

# APPRENTICE EXPECTATIONS

## Your rights and responsibilities and owning your apprenticeship

RIGHTS	RESPONSIBILITIES
To work in a safe environment	<ul style="list-style-type: none"> <li>◆ Be aware of site rules</li> <li>◆ Demonstrate common sense in regards to use of tools, ladders, trenches etc</li> <li>◆ Be work fit ie not hung-over</li> </ul>
To have excellent on-site supervision	<ul style="list-style-type: none"> <li>◆ To listen carefully to Tradespeople   Supervisor   Host Employer   Field Officer to improve skills</li> <li>◆ To ask questions if you do not understand or seek additional demonstration of specific skills</li> <li>◆ To ask for feedback</li> </ul>
To have excellent support from your Apprentice Employment Field Officer	<ul style="list-style-type: none"> <li>◆ To be in regular contact with your Field Officer</li> <li>◆ To inform your Field Officer if you are absent</li> <li>◆ To inform your Field Officer of problems with your Host Employer   Supervisor   Tradespeople</li> <li>◆ To be actively involved in On-site Evaluations and Focus Goals</li> <li>◆ To maintain a journal [diary]</li> </ul>
To have excellent technical training	<ul style="list-style-type: none"> <li>◆ To listen carefully to Trainers at Tech</li> <li>◆ To ask questions during Training Classes</li> <li>◆ To ask for additional assistance in areas of identified weakness</li> </ul>
To have excellent support from MPA Skills Apprentice Employment Administration	<ul style="list-style-type: none"> <li>◆ To complete all declarations, applications, forms that are required and submit them on time</li> <li>◆ To inform the Administration of any changes to contact details etc</li> </ul>
To be paid accurately and on time	<ul style="list-style-type: none"> <li>◆ To complete timesheets accurately and on time</li> <li>◆ To check payment details regularly</li> <li>◆ To inform Administration of any errors</li> </ul>
To be able to express yourself at Tech and On-site	<ul style="list-style-type: none"> <li>◆ To be respectful to Trainers   Tradespeople   Supervisor   Host Employer   Field Officers and Administration</li> </ul>
To be supported in your general wellbeing	<ul style="list-style-type: none"> <li>◆ To utilise the counselling services and Mates in Construction programs if necessary</li> <li>◆ To liaise with your Field Officer and or Manager</li> <li>◆ Report any accident, harassment or incident to Host Employer   Supervisor   Field Officer</li> </ul>
To experience as many aspects of your trade during your apprenticeship	<ul style="list-style-type: none"> <li>◆ To liaise with your Field Officer and Host Employer about areas within your trade that you haven't experienced</li> </ul>

MPA Skills Apprentice Employment employs you but you work for your Host Employer.



**FutureSkillsWA**  
Training for tomorrow's opportunities

The pre-apprenticeship and apprenticeship training are subject to funding by Future Skills WA.

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