

Code of Practice

These policies form the standards of behaviour and expectations the company has of every employee as part of their employment with the company.

The Code of Practice of electrogroup is to:

Maintain the highest professional standards in the marketing and delivery of Electrotechnology industries vocational education and training services.

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

Provide vocational services delivered with clarity, integrity, accuracy and professionalism. Provide vocational information which is true and accurate.

Provide apprentice and employees with information which is accurate, relevant and current at their induction and during their employment, and which includes:

- This Code of Practice,
- Policies and Procedures
- Competencies to be achieved by apprentices and trainees
- Grievances procedure and
- Apprentice and trainee support services.

Inform apprentices/trainees, Host Employers, employees and potential candidates of our commitment to recruit in an ethical and responsible manner consistent with equal opportunity and anti-discrimination legislation.

Provide counselling by appropriately qualified employees to apprentices, trainees, potential candidates and Host Employers about their assessed qualifications and proficiency and the extent to which they and/or potential candidates are likely to achieve their desired qualification, competency standards and learning outcomes.

Chairman



Date: 26-11-2013

Chief Executive Officer



Date: 26-11-2013