

MBAS / MBAS+

Training Employer Handbook and Terms of Business



**Master
Builders
Association**

New South Wales



**Master
Builders
Association**
New South Wales

Starting with a THANK YOU

Thank you for your interest in taking on a Master Builders apprentice or trainee. Whether you choose to use Master Builders Apprenticeship Services (MBAS) or Master Builders Apprenticeship Services Plus (MBAS+), we will be with you every step of the way.

Training a Master Builders apprentice or trainee is an exciting opportunity for you to contribute to the development of future tradespeople and a stronger building and construction industry. We are delighted that you have chosen Master Builders to support you on this journey.

Here, we outline the details, terms and conditions and all you need to know about MBAS and MBAS+ services, your responsibilities, our responsibilities to you, and the ongoing support that we will provide!

MBAS and MBAS+ are services offered by Master Builders Association of New South Wales Pty Ltd, ABN 11 074 397 532 (Master Builders) which is the Apprenticeship Services arm of Master Builders Association of New South Wales, ABN 96 550 042 906

About the Master Builders Association of NSW

The Master Builders Association of New South Wales is the leading building and construction industry association across the state. A not-for-profit organisation, it is chartered with representing and furthering the interests of the building and construction industry.

We provide representation and services to members and the industry in key areas such as industrial relations, occupational health and safety, legal and contracts, training, government legislation, and develop alliances with key organisations to provide our members with direct commercial benefits.

The Master Builders Association of New South Wales was established in 1873, making it the oldest employer association in Australia. With over 8,000 members in NSW and eight regional offices throughout the state, we are the only industry body that represents all sectors within the building and construction industry.

Our Head Office is located at Forest Lodge, Sydney and our Education Centre is located in the Norwest Business Park, Norwest. We also have dedicated regional offices in Ballina, Port Macquarie, Newcastle, Gosford, Wollongong, Ulladulla, Albury, and Orange.

Through Master Builders Apprenticeship Services, we have been committed to supporting, promoting, and employing apprentices in the building and construction industry for more than 40 years.

Introduction to Master Builders Apprenticeship Services and Apprenticeship Services Plus

Master Builders Apprenticeship Services (MBAS):

When you use Master Builders Apprenticeship Services (MBAS), you are supported by a dedicated team of experts. We will manage all of the contractual and administrative responsibilities of taking on an apprentice or trainee, leaving you free to focus on running your business.

How it Works:

Master Builders employs apprentices and trainees, and places them with tradespeople and builders, known as Training Employers. This provides Training Employers with the flexibility to take on apprentices and trainees in a manner that best suits their business.

Training Employers are responsible for supervising the apprentices and trainees and managing their on-site activities.

The Training Employer plays a central role in the apprenticeship system and through MBAS you will have the peace of mind of knowing you are fully supported every step of the way in the process.

MBAS will:

- Manage apprentice and trainee payroll, workers compensation and administration
- Monitor and review apprentice and trainee attendance and progress at off-site training
- Provide assistance to satisfy our minimum safety standard and improve safety management practices
- Undertake regular site visits to assist, support, and mentor Training Employers, apprentices, and trainees

Master Builders Apprenticeship Services Plus (MBAS+):

Master Builders Apprenticeship Services Plus (MBAS+) provides you with the best of both worlds – Master Builders does all the heavy lifting in the first six months undertaking all the recruitment, contractual and administration management of the apprentices or trainee. Then once your apprentice or trainee has settled in, you can choose to take over their employment.

How it Works:

You utilise MBAS (as described above) to take on an apprentice or trainee for the first six months of their employment. After six months, if you and your apprentice or trainee are in agreement, you can choose to transfer their employment directly to you.

Training Employers seeking to access MBAS+ will be subject to a transfer fee when the apprentice or trainee is transferred from MBAS to direct employment with the Training Employer.

MBAS+ provides you with a safety net during that crucial first six months, taking away the uncertainty and risk involved in employing a new apprentice or trainee. Your Master Builders apprentice or trainee comes to you fully screened, inducted, and trained in entry level safety and construction skills PLUS you will gain a trusted partner to guide you through the apprenticeship process until you are ready to go it alone.

Meeting the Minimum Safety Standard:

Safety is a major focus for Master Builders, and prospective Training Employers are required to satisfy the Master Builders Minimum Safety Standard prior to taking on a Master Builders apprentice or trainee.

Our dedicated team will assist potential Training Employers to ensure that your safety management systems and practices meet our minimum safety standards, not only keeping our apprentices and trainees safe, but helping to improve site safety across your entire team.

You will find on the following page a high-level overview of the steps involved in becoming a Training Employer and taking on a Master Builders apprentice or trainee.

Please review all of the information and discuss any concerns or questions you may have with one of our friendly staff.

Please direct all enquiries to MBAS (02) 8586 3533 or apprenticeship@mbansw.asn.au;

Training Employer Engagement Process

- 1. Training Employer reviews and accepts invoice rates, Terms and Conditions**
- 2. Training Employer satisfies the Minimum Safety Standard**
- 3. Training Employer completes and signs the Contractual Agreement and Direct Debit Form**
- 4. MBAS provides candidates to the Training Employer for review**
- 5. Training Employer selects candidate(s)**
- 6. MBAS confirms the start date and inducts the apprentice or trainee**
- 7. MBAS Field Officer attends site on the apprentice's or trainee's first day**
- 8. MBAS support the Training Employer throughout the placement**
- 9. After 6 months, MBAS+ Training Employers may choose to transfer apprentice or trainee to a direct employment arrangement**

Training Employer Requirements

Master Builders would like to ensure Training Employers are fully aware of their supervisory and safety responsibilities and requirements. Below are a list of responsibilities and requirements that all Training Employers are required to meet and maintain.

Business Requirements

- Hold a valid Australia Business Number (ABN) whether the business is a sole trader or company
- Be qualified or employ a person who holds a qualification equal to or greater than the qualification the Apprentice or Trainee is learning. For example:
 - To host a carpentry apprentice, the supervisor of the apprentice must hold a carpentry trade qualification (Certificate III in Carpentry), a higher qualification or be extensively experienced in this vocation as to provide guidance and support to the apprentice.

Prohibited Employer

Apprentices and Trainees cannot be placed with a Training Employer that has been deemed as Prohibited Employer as defined in the Apprenticeship and Traineeship Act (2001) Section 14.3

As the Training Employer you will be responsible for the following:

Apprentice Safety

- Provide and maintain a safe working environment
- Ensure the Master Builders apprentice or trainee is supervised at all times and working in a safe manner
- Provide an environment free of bullying and harassment
- Ensure the Master Builders apprentice or trainee is wearing appropriate personal protective equipment (PPE)
- Ensure the Master Builders apprentice or trainee participates in Toolbox Talks
- Where a Master Builders apprentice or trainee is involved in high-risk construction work, ensure the Master Builders apprentice or trainee reads and understands the high-risk construction work method statement (HRCWMS). This action must be recorded on the HRCWMS.
- Provide any equipment, including additional personal protective equipment (PPE) to enable Master Builders apprentices or trainees to do their work safely. If equipment is brought into the workplace, ensure that it satisfies health and safety standards
- Establish an open communication process and encourage Master Builders apprentices and trainees to participate in workplace consultative arrangements

Apprentice or Trainee Injury

In the event of an injury to a Master Builders apprentice or trainee, please undertake the following actions:

- Notify Master Builders IMMEDIATELY
- Call an ambulance if required. Do not wait for authorisation from Master Builders
- If this is a notifiable incident, the Training Employer is to notify SafeWork NSW. If you are unsure or need advice please call Master Builders (02) 8586 3533
- Master Builders recommends that if the Training Employer is contacted by any media source, that no details of the incident are provided

Minimum Safety Standard

- Satisfy the Master Builders Minimum Safety Standard
- Induct the Master Builders apprentice or trainee on each new site
- Provide high risk construction work method statements (HRCWMS) for all high-risk construction work involving the Master Builders apprentice or trainee
- Supply safety documentation when required by Master Builders

MBAS Field Officer Visits

- Allow MBAS Field Officers access to your site for the purposes of, but not limited to, conducting visits with the Training Employer and the apprentice or trainee, random drug and alcohol testing, incident/accident investigation, mentoring and monitoring.

On Site Supervision and On and Off the Job Training

- Ensure Master Builders apprentices and trainees are supervised at all times
- Ensure Master Builders apprentices and trainees are engaged in appropriate trade training
- Ensure the supervision of the Master Builders apprentice and trainee is not transferred or delegated to another company, business, or person
- Discuss Master Builders apprentice or trainee progress in relation to their Training Plan
- Advise the Master Builders apprentice and trainee of the job requirements, work environments, organisation arrangements, health and safety risks associated with the work, and the skills and knowledge required for the task
- Allow your Master Builders apprentice or trainee to attend their scheduled RTO (Registered Training Organisation) Days.

Timesheet Approval

- Timesheets are to be approved by the Training Employer no later than 12:00 noon each Thursday
- Contact Master Builders if there is an issue with submitting timesheet approval by the required time
- Failure to approve the timesheet may result in the Master Builders apprentice or trainee not being paid on time
- Updated copies of an Enterprise Bargaining Agreement are to be provided to Master Builders (if applicable)
- You must ensure all hours worked by the Master Builders apprentice or trainee are listed on the timesheet. 'In the hand' cash payments are not to be offered to a Master Builders apprentice or trainee

Accounts

- All invoices are due 7 days from invoice date
- All invoices are to be paid via a Direct Debit payment option unless an alternative payment option has been approved in writing by the Master Builders General Manager of Education and Apprenticeships
- In the event that the Training Employer fails to adhere to the Account Terms, resulting in an outstanding invoice amount, the Master Builders apprentice or trainee may be removed. Once removed, the Master Builders apprentice or trainee will not be replaced with the Training Employer until all outstanding invoices are paid
- Inclement weather, overtime, travel between construction sites and distant work payments are NOT included in the hourly invoice rate. These are invoiced as a separate line item as per the supplied invoice rate sheet.

Return of Apprentice

- When returning a Master Builders apprentice or trainee, you must provide Master Builders and the apprentice or trainee with 2 weeks written notice of the completion of the placement
- If no notice is received, the Training Employer will be invoiced for the 2 weeks' notice period
- If Master Builders places the apprentice or trainee with another Training Employer earlier than 2 weeks, we will only invoice the original Training Employer for the period the Master Builders apprentice and trainee remained with them instead of the full 2 weeks.

Transfer Fee for MBAS+

- Training Employers seeking to access MBAS+ will be subject to a transfer fee when the apprentice or trainee is transferred from Master Builders to direct employment with the Training Employer

Removal of an Apprentice

- Master Builders apprentices and trainees may be removed from your site if you are in breach of account terms, safety requirements or Master Builders Terms and Conditions.

Training Employer Terms & Conditions

MBAS and MBAS+ are available to all businesses in the building and construction industry in New South Wales that meet the Business Requirements, are not deemed a Prohibited Employer, and meet the Master Builders Minimum Safety Standards.

Businesses that utilise the MBAS and MBAS+ services are hereafter known as Training Employers.

1. Master Builders Responsibilities

1.1 Master Builders is responsible for the administration of apprentices and trainees employed by Master Builders. These responsibilities include:

- Registration of the Training Contract
- Payment and administration of award wages and conditions and/or requirements of an Enterprise Bargaining Agreement (EBA)
- Maintenance of workers compensation coverage for apprentices and trainees and management of a workers compensation claim
- Registration of the apprentice or trainee with Long Service Payments Corporation and issue long service certificates
- Administration of the Employment Declaration Form and Payment Summaries
- Maintenance of apprentice and trainee records of work performance, attendance, punctuality, attitude, and progress in work skills
- Liaison with Registered Training Organisations (RTO) in matters concerning Master Builders apprentices and trainees
- Providing the Training Employer with up-to-date information on awards and regulations affecting the apprentices and trainees
- Regular site visits by MBAS Field Officers for mentoring and monitoring purposes including workplace safety assessments.

2. Master Builders Disclaimer

2.1 Master Builders will not be bound by any additional or conflicting conditions unless they are accepted in writing by the General Manager Education and Apprenticeships. These conditions may change at any time and new terms and conditions will be issued. This agreement is deemed to have been accepted in full when the Training Employer has signed the Training Employer Contractual Agreement.

3. Training Employer Invoice Rates for Master Builders Apprentices and Trainees

3.1 Master Builders Training Employer invoice rates are based on apprentice and trainee industry awards and/or enterprise agreements.

3.2 If the nature of the work performed for the Training Employer, or conditions applicable at the Training Employers' site changes causing the apprentice or trainee wage to change, Master Builders reserves the right to amend accordingly its invoice rates to the Training Employer.

3.3 The Master Builders Training Employer Invoice Rates include:

- Wages
- Tool allowance, fares and standard travel allowance where applicable
- Superannuation contributions
- Taxation
- Twenty days annual leave
- Annual Leave loading of 17.5%
- Ten days personal leave
- Two days compassionate leave
- Up to 10 days Family Domestic Violence leave
- Public holidays
- Payment of Registered Training Organisation (RTO) fees
- Wages while apprentice or trainee attends RTO
- Long Service Leave administration – registration
- Rostered Days Off – accrual, administration, and payment of wages

3.4 The Master Builders Training Employer Invoice Rates do not include:

- Overtime wages, including allowances
- Inclement weather wages
- Meal allowance
- Travel between Construction Sites and Distant Work Payments
- Living away from home allowance

These rates are invoiced as a separate line item as per the supplied invoice rate sheet.

4. Award Conditions

4.1 Master Builders apprentices and trainees are employed under a training contract with Master Builders. The working week can be made up of hours worked on site, at off-the-job training, annual leave, sick leave, rostered day off, inclement weather etc and is in accordance with the relevant award conditions. Details of the relevant award conditions can be found at:

Award	Covers
Building & Construction General On-Site Award 2020 (MA000020) https://awardviewer.fwo.gov.au/award/show/MA000020	<ul style="list-style-type: none"> • Carpentry • Bricklaying • Joiner • Formwork/Falsework • Plasterer • Landscaper • Painter • Plant Mechanic • Metal Fabricator • Waterproof • Traineeship
Plumbing & Fire Sprinkler Fitting Award 2020 (MA000036) https://awardviewer.fwo.gov.au/award/show/MA000020	<ul style="list-style-type: none"> • Plumber • Roof Plumber
Joinery and Building Trades Award 2020 (MA000029) https://awardviewer.fwo.gov.au/award/show/MA000020	<ul style="list-style-type: none"> • Shop Fitter
Clerks – Private Sector Award 2020 (MA000002) https://awardviewer.fwo.gov.au/award/show/MA000020	<ul style="list-style-type: none"> • Business Services- Business Certificate II • Business Services- Business Certificate IV
Timber Industry Award 2020 (MA000071) https://awardviewer.fwo.gov.au/award/show/MA000020	<ul style="list-style-type: none"> • Cabinet Maker • Furniture • Timber Traineeship
Manufacturing and Associated Industries and Occupations Award 2020 (MA000010) https://awardviewer.fwo.gov.au/award/show/MA000020	<ul style="list-style-type: none"> • Wood machinist

5. Enterprise Bargaining Agreement (EBA)

5.1 The Training Employer must advise Master Builders if there is an Enterprise Bargaining Agreement (EBA) covering the Training Employers business or company, or the site where the Master Builders apprentices or trainees will be working. Master Builders will administer the EBA wage and payment conditions.

5.2 Please note that it is the responsibility of the Training Employer to notify Master Builders of any changes to their EBA. Any backpay of wages or allowances owed to the apprentice or trainee due to changes to the EBA will be invoiced to the Training Employer, including an administration fee of 2%.

6. Notice to Return a MBAS or MBAS+ Apprentice or Trainee

6.1 If you no longer require the services of the Master Builders apprentice or trainee, you are required to notify Master Builders and the apprentice or trainee of 2 weeks' notice. This notice will be in writing and will be emailed to apprenticeship@mbansw.asn.au. A phone call or text will not be accepted.

6.2 The notice period is 2 work weeks from the date the notice is given. If permitted by the Training Employer, Master Builders may be able to place the apprentice or trainee with another Training Employer earlier than the completion of the 2 week notice period.

6.3 If Master Builders places the apprentice or trainee earlier than the completion of the notice period, the Training Employer will not be invoiced for the remaining time of the notice period.

6.4 The notice period may be waived by Master Builders General Manager Education and Apprenticeships approval where special circumstances prevail. These circumstances may include, but are not limited to theft, damage to property or person whether it be threat or actual, an unsafe environment or severe disciplinary circumstances.

7. Transfer of Services

7.1 The Training Employer must not under any circumstances transfer or delegate the services or supervision of a Master Builders apprentice or trainee to any person, business, or company. The Training Employer is at all times responsible for the direct supervision and safety of the apprentice or trainee. If you no longer require the services of the Master Builders apprentice or trainee, you may return the apprentice or trainee to Master Builders with the relevant notice (in accordance with Clause 6).

8. Approval of Rostered Days Off (RDO)

8.1 Approval to take RDO's must be sought by the Master Builders apprentice or trainee and given by the Training Employer.

9. Approval of Annual Leave

9.1 A Master Builders apprentice or trainee must seek the approval of the Training Employer to utilise their annual leave entitlements.

10. Sick Leave, Compassionate Leave, Carers Leave (Personal Leave) and Family and Domestic Violence Leave

10.1 Master Builders apprentices and trainees must notify their Training Employer of any absence from work as soon as they are aware that they will not be able to attend work.

10.2 If the absence is due to sick leave and is likely to be more than five days, or there have been excessive absences, the Training Employer should notify Master Builders.

10.3 Family and Domestic Violence (FDV) leave will be as per the NES. Apprentices and Trainees will be entitled to 10 FDV leave days per year.

10.4 The Training Employer is not invoiced for Sick Leave, Compassionate Leave, Careers Leave or FDV leave

11. Jury Service

11.1 The Master Builders apprentice or trainee is required to give Master Builders and their Training Employer notice of the upcoming attendance for jury service, proof of such attendance and any monetary amount received for jury service.

12. Public Holiday

12.1 A Master Builders apprentice or trainee may work on a public holiday provided the request is reasonable and is agreed to by the apprentice or trainee. The Training Employer will be invoiced for the time worked at the relevant invoice rates.

13. Travel Expenses

13.1 If the Master Builders apprentice or trainee is using their own vehicle to drive from site to site, to pick up materials, drives more than 50kms from the registered business address of the Training Employer, or drives more than 50kms from their residential address to the worksite, an additional charge is invoiced in accordance with the relevant award.

14. Personal Protective Equipment (PPE)

14.1 It is the Training Employer's responsibility to ensure that PPE (e.g. gloves, hearing/eye protection etc) required by the Master Builders apprentice or trainee for work is worn correctly.

14.2 Master Builders provides every new apprentice or trainee with a backpack that includes a PPE kit containing:

- Hard hat
- Safety glasses
- Safety gloves
- Earmuffs
- Respirator

14.3 MBAS Field Officers carry PPE to issue to apprentices and trainees as needed.

14.4 If the Master Builders apprentice or trainee requires specialised PPE for a particular task, such as fall arrest systems, it is the responsibility of the Training Employer to provide this PPE.

15. Performance Issues

15.1 Where a Training Employer is concerned or dissatisfied with the performance of a Master Builders apprentice or trainee, the issue should be raised with Master Builders immediately so the details can be discussed, and the best solution found.

15.2 The Training Employer must notify Master Builders when the Master Builders apprentice or trainee leaves or is absent from work.

16. Bullying and Harassment

16.1 As the Training Employer you have a legal responsibility to prevent harassment and bullying. Workplace harassment and bullying can be based on grounds such as sex, race, disability, age, pregnancy, marital status, homosexuality, transgender, or HIV/AIDS status.

17. Limitation of Liability

17.1 The Training Employer is responsible for the care and supervision of Master Builders apprentices and trainees while placed with the Training Employer.

17.2 Master Builders is not liable for any loss or damage to any property or for death or personal injury (to the Training Employer's personnel) caused or contributed to by a Master Builders apprentice or trainee (whether by negligence or otherwise) while placed with the Training Employer.

17.3 The Training Employer will indemnify Master Builders against liability for any such claims made against Master Builders or its employees.

17.4 Master Builders will use all reasonable endeavours to meet the Training Employer's requirements and ensure the quality of its apprentices and trainees.

18. Minimum Period of Placement

18.1 The minimum placement period for a Master Builders apprentice or trainee is 4 weeks.

18.2 This 4-week period can include the notice period.

18.3 Changes to this minimum period require approval by the Master Builders General Manager Education and Apprenticeships.

19. Transfer of Apprenticeship

19.1 Master Builders and the apprentice or trainee have entered into a contract of training and employment which is legally binding. Master Builders is committed to support the apprentice or trainee to the completion of their apprenticeship or traineeship. The apprentice or trainee is obliged to abide by this contract and perform their duties and responsibilities.

19.2 If a Training Employer wishes to directly employ a Master Builders apprentice or trainee through MBAS+, the following conditions must be met:

- The Master Builders apprentice or trainee and Training Employer must both agree to transfer the apprenticeship or traineeship contract and must not cancel the apprenticeship or traineeship.
- The Master Builders apprentice or trainee must have completed the first 6 months of employment with Master Builders regardless of apprenticeship or traineeship stage.
- The new employer waives the probation period and the recommencement fee paid by Commonwealth Government when an apprenticeship or traineeship contract is transferred.
- Training Employer must pay a transfer fee as provided in the invoice rate sheet.

19.3 If the Training Employer wishes to directly employ a Master Builders apprentice or trainee outside of a MBAS+ arrangement (within 6 months of commencement), then the following conditions must be met prior to the approval of a transfer:

- Master Builders are under no obligation to approve a transfer of a Master Builders apprenticeship or traineeship contract outside of a MBAS+ arrangement.
- Approval must be sought and gained in writing from the Master Builders General Manager Education and Apprenticeships to transfer the contract.
- The Master Builders apprentice or trainee and the Training Employer must both agree to transfer the apprenticeship or traineeship contract and must not cancel the apprenticeship or traineeship.
- The new employer waives the probation period and the recommencement fee paid by Commonwealth Government when an apprenticeship or traineeship contract is transferred.
- The Training Employer must pay a placement fee equal to 10 weeks x 38 hours at the current invoice hourly rate of the apprentice or trainee.

Note: MBAS and MBAS+ are services offered by Master Builders Association of New South Wales Pty Ltd, ABN 11 074 397 532 (Master Builders) which is the Apprenticeship Services arm of Master Builders Association of New South Wales, ABN 96 550 042 906

Training Employer Safety Service

Master Builders recognises the importance of good safety management practices to minimise the risk of harm or injury to apprentices and trainees. As such we have developed the Master Builders Training Employer Safety Service (Safety Service) to assist Training Employers in the implementation, maintenance and continuous improvement of their safety management practices.

Before a Training Employer can take on a Master Builders apprentice or trainee, they must satisfy the Master Builders Minimum Safety Standard. Master Builders will review the current safety practices of the Training Employer and if gaps are identified between their current safety practices and the Master Builders Minimum Safety Standard, we will assist prospective Training Employers to bridge the gap.

This is a free service for all Training Employers and is available throughout the period of the engagement of a Master Builders apprentice or trainee.

The Service includes:

- Advice on current safety legislative requirements
- Access to templates
- Recommendations and guidance for use of the templates
- Assistance with implementation plans
- Annual safety check
- Periodic contact by MBAS Field Officers to assist and support
- Access to a dedicated MBAS Safety Coordinator

The following page is a Training Employer Minimum Safety Standard Questionnaire for prospective Training Employers. Please complete the questionnaire as it will assist to identify any gaps between current safety practices and the Master Builders Minimum Safety Standard.

Training Employers may contact the Master Builders for assistance or advice at any time by emailing apprenticeship@mbansw.asn.au or by calling (02) 8586 3533.

Training Employer Minimum Safety Standard Questionnaire

Please answer all 6 questions by ticking the relevant answer - Yes or No

Please provide a copy of all relevant documentation. These documents should be actual documents recently used within your business.

Please do not provide blank documents or templates.

If you need assistance, please contact your MBANSW Field Officer

Questions	Yes	No	Date Provided
1. Are Work Health & Safety General Construction Induction Cards (White Cards) sighted regularly, and details recorded in a Training Register?			
2. Are Site Inductions carried out and details recorded?			
3. Are Risk Assessments carried out and recorded?			
4. Are Toolbox Talks carried out regularly and recorded?			
5. Are all chemicals used on site listed in the chemical register and Current SDS's available?			
6. Is your construction project value equal to or greater than \$250,000? If YES, please provide a copy of your Work, Health and Safety Management Plan			

7. Do you undertake High Risk Construction Work (HRCW)? Refer list below, If YES, please provide a Safe Work Method Statement (SWMS)
<ul style="list-style-type: none"> • Risk of a person falling more than 2 metres • Work in or near an excavation deeper than 1.5m • Work around moving mobile plant • Structural alterations or repairs that need temporary support • Disturbance of asbestos • Work on telecommunication towers • Demolition of a load bearing structure • Work in or near a confined space (no free flow of air) • Use of explosives (not including explosive power tools) • Work in or near pressurised gas mains or piping • Work on or near chemical, fuel or refrigerant lines • Work on or near energised electrical installations • Work in an area that may have a contaminated or flammable atmosphere • Tilt-up or pre-cast concrete elements • Adjacent to road or other traffic/transport corridor • Work in areas with artificial extreme of temperatures • In or near water or liquid • Diving work

Training Employer Information:

What is your main area of work? (Circle)

Residential	Commercial	Industrial	Civil
-------------	------------	------------	-------

What is your business' annual turnover? AUD\$ (Circle)

Less than \$250k	\$250k – \$500k	\$501k – \$1m	\$1m – \$5m	More than \$5m
------------------	-----------------	---------------	-------------	----------------

Number of employees in your business? (Circle)

Less than 5	6 – 10	11 – 20	21 – 50	51-100	More than 100
-------------	--------	---------	---------	--------	---------------

Name of person completing this form: _____

Date: _____

Signature of person completing the form: _____

Office Use Only

Date reviewed _____

Reviewed by _____

Comments _____

Training Employer Contractual Agreement

This is the Contractual Agreement between Master Builders Association of New South Wales Pty Ltd (Master Builders) and the Training Employer listed herein.

Details

Training Employer (Business Name)

Licence No:**Member No:**

Address

Street Address

Address Line 2

City

State / Province / Region

ZIP / Postal Code

Country

Phone**ABN/ACN**

Email

Invoice to be mailed to (if different from above)

Invoice contact name:**Invoice contact phone:**

Form continued on next page...

Timesheet

Please provide details of staff who will be authorised to approve the apprentice or trainees time-sheets.

1st Approver Name

1st Approver Phone

1st Approver Email

2nd Approver Name

2nd Approver Phone

2nd Approver Email

Trading Terms

All invoices are to be paid via a Direct Debit payment option unless an alternative payment option has been approved in writing by the Master Builders General Manager of Education and Apprenticeships

My business operates under an Enterprise Bargaining Agreement (EBA)

Please provide a copy of your EBA so we can ensure we advise you of the correct rate.

Other Required Information

I am interested in:

MBAS

MBAS+

I declare I am not a Prohibited Employer

I agree to abide by the Training Employer Terms and Conditions

Training Employer Signature

Training Employer Name