

Purpose

This Policy outlines Protech's objectives, responsibilities towards its apprentices and trainees. While also detailing the commitments for all stakeholders with respect to apprentices and trainees.

Scope

This policy applies to all Protech stakeholders, specifically apprentices and trainees; and the internal team members assigned to represent, work with, or assist or support them through to completion.

Objectives

Protech will deliver its brand promise of *Quality People. Every Time.* with the selection and placement of apprentices and trainees as Field Employees. Ensuring that these employees are given every opportunity to succeed in their chosen fields by:

- Complying with the National Standards and state specific requirements for Group Training Organisations.
- Ensuring that all apprentices and trainees are *Protech Certified*.
- Providing appropriate processes procedures and support staff to specifically manage and support apprentices and trainees from their onboarding through to a successful completion.
- Ensuring that all developed documentation is simple, clear, and easily understood.
- Educating apprentices and trainees (and where applicable, parents/guardians) about their requirements, obligations, and expectations.
- Ensuring that all clients who host apprentices and trainees are aware and supported in their obligations.

Responsibilities

It is the role of all Protech employees to act in accordance with our core values, especially with respect to apprentices and trainees. This requires all stakeholders to:

- Ensure that apprentices and trainees are supported during their employment through to completion.
- Ensuring host employers are aware of their responsibilities and requirements for apprentices and trainees.
- Where practicable, accommodating any reasonable additional needs or circumstances for apprentices and trainees.
- Performing regular monitoring to ensure that all requirements for apprentices and trainees are being met.
- Act when it is identified that apprentices or trainees require additional assistance or support to continue their education and employment journey.

Commitment

Protech management, employees, stakeholders, apprentices, and trainees are committed to:

- Acting with integrity and compassion towards GTO Employees and considering their varying stages of career progression.
- Adhering to any GTO specific requirements when engaged/interacting with GTO employees.
- Developing and adhering to GTO specific requirements outlined in the Protech Total Management System.
- Remaining a registered Group Training Organisation and in compliance with applicable employment, safety and training legislation.
- Working collaboratively with all stakeholders to ensure that apprentices and trainees are supported through to completion.
- Ensuring that Apprentices and trainees are supported through to completion via appropriate access and equity.
- Participating in audits of GTO specific systems to demonstrate how compliance is achieved.
- Applying continuous improvement frameworks and methodologies to the GTO/apprentice & trainee specific elements of Protech's Total Management System.

Approval

Marc Meili
Managing Director



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