencement of the leave.

### *PUBLIC HOLIDAYS*

All apprentices and trainees are entitled to be paid for all public holidays. The Host Employer must not pay the apprentice or trainee for public holidays but must record the public holidays on the apprentice or trainee time sheet. TAPS will pay all public holiday payments. It is important to note that there is no on-cost charge for the public holiday as the apprentice or trainee is not on the job.

### *OFF-THE-JOB TRAINING ATTENDANCE*

Apprentices and trainees are required to attend off-the-job training either in one or two weeks blocks at an approved TAFE/NTO (National Training Organisation). The Host Employer will be advised by TAPS of the dates that their apprentice or trainee will be required to attend off-the-

job training prior to the commencement of the placement in writing. TAPS will pay the wages for off-the-job training attendance.

Trainees have the option of both off-the-job and on-the-job training depending on the Host Employers preference.

#### *ROSTERED DAY OFF (apprentices only)*

Ordinary hours of work are 7.6 hours per day, 5 days per week, which equals 38 hours per week. Weekly wages therefore are based on 38 hours not 40. Most employees still work 8-hour days, which equals 40 hours per week. However, they are only paid for the 38 hours, or 7.6 hours per day, which means they are working 0.4 of an hour per day, or 2 hours per week ( $0.4 \times 5 = 2$ ) without pay.

In a 4-week cycle there are 20 working days (4 weeks x 5 days per week). During that 20 day cycle the employee will be accruing 0.4 of an hour per day, so that at the end of the 19th day they will have accrued 7.6 hours (19 days x 0.4 per day). This means that the employee is entitled to take the 20th day (the RDO) off on full pay as they have already worked for 7.6 hours without pay.

Please contact this office if you wish to clarify any points or require further explanation of the RDO system.

#### *APPRENTICE or TRAINEE PERFORMANCE*

A TAPS Field Consultant will visit the apprentice or trainee on site, following this there will be consultation with the Host Employer to discuss the apprentice or trainee performance and progress.

## SUMMARY

1. Fill out and sign weekly time sheet by the apprentice or trainee and Host Employer.
2. Email, SMS or fax the time sheet as soon as it has been filled out and signed by the apprentice or trainee and Host Employer.
3. DO NOT PAY:
  - Wages
  - Group Tax (income tax)
  - Public Holidays
  - Sick Leave
  - RDO's
  - TAFE/NTO Attendance
  - Annual Leave/Leave Loading
  - WorkCover
4. The Host Employer will receive a weekly account for the apprentice or trainee which records all amounts paid to the apprentice or trainee along with group tax and associated on-costs.
5. If any problems arise, it is imperative that the TAPS office be contacted immediately on 8433 1200.

## PLUMBING & ROOF PLUMBING

### WAGES PAYABLE AS OF 1ST FULL PAY PERIOD AFTER 1ST JULY 2021

TBC

## FARES AND TRAVELLING ALLOWANCE

*Applicable to Plumbing & Roof Plumbing Apprentices Only*

The fares and travelling time allowances are daily allowances that will be paid in accordance with the following table:

	Travel Time	Fares
Employee is Required to start or finish on the job using own vehicle	Paid	Paid
Employee is required to start or finish on the job using public transport	Paid	Paid
Employee is required to start or finish on the job provided with or .....	Paid	Not Paid
Employee is required to start and finish at the workshop	Not Paid	Not Paid
Employee is provided with or offered accommodation at job site	Not Paid	Not Paid
RDOs (where the employee normally receives standard fares & .....	Paid	Paid
Annual Leave	Not Paid	Not Paid
Public Holidays	Not Paid	Not Paid
Personal Leave	Not Paid	Not Paid

## **ELECTRICAL & REFRIGERATION MECHANICS**

**WAGES PAYABLE AS OF 1ST FULL PAY PERIOD AFTER 1ST JULY 2021**

**TBC**

## **WALL & FLOOR TILING**

**WAGES PAYABLE AS OF 1ST FULL PAY PERIOD AFTER 1ST JULY 2021**

**TBC**

## **TRAINEE**

**WAGES PAYABLE AS OF 1ST FULL PAY PERIOD AFTER 1ST JULY 2021**

**TBC**

## **CONSTRUCTION TRAINEE**

**WAGES PAYABLE AS OF 1ST FULL PAY PERIOD AFTER 1ST JULY 2021**

**TBC**