



STATEWIDE GROUP TRAINING (SA) INC

RECOGNITION OF AWARDS POLICY

PURPOSE:

Statewide Group Training (SA) Inc (SGT) is committed to ensuring that significant awards that Apprentices and Trainees participate in are recognised.

SCOPE:

This policy applies to:

- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.

POLICY:

Many of SGT's Australian Apprentices and or Trainees participate in competitions and other awards e.g. Duke of Edinburgh Award, and they are recognised for their achievements.

It is important that these achievements and the support of their Host Employer are formally recognised by the SGT Board.

Field staff are to formally advise their Manager and or the Chief Executive Officer, in writing, of any such achievement awards as soon as they are aware of them.

This advice is to include the following;

- Full Name
- Address
- Occupation
- Host Employer
- Nature and title of the award
- Date of effect
- Any relevant additional information

The recipient of the advice will endorse and forward to the Board Secretariat within one week.

The Board Secretariat will compile letters of congratulation to be signed by the Chairman on behalf of the Board. A letter of congratulation will be forwarded to the Australian Apprentice and or Trainee.

A second letter will be forwarded to the Host Employer, thanking them for their support and encouragement of the Australian Apprentice or Trainee placed with them. Copies of the letters are to be placed on the Employee and Host files and included in correspondence for the next Board Meeting.

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 5TH MAY 2024