

Week Ending ...../...../ 200...

## TIMESHEET

Date Faxed \_\_\_/\_\_\_/\_\_\_

Time \_\_\_ am/pm

## MONITORING

**Section 1 Apprentice's Name** ..... **Year:** ..... **TAFE** .....

**Host Company** ..... **Fax to 02 9749 7765 by 11.00 am Mondays.**

**Rates of pay Mandatory Rates (Must be filled in using the award as a basis)**

**1 Normal Time rate of pay** \$..... per week **2 Fare Allowances** \$..... per day **3 Tools Allowances** \$..... per week

*Variable Rates (Must be completed if special conditions exist only)*

- 4 Above award Payments** Total number \_\_\_\_ @ \$..... per hour = \$.....
- 5 Site allowance/s** Total number \_\_\_\_ @ \$..... per hour = \$.....
- 6 Height allowance/s** Total number \_\_\_\_ @ \$..... per hour = \$.....
- 7 Productivity allowance/s** Total number \_\_\_\_ @ \$..... per hour = \$.....
- 8 Meal allowance/s** Total number \_\_\_\_ @ \$..... per day = \$.....
- 9 Travel/ Mileage allowance/s** Total number \_\_\_\_ @ \$..... per kilometre = \$.....
- 10 Other allowance/s** Total number \_\_\_\_ @ \$..... per hour = \$.....

**MPAL is not a signatory to any EBA Agreement or Australian Workplace Agreement.**

**All apprentices employed by MPAL are paid under the Plumbers & Gasfitters State Award.**

**If you have a question on what is or is not payable or any other matter in relation to your employment call your Field Officer on 02 8789 7050.**

Other Arrangements

- 11 Rostered Days Off are taken as**  **an RDO** (taken once a month) or  **2 Hours each week** (Taken as reduced weekly hours)
- 12 Was part of this week spent on**  **Workers Compensation**  **Approved Sick Leave** (Certificate must be attached)
- Approved Leave without Pay**  **Approved Annual Leave** (Approved by MPAL)

### Section 3 Apprentice Safety Check (Your Opinions) (circle)

- 1) Do you receive from the Host Employer:
  - a. Adequate instruction Yes No
  - b. Direct supervision Yes No
- 2) Does the Host Employer complete:
  - a. Hazard Identification Yes No
  - b. Risk Assessments Yes No
- 3) Once completed are controls implemented Yes No
- 4) Are Safe Work Method Statements used Yes No
- 5) Does the Host Employer include you in
  - a. Tool box meetings Yes No
  - b. The consultation process Yes No
- 6) Do you have regular access to the Host Employers
  - a. Safety Management System Yes No
  - b. Site Safety Plan Yes No
  - c. Relevant codes of practice Yes No
  - d. Material Safety Data Sheets Yes No
- 7) Have there been any accidents this week Yes No
- 8) Have there been any dangerous occurrences Yes No
- 9) Do you have any OH&S concerns Yes No
- 10) If Yes, Please phone your Field Officer immediately

### Section 4 Apprentice "On-the-Job" Training Record (Your Opinions) This section will be used to compile a training record on each apprentice.

Record the percentage amount of time, this week you have trained and worked in the following areas:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>( ) Maintenance</li> <li>( ) Industrial</li> <li>( ) Commercial</li> <li>( ) Domestic</li> <li>( ) Sanitary Plumbing</li> <li>( ) Water Plumbing</li> <li>( ) Roof Plumbing</li> <li>( ) Draining</li> <li>( ) Gasfitting</li> <li>( ) LP Gasfitting</li> <li>( ) Other .....</li> </ul> | <ul style="list-style-type: none"> <li>( ) Construction</li> <li>( ) Cottage</li> <li>( ) Units</li> <li>( ) Industrial</li> <li>( ) High Rise</li> <li>( ) Sanitary</li> <li>( ) Water Plumbing</li> <li>( ) Roof Plumbing</li> <li>( ) Draining</li> <li>( ) Gasfitting</li> <li>( ) LP Gasfitting</li> <li>( ) Other .....</li> </ul> |
|---|--|

Section 2	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Hours
Hours Worked <b>Ordinary</b>								
Hours Worked <b>Overtime 1.5</b>								
Hours Worked <b>Overtime 2.0</b>								
<b>Meal Allowance</b> Please ✓	To be Paid	Paid in Kind or Cash	To be Paid	Paid in Kind or Cash	To be Paid	Paid in Kind or Cash	To be Paid	Paid in Kind or Cash
<b>Technical College</b>								
<b>Rostered Day Off</b>								
<b>Sick Leave</b>								
<b>Public Holidays/Picnic Days</b>								
<b>Jury Duty/ Bereavement Leave</b>								
<b>Site Allowances</b>								
<b>Approved Leave With out Pay</b>								
<b>Fare Allowance</b>								
<b>Other</b>								

**I agree the above is correct**

Apprentice Signature \_\_\_\_\_ / /

I have discussed the above with the Apprentice and authorise MPAL to pay the apprentice and Invoice the company/Host Employer listed above as per our agreement.

Host Representative \_\_\_\_\_ / /

**Prerequisites.** Sick days – Dr's Certificate, Workers Compensation - Work Cover Certificate, Annual Leave – Leave Form, Picnic Day – Union Ticket, Bereavement Leave – Verification, Jury Duty – Verification. **Leave Without Pay must have prior MPAL approval.**

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**Office Use Field Officer Signature** \_\_\_\_\_

1. Timesheets must be faxed to Master Plumbers Apprentices before 11am each Monday.
2. It is the responsibility of the Apprentice to forward Timesheets to Master Plumbers Apprentices Limited.
3. If the Host Employers is using an EBA to calculate rates of pay, then Master Plumbers Apprentices Limited must be in receipt of a copy of said EBA.
4. Payment of wages is as per the **Plumbers and Gasfitters State Award**. Unless additional payments are required by an EBA or other instrument.
5. Payment of wages whilst at TAFE attending regular scheduled classes is mandatory in the Plumbing, Gasfitting and Draining Certificate III.
6. Payment of wages whilst attending Occupational Health and Safety Training is mandatory.
7. *Rostered Days off* cannot be accumulated and must be taken within the month of acquisition. An apprentice shall work or attend training for 40 hrs each week. The Host will retain two hours to be accessed as RDO's
8. *Payment of Overtime Time and a half*. The first three hours of overtime is payable at time and a half except Sunday and Public Holidays. (*Minimum 4 Hours worked on weekends and public holidays*)
9. *Payment of Overtime Double time* is payable for all hours overtime except for the first three hours. Excluding Sunday and Public Holidays.
10. *Payment of Overtime Sunday time* is payable for all hours at double time. Excluding Public Holidays. (*Minimum 4 Hours worked on weekends and public holidays*)
11. *Payment of Overtime Double time and a half* is payable for all hours worked on a gazetted Public Holiday.
12. Sick Leave shall be paid as normal time. Fares and Travelling does not apply to sick days.
13. Sick Leave must include a medical certificate or letter from your parents if less than two days. If this does not accompany this form no sick leave payment will be made. All apprentices must call their TAFE; HOST & MPAL to advise of sick leave failure to do so will effect payment.
14. Sick leave. The apprentice must contact The Host Employer and Master Plumbers Apprentices Limited prior to taking sick leave. If a TAFE day is involved they must also contact the TAFE.
15. A pre-dated medical certificate must be forwarded to MPAL for all sick days in excess of two days. A letter from parents is unacceptable after this length of absence. All apprentices must call their TAFE; HOST & MPAL to advise of sick leave failure to do so will effect payment.
16. Sick Leave - For absences that do not exceed two days. The apprentice shall give the Host and then forward to Master Plumbers Apprentices Limited a letter stating that they were indeed sick signed by the Parent or Guardian or in the absence thereof a medical certificate.
17. Public Holidays and Picnic Days are payable as gazetted at single time.
18. Jury Service The apprentice shall be paid at normal time whilst attending Jury Duty. The Apprentice shall give proof of his attendance of such Jury Duty. (*with supply copy of summons to MPAL*)
19. Bereavement Leave. As per the award an employee shall be paid normal for 2 days leave providing the apprentice can provide adequate documentation of the bereavement.
20. Bereavement Leave is payable to relationships as set out in the award. (*with supply of death notice to MPAL*)
21. Site allowances are paid by the Host Employer to the Apprentice as per the Host Employers Individual site.
22. Unpaid Leave is a non-payable amount and will not receive any remuneration.
23. Meal Allowances, as set out in the award, a meal allowance is payable if an apprentice is required to work overtime in excess of one hour and a half after their usual ceasing time.
24. Tool Allowance is payable to all apprentices. First year apprentices have their tool allowance paid in kind and no monies are directly paid to the apprentice. This is deducted from the wages and used to pay the loan of Master Plumbers Apprentices Limited as payment for the tools issued. Unless notified in writing to the contrary.
25. Fares and Travelling is payable to apprentices who attend work and Training only.
26. Travel Re-Imbursement is as set out in the award.
27. The Host must record all hours worked, at training or taken as an RDO on these timesheets to the apprentice on these timesheets.
28. The Host should not pay annual leave; Master Plumbers Apprentices Limited will pay this directly.
29. The Host should not pay Workers Compensation leave; Master Plumbers Apprentices Limited will pay this directly.
30. The Host shall not deduct any hours from the apprentices working times, except two hours each week that must be taken as the construction RDO's.
31. Fares and Travelling are not payable on Annual leave, Sick Leave, RDO's or Public Holidays.
32. Fares and Travelling must be paid for every day including TAFE unless you have a Host Company maintained vehicle or you're picked up and delivered to your **HOME** Address.
33. MPAL is not a signatory to any EBA Agreement or Australian Workplace Agreement. All apprentices employed by MPAL are paid under the Plumbers and Gasfitters State award.
34. Questions regarding payable items should be, in the first instance directed to your Host Employer and thence your MPAL Field Officer.
35. Annual Leave accrues at the rate of 20 days per year. Annual Leave must be taken within 6 months of entitlement. An apprentice who accrues more than 20 days Annual Leave shall be requested to take Annual Leave prior to accruing 25 days. An apprentice who accrues more than 25 days Annual Leave shall be instructed to take a minimum of 15 days Annual Leave within 3 months.
36. Rostered Days Off accrues at the rate of 2 hours per 40 hours worked. All MPAL apprentices accrue RDO's. RDO's may be taken as a full day each month or partial day each week. An MPAL apprentice cannot accrue more than 1 Rostered Day Off.

**All Host Employers, as per the Plumbers & Gasfitters state award, are required to have a current copy of the award. If your Host Employer requires a copy of the award, please contact us on 02 8789 7050 or download from [www.mpal.com.au](http://www.mpal.com.au).**