

# Civil Construction Apprentice Pilot Program

Induction Book

A large, solid red curved shape that starts from the left edge of the page and curves upwards and to the right, partially overlapping the dark grey background.







# Contents

CONGRATULATIONS	p4
WE NEED YOUR FEEDBACK	p7
TRAINING CONTRACTS	p8
YOUR RIGHTS AT WORK	p11
SAFETY IS EVERYONE'S BUSINESS	P12
WELCOME TO A GREAT INDUSTRY	p14
USEFUL CONTACTS	p15

# Congratulations!

You're one of the first workers in Western Australia to enrol in an Apprenticeship in Civil Construction.

Up until now, you could only do a Traineeship in Civil Construction.

Your apprenticeship will give you a stronger level of qualification than the workers who trained before you.

On completing your apprenticeship, you'll receive a Certificate III in Civil Construction as well as a Trade Certificate.

This is an important change to how workers get trained and qualified for a career in Civil Construction, and we want to make sure that change is good for everyone involved.

So four organisations have come together to make sure the new Apprenticeship in Civil Construction delivers the right training for you and the right outcomes for the civil construction industry.

These four organisations are:

- WA Department of Training and Workforce Development
- Construction Training Fund (CTF)
- Construction, Forestry, Mining and Energy Union (CFMEU)
- Civil Contractors Federation (CCF)

Between them, these organisations represent the State Government, civil construction industry contractors, and individual construction workers.

Our job is to assess the roll out of the new Apprenticeship in Civil Construction and make sure that it is safe and fair for you, is delivering the quality training you deserve, and is meeting the needs of employers in the construction industry.

And we're going to need some feedback from you to help make sure that happens.





(08) 9244 0100  
inquiries@ctf.wa.gov.au

- Collect a levy from every construction job built in the state and put it back into training and upskill the construction workforce.
- Help promote careers in the construction industry and parts of the resources sector.
- Funding part of your wages under the to Apprentice Pilot Program to cover the difference between the trainee wage that used to apply and the apprentice wage rates.



(08) 9228 6900  
help@cfmeuwa.com

- Represent the rights and interests of workers in the construction industry.
- Help workers bargain for better wages and conditions.
- Have a legislated role in monitoring and maintaining safety on construction sites.
- Provide legal representaiton and other services to members if they need help at work.



Government of **Western Australia**  
Department of **Training**  
and **Workforce Development**

08 6551 5000

- State Government department responsible for managing all vocational training in WA.
- Works together with individuals, employers, business and industry, and training providers to build a skilled workforce for the future.
- Overseeing the assessment of the new Apprenticeship in Civil Construction through surveys and feedback from you, employers and other stakeholders.



**CIVIL CONTRACTORS  
FEDERATION**

(08) 9414 1486

[ccfwa@ccfwa.com.au](mailto:ccfwa@ccfwa.com.au)

- Represent civil contracting companies and allied businesses and employers in the civil construction industry.
- Helping assess the Apprenticeship in Civil Construction to make sure it is meeting the needs of employers.

# We need your feedback

Apprenticeships in Civil Construction became available for the first time in WA on 3 September 2021.

There are 3 qualifications that can be delivered under the new Apprenticeships in Civil Construction program.

RII31619 – Certificate III Trenchless Technology

RII30920 – Certificate III Civil Construction

RII30820 – Certificate III Plant Operations

These qualifications have been chosen to give you a range of different options for jobs in the civil construction sector and to provide the industry with a workforce with all the skills needed to meet future needs.

You will receive a trade certificate upon completing the new apprenticeship in the Civil Construction.

This lifts the level of professionalism and development of the industry, and it is a great way to become skilled at a trade in a nationally recognised qualification.

At the end of your training time, you will have a pathway that opens the door to higher qualifications, all the way to a degree if you like.

A Pilot Program has been set up to assess the new Apprenticeship in Civil Construction.

As part of the Pilot Program, the Department of Training and Workforce Development will be asking you to complete a yearly survey.

Interviewers will invite you to complete the short survey by phone. It should take about 8 minutes.

The survey will ask about the quality of your apprenticeship and your satisfaction with aspects of off-the-job and on-the-job training.

The survey will be totally anonymous. Results will be reported in summary form so that no individuals are identified.

The surveys will give everyone involved the feedback

we need to make sure the new Apprenticeship in Civil Construction is working as it should and that you are getting the training you deserve.

The Pilot Program will run for 4 years, while the new Apprenticeship in Civil Construction will be completed over 3 years.

This means that 2 different groups of apprentices will follow the full 3-year course of training and have the opportunity to give feedback over the whole training process.

This will help make sure we deliver quality training, not just to you, but to every apprentice who completes an Apprenticeship in Civil Construction well into the future.

# Training Contracts

A training contract is a legally binding agreement between an employer and an apprentice. It must be registered with the Apprenticeship Office.

The contract nominates a specific Registered Training Organisation (RTO) for your apprenticeship.

It has details of all of the obligations and responsibilities for you, your employer, and your RTO throughout your apprenticeship to make sure everyone knows what's expected and what they're entitled to.

All training contracts must be completed and submitted by one of three Australian Apprenticeship Support Network (AASN) providers.



1300 363 831

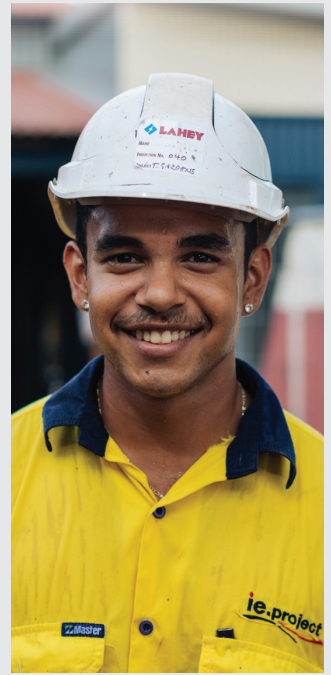


13 63 48



13 28 79





# It's smart to be with Cbus

One of the most important decisions you'll make about super is where to invest it. Make sure you choose the right super fund for you.



## For more information:

Contact your local Cbus Coordinator **Philip Milne**  
0412 406 348 | [philip.milne@cbussuper.com.au](mailto:philip.milne@cbussuper.com.au)

Phone **1300 361 784** | Visit [cbussuper.com.au](http://cbussuper.com.au)



This information is about Cbus and doesn't take into account your specific needs. You should look at your own financial position, objectives and requirements before making any financial decisions. Read the relevant Cbus Product Disclosure Statement, Target Market Determination and related documents to decide if Cbus is right for you. Call 1300 361 784 or visit [cbussuper.com.au](http://cbussuper.com.au) for a copy.

Cbus' Trustee: United Super Pty Ltd ABN 46 006 261 623 AFSL 233792 Cbus ABN 75 493 363 262.



CONSTRUCTION  
INDUSTRY  
LONG SERVICE  
LEAVE SCHEME

**As a construction industry worker, you're able to take your long service leave benefits with you from employer to employer.**

- **Move from employer to employer, even interstate, without losing your long service leave benefits**
- **Receive up to 8 2/3 weeks fully-paid long service leave after 10 years**
- **Pro-rata leave available after 7 years**

**Register today at  
[www.myleave.wa.gov.au](http://www.myleave.wa.gov.au)**



**24/7 HELPLINE  
1300 642 111**

**MATES in Construction provide onsite suicide prevention and awareness programs and 24-hour phone support for construction workers who find themselves struggling to cope in any way.**

**If you need support then your MATES in Construction are ready to step up, listen, and help.**

# Your rights at work

## WAGES

Every worker's wages and conditions are set by what is called a 'workplace instrument'.

Workplace instruments can be:

- Letters of Offer
- Enterprise Bargaining Agreements
- The Award
- National Employment Standards

Together, all these documents and pieces of legislation spell out your rights and entitlements at work including how much you should be paid.

It's important to understand your financial and other entitlements and to make sure you are paid correctly.

Make a point of working out how much you should get paid each pay period and take the time to check your pay slip.

If you have any problems in understanding what you should be getting paid, or if you think you are not being paid your full entitlements, you should look for help and advice from regulators or workplace advocates.

The Fair Work Ombudsman is a Government Department responsible for overseeing all the laws that are designed to create and maintain fair workplaces.

Unions are worker organisations that advocate for and promote the rights of workers in particular industries. The Union who represents workers in your industry is the CFMEU.

## OTHER FINANCIAL ENTITLEMENTS

Along with just the weekly pay, there are many other financial entitlements that might be included as part of your wages and conditions.

These include things like:

- Annual leave
- Personal leave (sick leave or careers leave)
- Paid training time
- Superannuation
- Long service leave
- Meal allowances
- Redundancy payments

Some of these things, like superannuation, must be paid to you by law. Other things depend on your individual workplace instrument.

## WORKPLACE CONDITIONS

The Award and other industrial instruments can also state certain workplace conditions that must be provided to you. This might include things like:

- A clean suitable place to eat your lunch
- Access to cool clean drinking water
- Appropriate rest periods during extreme heat

These workplace conditions are really important. They make sure that all workers have basic dignity no matter where they work.

## DISCRIMINATION

It is against the law for your employer or any employee to discriminate against you in any way based on:

- Gender or sexual preference
- Political opinion or Union affiliation
- Race, culture or religion
- Physical or intellectual disability
- Age

You have a responsibility to not discriminate against others and you should call out discrimination if you see it happening in your workplace.

We want every construction job to be a fair and safe place to work. And all of us share the responsibility of making that happen.



# Safety is everyone's business

## HEALTH AND SAFETY

Young workers who are new to the construction industry are more likely than any other group to be injured on the job.

And if you are injured, your injuries are more likely to be severe and require hospital admission.

So as a new worker entering a hazardous industry it's critical that you understand your rights and obligations.

You don't just have the right to go home safe at the end of the day, you have a responsibility to make sure you do.

Right from the start of your career, you will sometimes feel the pressure to get a job done faster. Your responsibility is to never, ever let that push you into doing something that you're unsure of.

You have a right to ask for more or clearer instructions if you're not sure how you should proceed.

It's always better to stop and ask than to go ahead without being absolutely sure you can complete a task safely.

There are lots of laws in place to make sure your employer provides a safe workplace.

There are also laws that give you and other workers clear rights that help make sure you and everyone around you are safe.

For example, you have a legal right to refuse to complete a task if you believe it's unsafe to do so.

## WORKER ELECTED HEALTH AND SAFETY REPRESENTATIVES

Workers in every workplace also have a legal right to elect their own health and safety representatives.

Those representatives then have a range of legal powers to tag out unsafe equipment and even call a halt to work

if there is an immediate danger to workers or the public.

This is a critical role in our industry that gives workers the ability to have a proper say in all the activities on a construction site.

When going onto any new site for the first time, it's worth finding out who the Health and Safety rep is and getting advice about any hazards on that particular job.

## HAZARDOUS DOESN'T MEAN DANGEROUS

All construction sites have hazards. That's the nature of our industry. But those hazards can be dealt with if everyone plays their part and does the right thing.

Hazards only become dangers when they haven't been thought about properly, planned for, and managed.

Before undertaking any task, good construction workers stop and think about what could go wrong, even if it seems unlikely. Then they put in place a plan to make sure that something does go wrong, they and the other workers around them will not be harmed.

That's the promise that we make to each other as construction workers. We promise to think properly and carefully about everything we do to make sure it's safe. And we promise each other that if we see anything that isn't right, we will stop and speak up.

## RESPECT AND DIGNITY

Along with your immediate physical safety, you're entitled to be emotionally safe, be treated with respect at work and have a dignified working life.

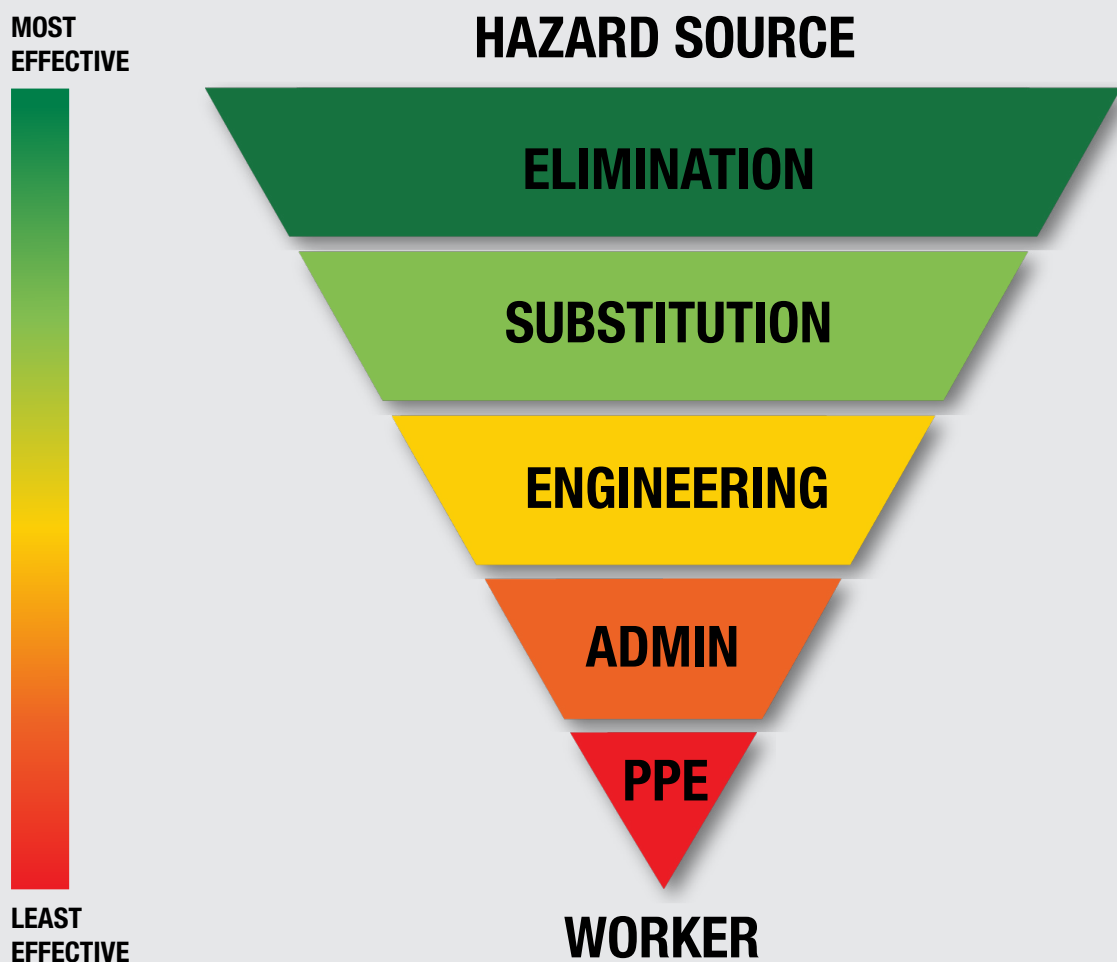
Any time an employer, supervisor, or coworker fails to treat you with respect, they have failed to meet their legal obligation to you as a worker.

Respect yourself, respect the job, and respect others.

# The Hierarchy of Control

Employers have a duty of care to ensure a safe working environment. This means the laws are based on maintaining a safe worksite, not just a safe worker.

The hierarchy of control is a list of measures that should be used and how effective each type of measure is in protecting workers. Risks should be eliminated completely as the first option. PPE should be used only as a last resort.



**ELIMINATION:** Physically remove the hazard from the environment completely.

**SUBSTITUTION:** Replace the hazard with a less hazardous alternative.

**ENGINEERING:** Physically separate workers from the hazard.

**ADMINISTRATION:** Put in place protocols and practices that change people's behaviour.

**PPE:** Protect the individual worker from the hazard with protective equipment.

# Welcome to a great industry



There's lots of civil construction work to be done here in WA. We have rail networks to create, bridges to construct and roads to build. We want you to be a part of all that.

And along with building those projects, we want you to be part of building a better, safer industry for yourselves and everyone who is trained after you.

So as you go out on the job and begin your apprenticeship, please be mindful of your rights and the rights of others.

Make sure you understand the wages and other financial entitlements you should be receiving.

Make sure you know the working conditions that you should be provided.

Make sure you understand your rights and obligations in relation to safety on every job.

Make sure you know all of your obligations to your employer and their obligations to you as an apprentice.

And please complete all of our surveys and give us feedback on all of this so we can make sure you get the quality training you're entitled to.

Construction can be a great industry to work in. When everyone works together for a fair, safe and sustainable industry, construction is a hard but very rewarding job.

There's a great sense of family and mateship in most parts of our industry – we have each other's back. And you can earn a good living that affords a good life.

So welcome to the construction industry.

If you have any problems or concerns about your training as the new Apprenticeship in Civil Construction is rolled out, or you have any other issues as you begin your career in construction, then there are plenty of people out there who can help.

Here's who to get in touch with.



**Fair Work**  
OMBUDSMAN

13 13 94  
[www.fairwork.gov.au](http://www.fairwork.gov.au)



(08) 9244 0100  
[inquiries@ctf.wa.gov.au](mailto:inquiries@ctf.wa.gov.au)



Government of Western Australia  
Department of Training  
and Workforce Development

**Apprenticeship Office**

13 19 54  
[apprenticeshipoffice@dtwd.wa.gov.au](mailto:apprenticeshipoffice@dtwd.wa.gov.au)

**CFMEU**  
WESTERN AUSTRALIA

(08) 9228 6900  
[help@cfmeuwa.com](mailto:help@cfmeuwa.com)



Helpline: 1300 642 111  
[www.mates.org.au](http://www.mates.org.au)

**WorkSafe WA**

1300 307 877  
[www.commerce.wa.gov.au/worksafe](http://www.commerce.wa.gov.au/worksafe)

