



MPAL

your group training company

Master Plumbers Apprentices Limited (MPAL)

QUALITY GROUP TRAINING



An easy way to access your next apprentice



14 REASONS WHY YOU SHOULD USE MPAL

Master Plumbers Apprentices Limited (MPAL) is an organisation dedicated to assisting you, and is the largest Plumbing Industry Specific+ Group Training Organisation in the southern hemisphere and possibly in the world.

MPAL takes the headache out of recruiting, training, maintaining, disciplining, finalising, and generally dealing with apprentices.

In short, we allow you to get on with the plumbing while we take care of the Human Resources.

MPAL is a Group Training Organisation with a difference! These differences include:

1. MPAL is a nationally registered Group Training Organisation in accordance with the Apprenticeship and Traineeship Act 2001.
2. MPAL has completed our endorsement through the Quality Arrangements in Group Training Framework through the Department of Education and Communities.
3. A current financial member of the Group Training Association of NSW.
4. A current financial member of the Master Plumbers Association of NSW.
5. Is currently represented on a RTO liaison body reviewing the development and implementation of the new training packages as they come online.
6. Our apprentices often win awards across the state in various forums.
7. We are a **NOT-FOR-PROFIT** organisation which receives support funding from the State and Federal Governments.
8. We complete all the paperwork involved in registering, maintaining and completing an apprentice plumber.
9. We ease+our apprentices for short and/or long periods depending on the needs of our apprentices and host trainers.
10. An apprentice and host trainer are able to stay together for the entire length of the apprenticeship, providing the training outcomes are met.
11. We have a large number of apprentice plumbers available in most areas of NSW.
12. If we are unable to service your needs immediately, we run a vacancy list to ensure we get back to you as soon as an apprentice becomes available.
13. Our apprentices undergo a rigorous screening process to ensure that you will only receive top quality apprentices who want to become fully qualified tradespeople.
14. We run Pre-vocational and Safety Training for all our apprentices. Safety is our first concern.



HOW DOES THE SYSTEM WORK?

The system functions on the basis of being as simple for you, the host trainer, as possible.

Each year MPAL employs a large number of first year apprentices. In fact we have a large number of apprentices in all years. Most of these apprentices complete a pre-vocational training program before they start work.

All **our apprentices are indentured** into a 4 year apprenticeship and whilst the apprentice complies with the conditions of their employment and training contracts, they complete a traditional 4 year apprenticeship in Plumbing, Draining and Gasfitting.

The system works on the basis that some host trainers require apprentices for a short period of time at various points throughout the year. Some host trainers require apprentices for longer periods and some require apprentices for the full length of their apprenticeship.

MPAL put all these conflicting demands together to give continuous employment for the apprentice. The apprentice also gains the added benefit of experiencing many different workplaces, styles of workplaces, and types of work. This is referred to as rotation and is one of the biggest benefits for an apprentice in group training arrangements.

MPAL prides itself on running a system that is designed to be flexible and easy to use. MPAL operate the "**DIRECT PAY**" method of payment for all apprentices. Detailed below is how this system operates.

DIRECT PAY

The apprentice forwards to MPAL on a weekly basis a copy of the apprentice's timesheet, authorised by you and our payroll department calculates the required pay. It is very important that you as the host trainer signs off on the weekly pay sheet to ensure accuracy. Under the direct pay system, MPAL remits the NET pay to the apprentice's bank account each week.

The pay is electronically remitted to the account nominated by the apprentice. The apprentice receives a copy of their weekly payslip through the mail or if requested by email.

The host trainer receives a tax Invoice, that is payable in seven days, and the funds are debited from your bank account. MPAL only runs a direct debit arrangement for host payments as this ensures a smooth operation for all concerned.



WHAT DO I PAY FOR?

With the **DIRECT PAY** system we pay it all and no credits are issued.

THE PAYMENT OF

- Annual leave
- Annual leave loading
- Personal leave
- Jury duty
- Bereavement leave
- Picnic day
- Public holidays
- Apprentices superannuation guarantee levy
- Workers compensation insurance
- Apprentices workers compensation pay
- RTO fees

THE SUPPLY OF

- The base personal protective equipment (PPE) package
- Replacement safety equipment
- Safety boots
- Construction introduction to occupational health & safety course & "White card"
- Regular monitoring and progress reviews
- Rehabilitation Coordinator (In house)
- Injury management (rehabilitation professionals) including psychologists

THE RECRUITMENT PROCESS

We undertake a rigorous recruitment process for all our apprentices, including:

- Assessment testing
- Panel interviews
- Pre-vocational courses
- Work ready programs
- Work experience
- Psychological testing
- Medical assessment



THE INVOICING SYSTEM

Each week MPAL will pay the apprentice their wages as per the timesheet authorised by you. We will then send you an invoice for the %Gross Pay+and %On-Costs+for that week. This invoice will be sent to you on Fridays. The invoices are debited the following Friday by direct debit.

It should be noted that under Tax Ruling 2000/17 GST applies to all charges.

WHY DON'T HOST TRAINERS PAY GROUP TAX?

As the legal employer MPAL must pay the Group Tax and the Superannuation Guarantee Levy.

We remit this to the Australian Taxation Office and superannuation fund on a monthly basis.

WHO PAYS WORKERS COMPENSATION INSURANCE?

As the legal employer MPAL must pay workers compensation for all our apprentices. As a host trainer, you will receive an annual copy of the MPAL Group Training Statements. This statement is similar to a Contractors Statement and includes a copy of the **Certificate of Currency** for MPAL.

WHAT ARE THE TERMS OF THE AGREEMENT?

A copy of the Agreement is enclosed with this booklet.

WHAT ARE THE "ON-COSTS"?

A copy of the %On-Costs+rate is enclosed with this booklet. These on-costs are to cover the ongoing overheads of managing the apprentices, pastoral care and site visitation for all apprentices.

PLACEMENT AND TERMINATION

- The minimum placement with a %host trainer+is 90 days.
- The %host trainer+ is required to give two weeks\$ notification of the intention to end a placement.
- Your apprentice is indentured to MPAL and MPAL retain sole discretion when placing or rotating an apprentice.



PERFORMANCE REVIEWS AND APPRAISALS

- All apprentices will have their performance reviewed regularly.
- As a host trainer you will be required to complete a one (1) page Apprentice Appraisal Report on a monthly basis so we can monitor the performance of the apprentice.
- A progress review may also be completed with the host trainer and Apprentice. This will be conducted by a Field Officer of MPAL.
- The reviews, along with the RTO results will be used to determine the selection of finalists within the Master Plumbers Apprentices Limited most prestigious award, the Glarrie Wymer Award.

WORK HEALTH AND SAFETY

The Master Plumbers Association of NSW has developed the *Master Plumbers Safety Management System*. This has been partially funded through the NSW Work Cover Assist program and is currently considered to be the industry benchmark for the plumbing industry. In 2012, the Association made this system available to the Plumbing Industry through a series of seminars throughout NSW.

As the legal employer MPAL must ensure the Workplace health and safety of all MPAL apprentices. Therefore, MPAL requires all host trainers to have and use a safety system that is equivalent or better than the *Master Plumbers Safety Management System*.

SAFETY EQUIPMENT AND WHS TRAINING

All apprentices must undergo the following:

- MPAL safety induction and testing.
- WorkCover WHS Induction White card course.

Each Apprentice is issued with a:

- Safety Helmet
- Welding Gloves
- Electric Welding Gloves
- Ear Protection
- Safety Goggles
- Steel capped boots
- Roofing footwear

The host should supply all other Personal Protective Equipment as each job requires.

SUMMARY OF BENEFITS

- All apprentices undergo strict entrance criteria examinations and testing
- All apprentices employed by MPAL are indentured
- Flexible training arrangements with placement from 3 months
- MPAL handles the registration, maintenance and finalisation of apprentices
- You only pay for hours in work and training
- Flexible adjustment to your apprentice workforce
- Selection by skill level e.g. 1st, 2nd, 3rd or 4th year apprentices

HOW DO I GET AN APPRENTICE?

****Call MPAL on (02) 8789 7050 to speak to a Field Officer****

It's that Simple!



Remember, we allow you to get on with the plumbing work while we take care of the human resources