

## electrogroup

# Code of Practice

**Our Business:** As a financially robust Not for Profit Organisation **electrogroup** supplies industry with capable Apprentices who complete their Apprenticeship safely and on-time and make a positive contribution to their Host Trainers.

**As a team:** we will seek to do things better, we will deliver excellent service, we will manage our Host Trainers needs and expectations and build positive relationships with industry stakeholders.

**A personal commitment:** I will, through open communication, individual accountability and the support of my team mates make a positive contribution to **electrogroup's** business. I will always ask - can it be done better.

**Our future success:** is based on the reputation of our Apprentices.

**Our Code of Practice is to:** maintain the highest professional standards in the marketing and management of Vocational Education and Group Training Services.

Provide service standards that safeguard the interests and welfare of all Employees and Apprentices.

Provide Employees and Apprentices with information which is accurate and relevant throughout their employment.

Maintain our commitment to recruit in an ethical and responsible manner, consistent with equal opportunity and anti-discrimination legislation.

Provide counselling, mentoring and support services to Apprentices, Trainees, potential candidates and Host Employers to help them achieve their desired outcomes.

Director  
*Dave McKinley*  
14 November 2017

Chief Executive Officer  
*Bob Carcary*  
14 November 2017

*The Electrotechnology Industry Group Training Company Ltd.*

*ABN: 99 066 293 472*