# Stand Down

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Policy Overview

Retention of apprentices and trainees is critical to the success of Concept Engineering as a Group Training Organisation. The longer an employee is with Concept Engineering the more effective they become. Only by retaining apprentices and trainees can we develop them into the mature, capable, competent employees which our clients demand.

This policy ensures that apprentices and trainees can be retained as employees of Concept Engineering for as long as possible following unexpected periods without work, also called “stand down” periods.

## Regulatory References

National Standards for Group Training Organisations 2017, Clause 2.3:

* The GTO has appropriate systems in place, based on the scale and scope of its operations, to manage and support apprentices and trainees in times of economic downturn or ‘stand down’ to facilitate the retention of the apprentice or trainee.

Legislation:

* No specific legislation applies to this policy and procedure

Policy Statements

### Avoiding Stand Down

Concept Engineering will take all reasonable action to ensure that no stand down period is required for any apprentice or trainee. To this end Concept Engineering will:

* Conduct thorough and detailed job analyses to ensure that there is work prior to hiring an apprentice or trainee, refer to CPP001 Recruitment of Apprentices and Trainees Policy and Procedure
* Ensure that employers who will host an apprentice or trainee are stable and well governed to avoid unexpected issues, refer to CPP003 Recruitment of Host Employers Policy and Procedure
* Provide host employers with as much support as possible to facilitate the retention of apprentices and trainees, refer to CPP008 Host Employer Support and Management Policy and Procedure
* Performance manage all apprentices and trainees to ensure that the perform appropriately in the workplace, refer to CPP009 Apprentice and Trainee Performance Management Policy and Procedure
* Undertake continuous marketing activity to ensure that there are additional placements available when they are required, refer to CPP013 Marketing Policy and Procedure

### Addressing Stand Down

Stand down may be unavoidable at times. Often this will be due to unexpected issues with a project, for example funding related issues, or because a client is experiencing undisclosed difficulties or goes into liquidation.

Stand down comes in two forms:

1. Project stand down, which occurs when a project or job is continuing but is delayed for a defined period
2. Permanent stand down, which occurs when a project or job is cancelled and there is no possibility of return

During any project stand down of up to four weeks Concept Engineering will maintain the employment of an apprentice or trainee and will provide opportunities to engage with the RTO who is undertaking their accredited training, as well as providing opportunities to take part in other short-course style training. The time will be used to deepen and develop the apprentice or trainee’s skills.

During permanent stand down, or project stand down of more than four weeks, Concept Engineering will:

* Provide apprentices and trainees with at least four weeks of notice of an impending suspension, in accordance with the enterprise bargaining agreement
* Attempt to find a suitable alternative placement to which the apprentice or trainee can be moved and where they can continue their training
* Provide opportunities to engage with the RTO who is undertaking their accredited training, as well as providing opportunities to take part in other short-course style training
* Maintain the employment of the apprentice or trainee for at least four weeks, and as long as is financially possible, past the four-week mark

If no alternative placement can be found the contract for training, and the apprentice’s employment, will be suspended until a suitable placement can be found.

Procedures

### Procedure List

The procedures associated with this policy are:

* Preparing for Stand Down
* Project Stand Down
* Permanent Stand Down

### Preparing for Stand Down

The procedure to be followed is:

1. As soon as it becomes apparent that a stand down, whether it’s a project stand down or a permanent stand down, is imminent the State Manager will commence preparation.
2. The State Manager will use the FRM027 Stand Down Form for each apprentice or trainee who is to be affected, and will:
   1. Analyse whether the stand down is project or permanent
   2. Determine what options are available in terms of training activity or change between placements
   3. Conduct a financial analysis of how long, beyond the mandatory four weeks, the apprentices or trainees can be held on stand-down before they are suspended
3. The State Manager will call a meeting with the apprentice or trainee, or a group of apprentices or trainees if the stand down identically affects a group, and will explain what is happening, why, and what action is to be taken.
4. Where the stand down is permanent the State Manager will formally provide the apprentice or trainee with four-weeks’ notice of the stand down, or more if it has been determined that more can be provided, reminding them that Concept Engineering will continue to search for placements and that the apprentice or trainee could be offered a new placement at any time.
5. The State Manager will then inform the RTO by email that stand down is imminent.

### Project Stand Down

The procedure to be followed is:

1. During project stand down the primary activity to be engaged in is RTO-based training and assessment and to support this the Field Officer will:
   1. Contact the RTO to determine what training activity the apprentice or trainee can engage in
   2. Organise a workspace within Concept Engineering, or in a publicly available space such as a rented training room or library, which the apprentice or trainee can use when they are not on-site with the RTO
   3. Discuss with the apprentice or trainee what support they would like to ensure that they can move forward with their studies
2. During project stand down the secondary activity to be engaged in is short-course style training, and to support this the Field Officer will:
   1. Determine what short-course style training is being conducted by Concept Engineering or other businesses within Ashley Services Group
   2. Determine which of those courses could benefit the apprentice or trainee in their career
   3. Schedule for the attendance of the apprentice or trainee at the courses which have been decided are beneficial
3. Where there is no RTO based or short-course style training which is suitable for the apprentice or trainee to undertake the Field Officer should inform them that, while they are still employed, their time is their own until suitable activity can be scheduled.
4. The Field Officer should record all activity undertaken during project stand down on the FRM027 Stand Down Form.

### Permanent Stand Down

The procedure to be followed is:

1. When permanent stand down is imminent the State Manager must assign a Concept Engineering staff member to determine whether opportunities exist for transfer of apprentices or trainees into other roles.
2. The assigned staff member must speak with host employers and other Concept Engineering staff to determine whether placements exist and who can be transferred into them, being mindful of the match between the apprentice or trainee’s progress and the job on offer.
3. Where apprentices or trainees can be moved the State Manager will authorise it and manage the process according to the CPP005 Placement and Ongoing Support Policy and Procedure.
4. Where apprentices and trainees cannot be moved and have been provided with their notice of permanent stand down the procedure to be followed between notice and suspension is identical to that of project stand down and the Field Officer must enact that procedure.
5. In the intervening period the State Manager must ensure that Concept Engineering continues to seek placements for all apprentices and trainees who are experiencing stand down in an attempt to provide them with a placement.
6. If no suitable placement can be found and the notice period expires the State Manager must contact the RTO in writing to request suspension of the national training contract and must inform the apprentice or trainee that they are no longer an apprentice or trainee of Concept Engineering.
7. The State Manager should record all activity undertaken during project stand down on the FRM027 Stand Down Form.

Forms and Templates

The forms and templates associated with these procedures are:

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| **Procedure** | **Forms and Templates** |
| Preparing for Stand Down | * FRM027 Stand Down Form |
| Project Stand Down |  |
| Permanent Stand Down |  |

Version Management

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| **Version** | **Date** | **Notes** |
| 1 | 01/04/2019 | First release |
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