



Group Training
Association
of NSW

Membership Information Pack

OBJECTIVES

The Group Training Association of NSW is a not for profit organisation whose objective is to create additional high quality apprenticeship and traineeship opportunities for the purposes of:

1. Ensuring industry has the skilled workforce it requires;
2. Assisting young people make the transition from school to work; and
3. Providing access to Vocational Education and Training for disadvantaged groups including disabled, unemployed, rural and remote, mature aged, Indigenous and non-English speaking background Australians.

The Group Training Association of NSW develops and works with a network of NSW Group Training Companies and with Vocational Education and Training partners including the NSW Department of Education and Training, Registered Training Organisations and other individuals and organisations with an interest in the apprenticeship and traineeship system.

BACKGROUND

Established more than a decade ago, the Group Training Association of NSW represents 26 not-for-profit Group Training companies operating throughout the entire state. Between them member GTOs employ 8,000 apprentices and trainees in a wide range of important industries including hospitality, mining, plumbing, electrical and sport and recreation.

Member companies directly employ more than 400 support and employment services staff and managers.

GTOs are building the future skilled workforce of NSW.

OPERATIONS

The Association operates a lean structure, with one full-time staff member, the Association's Executive Officer, and a trainee.

The Executive Officer is responsible for member services, events, stakeholder relationships and implementing the direction set by the council.

Many GTA NSW members and individual staff contribute time and resources that allow the Association to maintain a full time office and staff.

The Association also engages specialist sub-contractors for services such as event management, marketing and communications and to supplement professional development training for members.

MEMBER SERVICES

More than 50 field staff attended a 2 day Field Officer's Conferences in 2009 and 2010. Feedback from the events highlighted the diversity and passion of our members and just how broad the range of industries they work with is throughout NSW.

Association stages regular forums and meetings such as this and to provide opportunities for engagement and professional development for GTO staff, managers and CEOs.

FUNDING

The Association receives funding from the NSW Department of Education and Training, State Training Services, and GTA NSW sponsors the prestigious NSW Training Awards, a highlight of the training industry calendar in NSW.

NATIONAL NETWORK

GTA NSW is part of the federation of State and Territory Group Training Associations and Group Training Australia Ltd (GTA Ltd). All members of GTA NSW are GTA Ltd members and GTA NSW nominates a Council Member to represent NSW on the Board of GTA Ltd.

Members of GTA NSW nominate apprentices and trainees to participate in the annual leadership program 'Today's Skills Tomorrows Leaders' (TSTL) run by GTA Ltd. TSLT has recently completed the seventh year of the program, with 5 participants from NSW taking part in 2009.

Objectives of GTA NSW

- To provide effective government advocacy;
- To be recognised as relevant and as a leader by all stakeholders in employment of apprentices and trainees;
- To promote group training organisations;
- To achieve favourable policy outcomes for group training organisations;
- To provide leadership/voice and services to members;
- To be recognised as a preferred channel or solution as a leading advocate;
- To be recognised for its expertise and relevance to stakeholders;
- To promote Group Training as the preferred employer of apprentices and trainees;
- To achieve greater market share for GTOs

2010 – 2012 priorities

- Provide networking opportunities for members
- Assist members in promoting and marketing Group Training Apprenticeships and Traineeships in NSW
- Raise the profile of Group Training with industry leaders in NSW
- Provide information and advice to members about government funding and initiatives that impact on group training
- Influence government policy to support and enhance the group training industry
- Encourage members to collaborate on initiatives
- Raise the standards and perception of Group Training in NSW
- Be the primary source of information and advice to members, government, industry and the community about the operating environment and issues affecting Group Training industry in NSW

Membership Offering

- A strong voice representing 12-15% of all employers of trainees/apprentices in NSW
- Annual Awards event
- Professional Development for managers and staff
- Access to reliable compliance advice
- Links and logo on GTA NSW website
- Referral of jobseekers and potential hosts by GTA NSW
- Combined resources to promote GTO Apprenticeships and Traineeships to industry in NSW
- Bi-Monthly newsletter to promote member initiatives, recognise best practice, and inform members of industry developments
- Affiliation and support from GTA Ltd (including Today's Skills Tomorrow's Leaders, National Conference and Awards)

FEE Schedule:

GTA NSW State Membership: \$4600
GTA Ltd National Membership: \$3000
Annual Total: \$7600 (+ GST)

MEMBERSHIP APPLICATION PROCESS

Membership of the Group Training Association of NSW is open to not-for-profit group training organisations who have met the National Quality Standards for Group Training Organisations by achieving registration under the NSW Group Training Registration Scheme with the NSW Department of Education & Training.

In order to assess your application for membership, the Association will look for evidence of how your organisation meets the Membership Applications Guidelines (Elements 1-4).

Evidence of meeting each element may be made by written submission with supporting documentation where appropriate (no more than 10 pages including references).

The Application for Membership (Appendix 1 of the Association's Objects and Rules) is to be completed on your organisation's letterhead and submitted with the supporting documentation.

Once the required information is received, the Association will consider the application on its merits at the next scheduled Council Meeting.

Membership fees become payable once the Council resolves to accept an applicant as a member of the Association.

Membership becomes effective from the date of receipt of the payment of the membership fee.

Members of the association are bound by the Objectives and Rules of the association.

Each member appoints a representative to act for it in all matters connected with the association and may in a like manner remove any such representative and appoint another in their place.



Group Training
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MEMBER DETAILS

Company Name:			
ABN:			
Contact Name:			
Position:			
Email:			
Phone:			
Street Address			
State:		Postcode:	
Postal Address:			
State:		Postcode:	
Is the GTO registered with NSW DET ?	Yes/No	Is primary registration in NSW?	Yes/No
<i>If no, is registration being sought and what is the expected approval date?</i>		<i>If no, which state is primary registration (for purposes of national fee)</i>	

Send completed form to the Executive Officer, the Group Training Association of NSW, 30-32 Pomeroy St, Homebush, NSW 2140 along with the following:

- **Evidence of meeting the Membership Application Guidelines (Elements 1-4) – no more than 10 pages**
- **Signed Application for Membership (on your company letterhead)**

(Your Letterhead)

**Application for Membership
The Group Training Association of NSW**

The (insert name of company) hereby applies for membership of the Group Training Association of NSW. The company acknowledges that it has received and read copy of the Objectives and Rules of the Association as well as the Associations Code of Conduct. If admitted to membership, the company agrees to comply with the Associations Objectives, Rules and Code of Conduct.

Signed on behalf of the company (Chair or Chief Executive Officer)

Name of signatory

Date

Note: Applicants for membership of the Group Training Association of NSW need to make the above declaration on company letterhead and submit with documentation to support their application.



MEMBERSHIP APPLICATION GUIDELINES

ELEMENT 1:

Core Business is the provision of indentured apprenticeship and/or traineeship employment and training through host companies in order to provide nationally recognized qualifications.

Criteria

Member companies must operate group training as a core business function to meet this specification. They employ apprentices and trainees themselves and then recruit host training companies to take in the apprentice and trainee for "on the job" training purposes. As the employer, they are responsible for all statutory obligations of employers and respond to the employer obligations that this entails.

Evidence

Applicants must be operating in manner of a group training company and demonstrate such operation, ie the company's employment of a minimum of fifteen (15) indentured apprentices or trainees, or a combination of both, who are placed with host trainers/companies.

ELEMENT 2:

Compliance with the Minimum Operating Standards required by the National Quality Standards for Group Training.

Criteria

The applicant is to demonstrate operational activities that meet the minimum operating standards as detailed in the National Quality Standards for Group Training. Applicant must be able to demonstrate they are actively pursuing the appropriate quality accreditations. Membership will lapse if the certification is not achieved within twelve months of the approval of the membership application.

Evidence

The applicant can submit copies of relevant documentation, (eg Certificate of Incorporation etc). and a copy of that part of the organisations business or Strategic Plans or other such documents which address the National Quality Standards.

ELEMENT 3:

Demonstrated support by relevant industry, regional body or community group.

Criteria

Member Group Training Companies can be industry and/or regionally based and have developed strong associations with Industry Associations, Industry Training Bodies and/or recognised Community Groups and Regional bodies within the Vocational Education and Training sector.

Evidence

The applicant must demonstrate support for the company's application with endorsements from organisations (as indicated above) and/or various levels of government. Membership applicants must provide relevant references from the types of organisations mentioned. (Note: References provided only from other companies may fall short of meeting this requirement.)

ELEMENT 4:

Demonstrated commitment to comply with the Rules of Group Training Association of NSW (Inc) and adopt its Code of Conduct.

Criteria

Association members must operate under the GTA NSW Code of Conduct.

Evidence

That applicant should provide evidence that the company will accept operation under the Rules and Code and verify the commitment in writing under the hand of the Chairman of the Board or the most senior person within the organisation.

CODE OF CONDUCT THE GROUP TRAINING ASSOCIATION OF NSW

This Code of Conduct is based on principles of truth and honesty and relates to the conduct of the Group Training Association of New South Wales and its Members.

Standards

This Code details the expected standard for the Group Training Association and its members in maintaining ethical practice and in remaining responsive to the skills needs of Australia.

Conduct of Members

As members of the Group Training Association of NSW Inc members are committed to: -

- Maximising the employment, training and personal development of the Australian workforce;
- The development of uniform and equitable policy objectives, adequate resourcing and full cooperation between government, employers and those seeking skill training in industry;
- Fostering the development and cooperation of all Group Training companies and displaying leadership and determination in the implementation of policy;
- Establishing an environment of mutual respect and cooperation between government, industry, Association members and the community in the pursuit of the Group Training industries objectives;
- Ensuring an efficient flow of communication between the Associations members and those with a legitimate interest in the operations of Group Training;
- At all times discharging allotted and accepted responsibilities with integrity and observing standards in accordance with good management practice;
- Establishing policies, pursuing objectives and fulfilling obligations in a manner consistent with the Code;
- Striving to promote, implement and monitor training programs relevant to industry and the community;
- Implementing relevant policy objectives as determined;
- Working with other members of Group Training Australia, its member organizations and their members in a spirit of mutual support and cooperation;
- Conducting themselves in such a manner as will not damage the business operations, nor injure the standing and reputation of Group Training Australia, its member organisations and their members;
- Referring to the Association all matters that have the potential to impact on other members.

Conduct of Managers and Staff

Managers and Staff will: -

- Ensure the effective and economic management of all available resources;
- Ensure the creation of an equitable, friendly, safe, healthy and satisfying work environment;
- Ensure the immediate and full disclosure of any personal interest;
- Participate in community activities, utilising available professional skills;
- Preserve and, where possible, improve the quality of life within the company's sphere of influence;
- Promote and develop understanding in the community of the role of Group Training Companies and their place within the business community;
- Encourage community acceptance of entry level training as a career option and supporting the concept of equal employment opportunity;
- Exclude all corrupt practices;
- Demonstrate integrity and compassion and avoid discriminatory practices;
- Have regard for the professional reputation and business of others;
- Not use authority of office for personal gain;
- Respect the confidentiality of information which comes to them in the course of their duty;
- Balance the interests of their employer with their own responsibilities and commitments;
- Engage in continued learning to improve managerial competence and pursue new ideas and advances in technology;
- Accept only such work as they believe they are competent to perform and obtain expert advice where necessary;
- Be conversant with the code of other institutes and associations, relevant to their responsibilities;
- Give objective opinions when called on to do so;
- Ensure that all contracts and terms of business are clear, concise and honoured in full, unless terminated or modified by mutual consent;
- Ensure that all communications are inclusive, informative, true and not misleading, respecting the moral standards and dignity of the individual.