



1. MISSION STATEMENT

To actively manage and build our portfolio of high quality Apprentices, Trainees and students. Continue the drive towards a high performance organisation, in which every individual accepts responsibility and is rewarded for results.

Consistently deliver on our promises to supply our customers with a higher than normal Industry standard in training and assessment.

This is achieved by:

- Identifying our customers' (both internal and external) needs.
- Maximising the ability of our staff through a safe and efficient work environment and relevant training and development.
- Optimising the use of the training capacity in smaller businesses which individually have neither the full training facilities nor the full range of work to provide adequate long term employment and training for Apprentices and Trainees.
- Focusing on eligible employers who have not previously been involved in New Apprentice and Trainee training and employers who have a specific term training capacity.
- Seeking additional training opportunities for out-of-trade Apprentices, Trainees and Graduates of pre vocational courses, females and other people disadvantaged in the labour market including indigenous, long term unemployed, people with disabilities, mature age and those from a non-English speaking background.
- Systematic and planned rotation between host employers of different size and activity, as appropriate.
- Promoting PEER VEET as both an active Registered Training Organisation and a Group Training Organisation complementing the effort that enhances the industry's profile to Governments and other authorities.

2. OBJECTIVES OF THE ORGANISATION

PEER VEET is a *not-for-profit* association, incorporated in South Australia. Its predecessor was originally incorporated in 1986 by the plumbing and electrical industries with the following objectives:

- To increase trade training capacity by providing increased New Apprenticeship opportunities in the Plumbing, Electrical, Electronic, Refrigeration, Air-Conditioning, Data Communications and related industries and maintain a high standard of Tradespersons for employment in South Australia.
- To improve the quality of such trade training by providing a wider but balanced variety of training experiences through systematic rotation of Apprentices between Host Employers.
- To enter into Contracts of Training as required by and in accordance with the Training and Skills Development Act 2008, as amended or successor legislation.

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- To ensure employment of such New Apprenticeships for the full contracted period and to assure payment of all normal wages for any time lost due to any inability to arrange appropriate trade based work, unless the Training and Skills Commission (or successor authority) consents to a termination or suspension of the Contract.
- To ensure that the contracted New Apprenticeships are employed on relevant trade work commensurate with the stages of their vocational training or their training needs.
- To make New Apprenticeships available to employers who are approved by, and who by entering into a compliance agreement, have satisfied PEER VEET of their capacity to train and supervise New Apprenticeships in the appropriate vocation.
- To comply with New Apprenticeship practises approved by the Industry, Commonwealth and South Australian Governments.
- To counsel New Apprenticeships, employers, and where appropriate parents or guardians.
- To examine and implement training opportunities that are considered to be conducive to the welfare and standards of training of New Apprenticeships throughout South Australia.
- To liaise with DEEWR and the South Australian Government and other private sector industry organisations for the furtherance of these objectives.
- To aim for a minimum of 10% of the total number of New Apprenticeships employed from targeted disadvantaged groups.

3. PEER VEET, OUR COMMITMENT

3.1 PEER VEET has a commitment to the Apprentices and Trainees it employs and also to the stakeholders who invest resources in the outcomes obtained by the Organisation.

In order to achieve our objectives, PEER VEET has adopted the following philosophies;

- Prior to completion of the contract of training, Apprentices and Trainees will be competent in the appropriate facets of their chosen vocation as set out by the respective approved industry competency standards.
- Many employers in the industries PEER VEET services cannot always offer the full range of on-the-job training required by the competency standards. PEER VEET may offer, to such employers, the opportunity to participate in Apprentice training that may not have been available to them previously under other systems. The Board and staff of PEER VEET believe this is now, and may continue in the future, in the best interest of all stakeholders in the Organisation.
- PEER VEET will continue to employ the people best suited to the industry requirements.

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- As part of the overall recruitment process, the Organisation will assist groups from the community who have been disadvantaged in the employment market. This will not only ensure quality training, but also affirm the already established reputation as a group training company that is committed to equitable quality employment outcomes.
- To ensure the future success of the Organisation and the ability to maintain its service to our stakeholders, the Board and staff of PEER VEET may continue to develop strategies and activities that complement the objectives of the Organisation or assist in the promotion and growth of our core business.

3.2 Whilst the Board policy ensures PEER VEET has a commitment to employ those from disadvantaged groups, it is also of the utmost importance that those selected for Apprenticeships and Traineeships in the industries covered, are suited to their chosen vocation. Selection procedures are therefore very thorough and only those that meet the minimum entry criteria and found to be suitable during the recruitment process will be considered.

4. REVIEW OF POLICY

This policy will be reviewed every year from the date of endorsement or as circumstances require with consideration to its effectiveness and ongoing suitability.

DOCUMENT REVISION / AUTHORISATION HISTORY

Date	Description of Amendment	Prepared By	Authorised
24-Feb-2010	Version 1 – Supersedes Policy 534 (V1)	M Boyce	M Boyce

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