

Bricklaying, Plastering, Tiling & Floor Technology Apprentice Training Information and Requirements for 2013



We look forward to working with you during your training and assessment at the Skills Institute and/or onsite.

Mandatory Student Requirements

Please read carefully all of the following information: Apprentices and Trainees attending training and assessment at the Skills Institute are required to bring with them the prescribed equipment and work wear.

Learning Requirements

- Ball point pen and writing pad.
- Carpenters pencil, suitable pencil for use in the workshops.
- A simple calculator with square root function.
- 1m folding rule.
- Steel tape (8m metric only).

Occupational Health and Safety

Occupational Health and Safety **requires you to provide** the following protective equipment:

- **Appropriate work wear.** Work wear in torn and unclean condition is unacceptable.
- **Safety footwear (steel-capped).** Any other footwear is unacceptable.
- **Earmuffs or earplugs.**
- **Safety glasses – Sunglasses are NOT ACCEPTABLE.** Clear-lens to be worn in workshop areas at all times. Tinted safety glasses are acceptable for use outside.
- **HiVis vest or high visibility clothing (SNUG FITTING).**
- **Sun protection.** (E.g. hats, sunscreen, and long-sleeve shirt for outdoor work.)
- **Hair restraint.** (Long hair needs to be restrained in hazardous situations.)

Failure to comply will result in:

- Being **refused admission** to practical areas until the appropriate equipment/clothing has been obtained.

Attendance times for off-the-job training are as follows:

Clarence Training Centre

Monday – Thursday: Start 8am – Finish 4.45pm. Friday: Finish 2.30pm.

Campus Regulations

- Mobile phones may be used as calculators, but must be on 'silent' or switched off during any training and assessment.
- Under the Public Health and Safety Act, the Skills Institute is a smoke-free environment.
- Eating and drinking (other than water) is not permitted in the classrooms or workshops.

The Total Training Package
1300 362 175

Fee Payment

Apprentices and Trainees are responsible for organising fee payment.

2013 training fees apply with fees capped at \$1090.00. Please contact your local Administrative office for further information in relation to your fees.

Text book purchase is required as listed below, obtainable from the Skills Institute.

Foundation Skills: Painting & Decorating & Mortar Trades - Pearson	\$60.50
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If your employer is paying your fees:

If your employer is paying your fees, your employer **MUST** complete and sign a Sponsor Form which can be obtained from administration staff.

If you are paying your fees:

The Skills Institute has an up-front fee payment policy, requiring you to enrol and pay your fees prior to the commencement of any training or assessing. If you are unable to pay the total amount, you may take advantage of our instalment plan. This involves paying a deposit of 25% of your fees prior to commencing training, then paying the balance in three equal instalments over a three month period.

If fees remain outstanding results may be withheld until the amount owing is paid in full. No Certificates can be issued if you have outstanding fees.

For more details on fees and the refund policy please refer to the Skills Institute website or the Student Information brochure.

Oz Help:

The Skills Institute is very excited to be able to announce we will be implementing "Skills for Life" as the model for the provision of support services for students, effective immediately facilitated by OzHelp.

There are three specific parts to the Skills for Life Support: **Counselling / Mentoring / Life Skills Toolbox**

The Life Skills program will be built into training undertaken at TSI.

Counselling: The Skills for Life model is aimed at all trainees and apprentices irrespective of industry background. The model will provide life skills development, personal counselling, disability support, advisory/referral services, financial advice /support and career counselling to apprentices (spanning individuals 15 years of age to mature age apprentices).

Travel and Accommodation

Apprentices are eligible for an accommodation/travel allowance if they live 40 km or further from their training organisation. Claim forms are completed on the first day of training. **Please bring your bank account and BSB number with you, the allowance will be deposited into your account.** For additional information in regard to allowance please refer to: www.skills.tas.gov.au/learners/support

It is the apprentice's responsibility to book his/her own accommodation. Bookings should be made well in advance to ensure that either the Skills Institute Student Residence accommodation or alternative affordable accommodation can be obtained.

STUDENT RESIDENCE ACCOMODATION LOCATION/CONTACT DETAILS

Hobart
4a Bounty Street
WARRANE
Phone: (03) 6244 3611

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