

skillset.

MY TRAINEESHIP Guide for new Trainees



Trainee Name _____

Host Company _____

Phone Number _____

Skillset Business Consultant _____

Phone Number _____

Trainee Start Date _____/_____/_____

Expected Completion Date _____/_____/_____

WELCOME

Foreword from the CEO

1.

Congratulations!

Congratulations on gaining a Traineeship with Skillset, and embarking on what is the start of your new career. You are now on your way to gaining a Nationally Recognised Qualification, along with the experience you need in your chosen vocation.

Your Traineeship consists of two parts:

- Practical 'on the job' training through working with your Host Company
- Structured training through a Registered Training Organisation (such as TAFE)

This 'Survival Guide' is designed to help you through every aspect of your Traineeship with Skillset.

The 'Service Standards' section outlines what we do to assist you and guarantees the standard of service you can expect from us.

The sections 'My Wages', 'My Timesheets', 'My Finances', 'My Responsibilities' and 'My Employment Details' outline useful information about your responsibilities, administration processes and statutory requirements. It also lists all of Skillset's forms, policies and much more that is located on our website.

Finally we have added a 'Helpful Hints' section that will provide you with information designed to assist you in becoming a successful Trainee.

If you have any questions, please contact your Business Consultant, local Skillset office, or jump on our website at www.skillset.com.au

Remember, keep in touch! The staffs at Skillset are committed to maximising your potential and assisting you to successfully complete your Traineeship. Please contact them immediately if you need their assistance.

A list of the Skillset Offices and contact information is provided on page 5 in this booklet but also feel free to email me personally if you have any questions at crandazzo@skillset.com.au.

Yours Sincerely



Craig Randazzo
CEO
Skillset



We at Skillset are committed to maximising your potential and assisting you to successfully complete your training.

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Skillset is a not-for-profit organisation that employs Apprentices and Trainees within Central West and Western NSW, and places them with local tradespeople and businesses (Host Companies). In addition to this, Skillset also provides Sustainability services and products.

Established in 1982 with one staff member managing 22 Apprentices, Skillset is now one of the largest Group Training Organisations in Australia. We have Regional Offices in Bathurst, Orange, Parkes, Dubbo, Lithgow, Mudgee, Tamworth and Cowra.

Skillset employs around 1,000 Apprentices and Trainees each year in over 100 different vocations across Central West and Western NSW. With an annual wage bill of approximately \$27 million, we are the largest employer of youth in our region, making a significant contribution to local economic development.

Skillset aims to:

- Assist employers with recruiting and managing Apprentices and Trainees
- Help job seekers access local employers & develop future careers
- Ensure sustainable futures for our local communities

Competitions and Awards

Skillset encourages Apprentices and Trainees to participate in Worldskills Australia Competitions. Over the past 20 years, Worldskills Australia has developed a nationwide system of skill competitions that recognises the talents of young Australians at regional, national and international levels in over 50 occupational categories.

Skillset also recognises those trainees and apprentices who have demonstrated outstanding achievements throughout the course of their training through the following awards:

- Apprentice & Trainee of the Year for each branch
- Overall Skillset Apprentice & Trainee of the Year
- Gordon & Joyce Hawkes Awards for Skillset
- Indigenous Australian Apprentice of the Year

The overall Skillset Apprentice of the Year and Trainee of the Year will then be nominated for the NSW Apprentice/Trainee of the Year.

Winners at the state level will go on to represent NSW in the National finals.



SERVICE STANDARDS

For Apprentices & Trainees

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1. In our dealings with you we will act ethically, respect your privacy and confidentiality and work collaboratively with you to provide a safe working environment.
2. Our support for you will involve tailoring our services to optimise your chances of success. It will involve regular supervision meetings, monitoring your off the job training performance, and assisting you to resolve work performance issues. We will also assist you to resolve conflicts that may arise with your work colleagues from time to time.
3. We will provide a Workplace Health and Safety Construction Induction (White Card) for all Apprentices and Trainees as required, as well as an induction training program and information kit on how to succeed as an Apprentice or Trainee.
4. If a Host Company asks Skillset to place you elsewhere, we will pay you for four weeks from the date your host gives us notice in writing of this. During this time we will actively seek a new Host Company for you by approaching a minimum of 10 other similar businesses and seeking to arrange at least 1 work experience placement. Your willingness to attend job interviews and work for short periods out of your trade area will assist us in this process.
5. If we are not successful in placing you within the month after your host employer has returned you, we may seek to suspend your Training Contract. This can last up to 3 months, but during this time we will actively seek to place you in a job of your chosen vocation.
6. We will arrange your Training Contract and organise enrolment with the relevant Registered Training Organisation. We will also coordinate payment of your enrolment fees.
7. We will manage the workers compensation arrangements for all Apprentices and Trainees including a return to work plan if you are injured at work.
8. We will pay you accurately and on time, based on the timesheet information provided to us.
9. We will actively liaise with the Registered Training Organisation to resolve any issues you have about the training arrangements.
10. We will work with you to develop an annual leave plan with the aim of providing you with annual leave in the year your entitlement for it accrues.
11. If you feel that we have not met these Service Standards we will seek to resolve your dispute within two weeks of you raising it with your Business Consultant or appropriate Skillset representative.

Skillset Intranet site: <http://forums@skillset.com.au>

Skillset Website: www.skillset.com.au

Skillset Timesheets Website: www.skillsettimesheets.com.au

Web Based Timesheet Helpline: 1300 793 554

Skillset Corporate Office:

341 Panorama Avenue
PO Box 646
BATHURST NSW 2795
Phone: 6331 3655
Fax: 6331 9450

Lithgow Office:

52 Eskbank Street
PO Box 440
Lithgow NSW 2790
Phone: 6353 1627
Fax: 6353 1653
Email: lithgow@skillset.com.au

Cowra Office (P/T):

39 Macquarie St
PO Box 6
Cowra NSW 2794
Phone: 6341 1044
Fax: 6341 1045
Email: cowra@skillset.com.au

Bathurst Office:

341 Panorama Avenue
PO Box 646
BATHURST NSW 2795
Phone: 6331 6211
Fax: 6331 8270
Email: bathurst@skillset.com.au

Parkes Office:

Shop 4, 364 Clarinda St
Parkes NSW 2870
Phone: 6862 5935
Fax: 6862 5967
Email: parkes@skillset.com.au

Mudgee Office: 48A

Market St Mudgee
NSW 2850
Phone: 6372 9460
Fax: 8569 1568
Email: mudgee@skillset.com.au

Orange Office:

289 Summer Street
PO Box 2108
Orange NSW 2800
Phone: 6362 0277
Fax: 6362 0778
Email: orange@skillset.com.au

Dubbo Office:

Suite 3, 207 Brisbane St
PO Box 1864
Dubbo NSW 2830
Phone: 6884 8100
Fax: 6881 6542
Email: dubbo@skillset.com.au

Tamworth Office:

68 Brisbane Street
Tamworth NSW 2340
Phone: 6766 7041
Fax: 6761 2769
Email: tamworth@skillset.com.au

If you would like advice on your Traineeship, have any questions about your Training Contract or have an issue that your Business Consultant has been unable to resolve you can contact the Western NSW STS office. Their details are:

Level 1, State Office Block, Cnr Kite & Anson Streets
Orange NSW 2800

Ph: (02) 6392 8500 Fax: (02) 6392 8539
westernnswstc@det.nsw.edu.au

You can also visit the STS website: <https://www.training.nsw.gov.au/index.html>

Employer

You are employed by Skillset. As your legal employer, Skillset will manage all employer responsibilities including payroll, Award wage information, tax deductions, Group Certificates (Payment Summaries), Workers Compensation, Superannuation, annual leave, sick leave and public holidays. Skillset manages these statutory requirements on behalf of your Host Company who are invoiced weekly for these costs. **It costs you nothing to have Skillset as your employer and support network.** In fact, we make sure you receive all you are entitled to in accordance with legislation.

You will be allocated a Business Consultant who will visit you periodically at your workplace over the course of your Traineeship. Anything you speak to your Business Consultant about is considered confidential. They will always talk to you before taking action.

What is a Host Company?

Skillset places its Apprentices and Trainees with tradespeople and businesses that are called 'Host Companies'. Throughout your employment with Skillset you may work with more than one Host Company. This provides you with an opportunity to work in different environments, locations and on different equipment, thus improving the quality of training and experience.

If it doesn't work out between you and your Host Company, we will endeavour to find you a new Host. However, if you are handed back because of your own actions (see 'Your Obligations') it makes it very difficult to find you another host. In such situations this may result in termination of your apprenticeship or traineeship.

While you continue to do the right thing by Skillset, we will always look after you and keep you in work to the very best of our ability. If you do not uphold your obligations, your employment may be compromised.

What is a Training Contract?

Your Apprenticeship is covered by a written contract known as a "Training Contract". At the conclusion of this Training Contract, Skillset is under no obligation to continue your employment. However, we can help you if you require assistance finding ongoing employment.

You can get more information about your Training Contract from your local Delivery Office or Business Consultant.

Probation Period

Your suitability for the job will be assessed during the probationary period. For apprentices this is the first three months and for trainees it is one month. Either party (yourself or Skillset) can cancel the Training Contract during that time, however after this period, the training contract becomes legally binding and you must commit to the full term of the traineeship.

Training Packages

The majority of trainees will be assessed on the job by a trained assessor. An assessor is assigned to you by the Registered Training Organisation (RTO). The assessor will make an appointment with you and your Host Company to select modules and arrange the Training Plan. Your assessor will deliver your workbooks within the first month of your traineeship and explain how it works. It is your responsibility to complete the assessment tasks.

Detailed information can be found in your Learning and Assessment Manual.

RTO Enrolment

All Trainees will be enrolled by their RTO assessor at the first monitor visit with you. Skillset will pay your enrolment fee.



Traineeships are a fantastic way to gain on-the-job experience whilst completing Nationally Recognised Qualifications.

EMPLOYMENT DETAILS

Your Wages

8.

Your wages will be paid to you in accordance with the applicable Award. Skillset provides your Host Company with regular updates on Award rates of pay. Some Host Companies may have an Enterprise or site Agreement; if this is the case we will pay you in accordance with the rates specified in that Agreement. We will always ensure that your wages are correct and comply with legislative requirements.

If you have any problems with your pay or conditions at work, contact your Business Consultant immediately.

Sick leave

Sick leave entitlements depend on the Award or Agreement under which you are employed, however most Awards entitle you to 10 paid sick days per year. These are only to be used when you are genuinely sick.

If you take sick leave, you will need to produce a Doctors Certificate if you have more than one day off work or you are sick either side of a public holiday. Please make sure 'sick day' is marked on your timesheet so our admin department can process the sick day with the rest of your weeks pay.

Taxation

As your legal employer, Skillset is obligated to forward the Pay As You Go (PAYG) tax to the Australian Tax Office on your behalf.

Annual Holidays

You are typically entitled to 20 days annual leave each year, to be taken within the year the entitlement accrues. We will work with you and your Host Company to plan your annual leave. When you want to take holidays, you will need to fill out an application form which your Host will need to sign-off on.

Please indicate on your timesheet when you are taking annual leave. Our admin department will process the annual leave and pay you accordingly.

Public Holidays

You will be paid for all public holidays if you would normally work these days. Please make sure any public holidays taken or worked are marked on your timesheet.

EMPLOYMENT DETAILS

Your Wages

9.

Overtime

If you work any approved overtime, you must mark it on your timesheet. Our administration department will ensure you are paid for all overtime at the appropriate rate.

Off-the-job Training

Training days, for example, with TAFE, are regarded as working days. All Apprentices and Trainees will be paid for these days, when applicable.

Traineeships = lifelong careers.



It is extremely important to fill timesheets in correctly, have them signed by both yourself AND your Host Supervisor and submit them to Skillset on time to ensure you are paid accurately. Skillset must have a record of all hours worked and wages paid to Apprentices and Trainees.

Timesheets must be lodged by 5pm every Monday to ensure you are paid every Thursday, for the previous week. If you do not submit your timesheet on time, you will not be paid until the following week. You can lodge your timesheets in three ways; over the internet via our secure website, by fax or you can deliver in person to your local Skillset Delivery Site.

Web-based Timesheets

Skillset Timesheets can be entered over the internet. Your Host Company will receive a login and password to access their secure account details over the web. The web based timesheet system will allow your Host Company to view their weekly invoice based on the timesheet information entered, before authorising the timesheet. You will also be able to receive and view your pay slips via email.

A training pack will be distributed to your Host Company that shows them how to use this technology and face to face training sessions will be available on request from your Host Company.

Faxed Timesheets

If you intend to send your timesheet to us via fax, please ensure you fax the signed and completed timesheet to your Skillset Regional Office by 5pm each Monday in order for you to be paid on time.

Skillset Forums Site - Log on to <http://forums.skillset.com.au>

On this website you can access the following forms:

- Application Form
- Timesheets
- Change of Address Details (Apprentice/Trainee)
- Change of Banking Details (Apprentice/Trainee)
- Application for Annual Leave (Apprentice/Trainee)
- Change of Address Details (Host Employer)
- Skillset Incident/injury Report Form

You will also find the latest versions of our:

- Discrimination and Harassment Policy
- Rehabilitation Policy
- Return to Work Procedures
- Drug and Alcohol Policy
- Literacy & Numeracy Policy and Procedures
- Newsletters and News Stories
- Brochures and any other procedures that relate to you

If you do not have access to the internet contact your Business Consultant to receive any forms

EMPLOYMENT DETAILS

Timesheets

10.

required.

EMPLOYMENT DETAILS

Timesheets

11.

Skillset Timesheet

Please indicate your local Skillset Branch and fax your timesheet to this branch:

Select your branch.

<input type="checkbox"/>	Bathurst Fax 63318270	<input type="checkbox"/>	ORANGE Fax 63620778	<input type="checkbox"/>	PARKES Fax 68625967
<input type="checkbox"/>	LITHGOW/ MUDGEE Fax 63531653	<input type="checkbox"/>	DUBBO Fax 68816542	<input type="checkbox"/>	COWRA Fax 63411045

Or you can email this timesheet to: timesheets@skillset.com.au

Week ending date (Sunday).

Timesheets must be received by 5PM each Monday for payment of wages

Week Ending Trainee Apprentice

Employees Name Are you entitled to take RDO's?
 Yes No

Employee's Trade

Host Employer Signature
 (Employee)

Host Employer's Telephone Signature
 (Supervisor)

Timesheet **MUST** be signed by both the Apprentice/ Trainee and Host Employer.

	Code	Morning		Afternoon		Office use only							Other	
		Start	Finish	Start	Finish	Normal Hours	RDO Acc	1	1.25	1.5	1.75	2		2.5
Mon		8:30	12:00	12:30	4:30									
Tues														
Wed														
Thurs														
Fri-Sat														
Sun														
Total														

Start and finish times and lunch breaks must be shown.

Allowances	
Tool	
Travel	
Uniform	
Laundry	
Proficiency	
Broken Shift	
Evening Shift	
Early Shift	
Meal	
*Deductions	
Bonus	
*Other	

Codes	
PH - Public Holiday RDO -	WPH - Worked Public Holiday AI
Rostered Day Off	- Annual Leave
RDO Acc - Accumulated RDO	SL - Sick Leave
Tafe - Tafe attendance	WC Workers Compensation

These codes are to be used in the codes column to indicate any leave taken as necessary.

Notes

OFFICE USE ONLY				
Normal	1.25	1.5	1.75	2

* Please provide details in Notes

My Bank Account

It is important to supply Skillset with your correct bank account details to allow payment of wages and annual leave. You must advise us of any changes to these details. Simply complete a 'Change of Bank Account Details' form located on our website: <http://forums.skillset.com.au>

For financial institutions other than Westpac, Skillset cannot guarantee payments will be completed on the day of the transaction. Skillset will not be held responsible for any delays caused by the financial institutions.

My Payment Summary

A Payment Summary (or Group Certificate) is a record of your yearly earnings and the tax that you have paid. You will need it to complete your tax return. Skillset is responsible for issuing your Payment Summary; however you and your Host Company are responsible for ensuring that we receive your timesheets each and every week for the full financial year.

Change of Address

It is essential that you advise us if you change your address as soon as possible. Important information will be sent to you throughout the year, eg. Payment Summary, contracts, newsletters etc. If you do not advise us of your new address, the information will be sent to your old address and could be lost.

To change your address with Skillset, simply complete a 'Change of Address Details' form located on our website: <http://forums.skillset.com.au> or call your local Delivery Site.

My Superannuation

Skillset pays Superannuation for all Apprentices and Trainees. Skillset pays the compulsory employer contribution. For further information, please contact your Business Consultant.

On completion of your Apprenticeship, you should call to discuss your future superannuation needs with Banker's Trust on 132 135.

Safety in the Workplace

When working on any work site make sure you understand the site safety rules given to you during induction. They can be verbal or written and cover items such as Emergency Evacuation Procedures, First Aid Kits, First Aid Officers, Personal Protective Equipment Required, Restricted Areas and where to report safety issues incidents or accidents. For more information, please refer to the Skillset Work Health and Safety Booklet.

There are several ways that your host employer may teach you how to do things safely on their work sites and these documents can be named different things like Safe Operating Procedures (SOPs), Safe Work Method Statements (SWMS) and Job Safety Analysis (JSAs) among others. These generally all provide a simple set of instructions to keep you safe, so take the time to understand the system in your workplace and if you don't understand ask your supervisor.

Workers Compensation

Skillset covers all its Apprentices and Trainees for Workers Compensation. If there is a claim, Skillset does all the paperwork and covers all the costs including the excess on the claim and rehabilitation, if required.

If you are injured at work, you **MUST** notify your host employer and complete an incident form with them. If required, seek immediate medical attention, and be certain to let the treating doctor know that you suffered the injury at work. You must also request a WorkCover certificate of capacity (COC) from the doctor at this time, even if you don't have any time off work. If you don't obtain a COC at this time, you may be required to go back to the doctor to obtain one. All injuries must also be reported to Skillset immediately.

Please advise your Business Consultant immediately in the event of any injury sustained at work or on your way to or from work.

Your Obligations

As a Trainee you must:

- Make a commitment to fulfil work responsibilities.
- Make a commitment to study your vocational training to the best of your ability.
- Obey any lawful instructions given to you by Skillset and your Host Company.
- Let Skillset know if you are experiencing difficulty.

Skillset's Expectations of you as a Trainee

As our legal employee, Skillset expects you to:

- Arrive on time for work
- Be prepared for the job and make positive suggestions
- Maintain an interest in your work
- Comply with your Host Company's workplace policies and procedures
- Take care for your own health and safety and the safety of others in the workplace, including visitors and fellow workers
- Follow instructions and accept suggestions constructively
- Immediately report to your supervisor and Business Consultant for all safety issues, including near misses, broken equipment, missing safety equipment, unsafe acts, etc.
- Ask for help if needed
- Behave in a way that reflects well on the high standard of Skillset employees
- Adhere to safe working practices
- Dress suitably for the job
- Be responsible for and take the same care of your Host Company's property like you would your own.

Host Company's Obligations

Both you and your Host Company must have a clear understanding of each other's obligations and expectations. In general your Host Company must:

- Provide a safe working environment.
- Support structured training including providing every opportunity to learn the skills of the job.
- Provide time off with pay to attend approved off-the-job training.
- Provide supervision and support including a nominated workplace supervisor.
- Supply you with relevant policies and procedures specific to their business.

What are Skillset's Obligations to me?

As your legal employer, it is Skillset's responsibility to support your Host Company in meeting the above obligations to you. Skillset will:

- Check that your Host Company is providing a safe work environment.
- Ensure your Host Company provides support for structured training including providing you with every opportunity to learn the skills of the job.
- Ensure that you are paid to attend approved off-the-job training as required by the appropriate vocational training provider.
- Ensure you are given appropriate supervision and support including a nominated workplace supervisor.

Personal Support

The staff at Skillset are there to help overcome any problems you may have along the way. Skillset will provide ongoing support including:

- Ensuring all employees enjoy a work environment free from all forms of discrimination and harassment.
- Regular service calls from our Business Consultants to your workplace to address issues relating to training, supervision, WHS and other important issues.
- Your Business Consultant will provide regular performance management as well as ongoing guidance in your role as an Apprentice or Trainee.

See our 'Service Standards' on page 4 for our full range of guaranteed services for you.

Training and Security

Our aim is to ensure that you successfully complete your training. If your Host Company cannot keep you on for the full term of your contract, we will find another Host Company for you, provided you have been meeting your obligations as an Apprentice or Trainee in the time you have been employed by Skillset.

Our extensive network of Host Companies across NSW offers security of employment throughout your training and a chance to gain a wider range of skills by working with a number of different Hosts, if required.

What are Skillset's Obligations to me?

Skillset is committed to supporting our Apprentices and Trainees in successfully completing their trades and vocational studies.



Discipline and Dismissal

Skillset aims to assist you in successfully gaining a qualification in your chosen vocation. However, if your work performance or TAFE/RTO studies should fall below standard, your Host Company will contact us. If your performance does not improve after counselling, your training may be in jeopardy and your employment may be terminated if you:

- Arrive at work under the influence of drugs or alcohol
- Consume alcohol or illegal drugs during work hours
- Are involved in a fight or engaged in dangerous behaviour
- Abuse your colleagues, supervisors or Skillset representative
- Disobey any reasonable instruction of your Host Company or Skillset
- Are absent from work without explanation
- Disclose confidential information
- Are regularly late for work
- Lose your driver's licence
- Are involved in unlawful or criminal activities.

All of the above rules apply while you are attending TAFE or other training. If you disagree with Skillset in a matter of discipline, you should contact your local Business Manager.

Social Media

There are some important guidelines you must follow to ensure your use of Social Media does not impact your apprenticeship/traineeship or even cost you the job. Here are 6 important considerations when using Social Media such as Facebook:

- Never post off-colour remarks. This includes threats, racist remarks, discriminatory comments etc. This can be about anyone and is not limited to those at work.
- Never post confidential details. This refers to any information you have come across through the course of your work and includes information regarding your job offer from Skillset.
- Never bad mouth your customers. It is important that you don't say anything negative about about any of your customers or those associated with your customers.
- Don't disrespect your employer. Under no circumstances should you post any derogatory comments about your workplace, supervisor or legal employer.
- Don't post inappropriate photos. Be aware that photos you post form an image which an employer or supervisor may have access to and which may not represent you well as a responsible employee.
- Don't call in sick - and then post about it.

Access and Equity Policy

Skillset understands and accepts that our clients are entitled to have access to the best possible training opportunities.

We will be responsive to the diverse needs of all our clients and our service will be available to everyone on an equitable basis and will include:

- Women where unrepresented
- People with disabilities
- People from Non-English speaking backgrounds
- Indigenous Australians
- People from rural and remote areas.

Equal Employment Opportunity

Skillset promotes the principle that employment should be based on merit. This means that we select the best person for the job in terms of his or her job related skills. Candidates are therefore treated equally, irrespective of differences in race, gender, religion, marital status, age, political conviction, sexual orientation etc.



Skillset promotes the principle that employment should be based on merit. This means that we select the best person for the job in terms of his or her related skills.

Stress and Anxiety

Small amounts of stress can motivate you. However if it starts to get on top of you STOP and RELAX! Try not to take on too much at once. Having fun is important to your emotional health so remember to take time out for enjoyment and relaxation.

Controlling Anger

Anger is a type of energy and you can't always keep yourself from getting angry. Try to control it, leave the situation, calm down and then go back to what you were doing.

Bullying and Harassment

Bullying and harassment is any unwanted persistent actions against an individual. If you are being bullied report it early to your Skillset Business Consultant so that things don't get out of hand. If you are bullying someone, stop and think how you would feel. Your actions could lead to permanent damage and even death of an individual.

Dealing with Depression

If you have had a disappointment, or if things are not going well at work, TAFE or even at home, you may be feeling down. This is a normal response to life's situations.

Remember that you can always talk to your Business Consultant when they visit or even give them a call and make time to talk. All information will be kept confidential.

Other services you can access include:

- Kids Helpline - www.kidshelp.com.au - 1800 551 800
- Information for young people experiencing hard times - www.reachout.com
- NSW Mental Health Line - 1800 011 511
- Headspace - www.headspace.org.au
- Beyond Blue - www.beyondblue.org.au - 1300 224 636
- Lifeline - www.lifeline.org.au - 131 114

Drinking and Driving











Be aware that your drivers licence is important to your job. Your Host may need you to drive a vehicle to undertake certain tasks at work and even getting to work on time each day can be challenging if you are used to relying on the ability to drive yourself there each day. So if you lose your licence, it can have a substantial impact on your training and job!

NSW has three blood alcohol limits: zero, 0.02 and 0.05.

- A ZERO blood alcohol limit applies to: Learners, P1 and P2 licence holders
- A 0.02 blood alcohol limit applies to: Drivers of Heavy vehicles (13.9 tonnes +) and Drivers of Public vehicles or vehicles that carry dangerous loads
- All other drivers have 0.05 legal blood alcohol limit

It is difficult to know whether you are under the limit by counting drinks alone. It is safest not to drink alcohol at all if you plan to drive, however the following information is offered as a guide only:

1 standard drink = 1 middy of beer OR 1 ½ middies of light beer OR 1 nip of spirits OR 1 small wine

 = standard drink →		First Hour	Each Hour after
BAC → .02			
→ .05			
→ .05			

Source: NSW Roads & Traffic Authority

Money Management

It is very important to manage your money. As a guide, fill out the sample budget below:

1. Calculate your yearly net wage or the money you take home each week in the hand (i.e. your gross wage less any tax you pay = net wage);
2. Work out your weekly expenses like board, rent and fuel, and multiply it by 52 (52 weeks in one year);
3. Add up your yearly expenses and deduct them from your yearly net wage. Surprising isn't it?

If your expenses are more than your net wage, you will need to revise your expenses. One simple but effective rule is do not spend more than you earn!

Try to save something each week - even if it is only \$10 per week, by the end of the year that will be \$520 saved!

My Yearly Budget

Net yearly wage	\$
Expenses (yearly)	\$
Food	\$
Board	\$
Fuel	\$
Payment	\$
Entertainment	\$
Clothes	\$
Savings	\$
Other	\$
Total Yearly Expenses	\$
Net yearly expenses minus Yearly expenses	\$

Getting a loan

This is intended as a basic guide to getting a loan for a car or a house. More detailed information can be obtained from any financial institution.

The following information must be supplied upon applying for a loan:

1. Savings history – Bank statements over the past six months.
2. Proof of income – Skillset can supply you with your payslips or a letter stating your employment and income details.
3. Car or House Details – You must supply the financial institution with all information about the item you wish to purchase.
4. Proof of Deposit – If you have already paid a deposit you must supply a copy of the receipt and

HELPFUL HINTS

For Trainees

20.

Money Management

balance owing.

Renting

- Dress neatly when you meet with a representative from the real estate and also when you apply to rent a property (your appearance is very important).
- Make a list of everything you want in the property, for example: gas heating, lock up garage.
- Make enquiries with a number of real estate agents and make sure you look at more than one property.
- Take references from people you have previously rented through, your employer or even past employers or teachers.
- Have plenty of money for :
 - Rental bond (4 weeks rent which the agent or landlord must lodge with the Rental Bond Board).
 - Two weeks rent in advance
 - Electricity bond and connection (approx. \$200). Note that this fee may be waived if you sign up for the easy pay system where regular weekly payments are deducted from your bank account (conditions apply).
 - Gas bond and connection (approx. \$130).
 - Telephone bond (approx. \$60).
 - Groceries to stock your fridge and cupboard (around \$250).
- Rental payments are usually made weekly to the agent in person or by direct debit.
- When vacating your rental premises you must give the agent up to four weeks' notice. Your bond money will be returned if a final inspection indicates that everything is in good condition.
- Notify the electricity or gas company to cancel services, and let them know your new address to ensure you retrieve your bond.

What can I do to make my on-the-job training work for me?

You are the driving force behind your own training program. If your training is going to prove successful, you are going to have to make it work. You are going to have to be responsible for motivating yourself to succeed. It is up to you to apply yourself to your job to the best of your ability. Apprenticeships and Traineeships are a learning exercise – you need to be proactive in seeking out the information you need when you need it.

Some tips on what information you should acquire:

- Know what is involved in your industry.
- Consult your Business Consultant, talk to employers, teachers and workers in your trade.
- Know what tools you require for your job (if applicable) and acquire them.
- Accept that experience pays off in the long run – don't expect high wages to start with.
- Keep busy, look for work, show initiative.
- Recognise your employer's need for productivity.
- Be reliable and conscientious. Go the extra mile.
- You will have to work with a variety of personality types. Understand this and don't be oversensitive to criticism.
- Ask questions! Keep asking until you have the answers you need.

Motivation Tips

- Be courteous to your Host supervisor and fellow workmates at all times.
- Smile often.
- Be on time – every time.
- Never stand around with your hands in your pockets with nothing to do – always be keen to ask what you can do next.
- Set yourself daily and long term goals – write them down.
- Commit yourself to at least three hours study each week, and aim to pass every exam.
- Exercise regularly, eat healthy foods and dress neatly.
- Get at least eight hours sleep each weeknight.
- Remember that excessive use of alcohol and the use of drugs can ruin your life and your chances of getting ahead.
- Keep in touch, Skillset wants to support you.

The Basic Habit Patterns of a Winner

Winners develop the habit of doing things that others don't like to do:

- Don't criticise, condemn or complain. Think of ways to improve the situation. It is easy to find problems but you will be highly regarded if you can develop solutions to the problems.
- Show real, honest and hearty appreciation. Let others know they are liked.
- Think good thoughts about other people and yourself.
- Give before you get. Always.
- Give others a reason to agree with you before asking anything of them.
- Smile often! This generates enthusiasm, friendliness and goodwill.
- Remember names. A person's name is the sweetest most important sound they can hear and it instantly captures their attention each time it is used.
- Be an effective communicator by LISTENING. Encourage others to talk about themselves by asking them questions (When, Where, How, What, and Why)
- Think, act and look HAPPY and SUCCESSFUL and you will begin to think, feel and actually become HAPPY and SUCCESSFUL.
- Never engage in negative conversations or participate in gossip sessions.
- Always greet others with a positive, cheerful statement, not the standard question "How are you?"
- Respond to another's questions, "How are you?" With an enthusiastic, meaningful "TERRIFIC"
- Look for and expect good things to happen to you.

Winners develop the habit of doing things that others don't like to do



Skillset believes all young people need a set of personal attributes and skills to prepare them for employment and further learning. The ongoing employability of a person is dependent on them having a set of relevant skills, as well as a capacity to learn new things.

The 'Employability Skills Framework' (a Commonwealth funded project conducted in 2002) identified the following personal attributes that contribute to overall employability:

- Loyalty
- Commitment
- Honesty and integrity
- Enthusiasm
- Reliability
- Personal presentation
- Common sense
- Positive self-esteem
- Sense of humour
- Balanced attitude to work and home life
- Ability to deal with pressure
- Motivation
- Adaptability



Key skills which combine with the personal attributes make up the overall 'Employability Skills Framework'.

The key skills are:

- Communication skills that contribute to productive and harmonious relations between employees and customers;
- Team work skills that contribute to productive working relationships and outcomes;
- Problem-solving skills that contribute to productive outcomes;
- Initiative and enterprise skills that contribute to innovative outcomes;
- Planning and organising skills that contribute to long-term and short-term strategic planning;
- Self-management skills that contribute to employee satisfaction and growth;
- Learning skills that contribute to ongoing improvement and expansion in employee and company operations and outcomes; and
- Technology skills that contribute to effective execution of tasks.

You should try to nurture and develop these skills in yourself. These aspects are what employers are looking for when hiring new staff. Take notice of the work habits of successful employees around you and learn from them. If you recognise what further skills you need and can improve them, it will have a positive effect on your future employment prospects.