

Councils' Roles and Responsibilities

Regional Youth Traineeship Program

Councils participating in this Program will be required by the LGA to:

- Identify their specific traineeship requirements, consider and satisfy their eligibility requirements and budget for the appointment of a trainee accordingly.
- Apply to the LGA for approval to receive Regional Youth Traineeship Program funding.
- Meet their Program funding obligations in keeping with the contract they enter into with the LGA and consistent with the Program's eligibility requirements.
- Meet the Program's traineeship selection criteria, and promote gender, ethnic and cultural diversity in the selection of trainees, with a preference in weighting to those that have not previously been employed or having held fulltime employment (ie less than 37.5 hours per week).
- Ensure that an appropriate, nationally recognised training program, qualification and Registered Training Organisation will be available and accessible to Program funded trainees within their council.
- Adopt appropriate traineeship interview and selection procedures and use local registered employment services providers to identify appropriate candidates.
- Ensure the traineeship will comply with relevant WH&S, HR/IR and Award requirements.
- Support (e.g. provide the resources and release time) the trainee's on the job and off the job training as described in their training plan.
- Develop and monitor a training and work plan with the trainee and Registered Training Authority (RTO).
- Allow the trainee to complete training on-the-job as required by their Contract of Training.
- Register with the South Australian Government's Training and Skills Commission as required to be recognised as an approved employer of traineeships.
- Enter into a contract of training with the trainee, their parent/guardian and the RTO and copy same to the LGA.
- Provide the trainee with appropriate induction training.
- Monitor, manage and if required report any concerns regarding the trainee's progress or performance to the LGA Program Coordinator.
- Provide regular progress and performance reports to the LGA Program Coordinator in keeping with milestone payments.
- Promote the Program's objectives and achievements to the local community and acknowledge funding provided by the South Australian Government in all related media statements and council communications.
- Endeavour to employ the trainee after the completion of the traineeship.