

LEARN — AT LUNCH

Apprentice & Trainee
Employee Checklist

Terms of Employment:

- Do you have a Contract of Employment? Smaller employers might not give you a contract, but it's helpful if you have one.
- Do you know which Award applies to you? Your Award should be specified on your Training Contract. The Award outlines your rate of pay, overtime, hours of work and much more.
- Do you have a copy of the [Fair Work Information Statement](#)?

Wages:

- Have you completed a Tax File Number Declaration form and provided it to your employer? If you don't have one, you can [apply for a TFN here](#). If you don't provide a TFN, your employer is required to tax you at the highest tax rate until you provide it.
- Have you provided your bank details for wages to be paid into?
- Are you receiving wages on a regular basis? (I.e., Weekly/Fortnightly on the same day each pay cycle)
- Have you completed a Superannuation Choice Form? Did you know that you are allowed to nominate your own Superannuation Fund? [Look at ATO information about Superannuation to find out more.](#)
- Have you been given a payslip?
- Payslips are required to contain the following information:
 - The employer's business name
 - The employer's ABN (if any)
 - Your name
 - The date of payment of wages
 - The pay period covered
 - The Gross (before tax) and Net (after tax) amount of payment
 - Any loadings, overtime, allowances, bonuses, incentives, or penalty rates
 - Hourly rate of pay
 - Number of hours worked at each rate of pay
 - Any deductions
 - Superannuation contributions required to be paid for the period and the name of the superannuation fund. Employers can deposit this amount later, but they need to note it on each payslip [book an appointment](#)

Safety:

- Do you know where the emergency exits are?
- Where is the emergency assembly point?
- Is there a First Aid Officer?
- Is there a First Aid kit? Do you know how to access it in an emergency?

Licenses & Tickets:

- Do you have the right class driver's licence required for your job (if applicable)?
- Electrotechnology only – Do you have an Apprentice Electrical Licence?
- Have any of your licences/tickets expired? Do they need to be updated?

Work arrangements:

- Who is your manager?
- Who do you go to if you have questions on how to do parts of your job?
- Do you know what you are expected to do each day? In a larger business, you might be given a job description. Do you understand it?
- Do you know your performance expectations? How will your performance be reviewed?
- What are your standard hours of work?
- How do you record your hours actually worked?
- When do you take your lunch (meal) break? Is it a standard time each day?
- Did you know it is a requirement that a 30 min (unpaid) meal break within the first 5 hours of starting your workday?
- Are you allowed to use your personal mobile phone while you are working? What are the usage rules at your workplace?
- Do you know what to do if you experience bullying, harassment, or discrimination in the workplace? If you want advice on this, you can [book an appointment](#) with the ASA Mentoring Team.

Leave:

- Do you know how much Annual Leave or Sick Leave you have accrued? Would you know who to see to find out?
- Do you know how to request Annual Leave?
- Who do you have to notify if you are sick and can't work for the day? Is there a specific time you have to call to let people know you won't be at work today?
- Do you have to provide a Medical Certificate or a Statutory Declaration for a sick day taken?

TAFE/RTO Training:

- All time attending TAFE/RTO is paid time.
 - If you are sick on a day you are meant to attend TAFE/RTO, you need to call your employer and let them know. This will be treated like a standard Sick Day.
 - Do you have a copy of your Training Plan provided by the TAFE/RTO?
 - Are you up to date with your TAFE training?
 - Are there parts of your training that you need help with? [Book an appointment for assistance.](#)
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