‘Catch Up’ Questionnaire for School Based Apprentices and Trainees

It is anticipated that students’ school based apprenticeships or traineeships will usually progress smoothly. However, this may not always be the case and therefore the following questions need to be asked of each student to ensure safety and well being.

The form should be completed initially during the first four weeks of the school based apprenticeship or traineeship and subsequently once each term.
This ‘catch up’ session should be done by the school and complements the monitoring activities undertaken by the State Training Services office.

Student’s name:__________________________________________________________________ TCID Number: ___________________________
School: _________________________________________________________ Year: ______________ Industry-based Learning: ☐ Yes ☐ No
Employer: ______________________________________________________  RTO: ___________________________________________________
Local STC contact: and phone no: ___________________________________________________________________________________________
Date of ‘catch up session’: ______/______/______

Student must show their Record of Attendance at Work book during each Catch-up Session.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Date action taken</th>
<th>Has the employer provided you with an induction to the workplace that includes safety matters?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has your employer provided you with a workplace supervisor or support person?</td>
<td>☐ Yes ☐ No</td>
<td></td>
<td>Date action taken</td>
<td>Has your employer provided you with a workplace supervisor or support person?</td>
</tr>
<tr>
<td>Are you being supervised at the workplace by appropriately skilled person/s?</td>
<td>☐ All the time ☐ Most of the time ☐ Not very often</td>
<td>Date action taken</td>
<td>Are you being supervised at the workplace by appropriately skilled person/s?</td>
<td></td>
</tr>
<tr>
<td>If you are undertaking any higher risk activities that require personal protective equipment (PPE), has appropriate PPE and training in its use been provided to you?</td>
<td>☐ NA ☐ Yes ☐ No</td>
<td>Date action taken</td>
<td>If you are undertaking any higher risk activities that require personal protective equipment (PPE), has appropriate PPE and training in its use been provided to you?</td>
<td></td>
</tr>
<tr>
<td>If you use plant or vehicles, have you been provided with sufficient instruction and training to feel confident when using the equipment?</td>
<td>☐ NA ☐ Yes ☐ No</td>
<td>Date action taken</td>
<td>If you use plant or vehicles, have you been provided with sufficient instruction and training to feel confident when using the equipment?</td>
<td></td>
</tr>
<tr>
<td>If you handle or are exposed to high risk substances or products, have you been provided with training in the use/handling of the substance/product before contact or exposure?</td>
<td>☐ NA ☐ Yes ☐ No</td>
<td>Date action taken</td>
<td>If you handle or are exposed to high risk substances or products, have you been provided with training in the use/handling of the substance/product before contact or exposure?</td>
<td></td>
</tr>
<tr>
<td>If you identified that you have particular needs in your Application for a School Based Apprenticeship or Traineeship, do you think those needs are being supported at the workplace?</td>
<td>☐ NA ☐ Yes ☐ No</td>
<td>Date action taken</td>
<td>If you identified that you have particular needs in your Application for a School Based Apprenticeship or Traineeship, do you think those needs are being supported at the workplace?</td>
<td></td>
</tr>
</tbody>
</table>
Have you experienced any of the following problems at the workplace or RTO premises:

- physical, verbal or psychological harassment or bullying
- sexual misconduct directed at or involving you

If 'Yes', advise STC

If 'Yes', this is a potential child protection matter and the Principal must be advised and relevant DET procedures implemented

Do you feel safe at the workplace all the time? please detail

Are you finding it hard to balance your employment formal training (eg, assessment tasks) and school HSC commitments (eg school timetable)?

If 'Yes', what is the main problem:

- your employment
- your training with the RTO
- completion of your Industry-based Learning journal/log
- your school HSC commitments

Have you suffered any injuries during the apprenticeship or traineeship?

If yes advise STC

- where did it occur
- what was the injury
- did you report the injury to anyone? Yes No
- who did you report it to and what did they do?
- are you OK now? Yes No

Do you have any other concerns/problems?

If 'Yes', you may need to complete an Incident Report and forward to Vocational Education in Schools Directorate

Office Use Only:

Name and position of member of teaching staff conducting interview and completing checklist:

Additional comments:

Next action to be taken by staff member:

Next action to be taken by student:

Next 'catch up' session scheduled for:

Note: This original form is to be retained on student's file.