



MASTER BUILDERS
GROUP TRAINING

Host Employment Information and Agreement

LETTER OF INTRODUCTION

On behalf of the Board and staff of MBA Group Training Ltd (**MBA GT**), I would like to thank you for your interest in becoming a host employer. It is organisations and people such as yourself that make it possible for MBA GT to offer apprenticeships and training to people who want to be part of our industry.

These people are keen to develop the skills and knowledge they will need to be successful in the construction industry. By becoming a host employer you are committing to become a mentor, role model, and significant part of their learning journey. You will be working with people inexperienced in our industry, and you will be required to assist them to learn new skills and procedures.

Above all, you are committing to partner with Canberra's leading construction industry trainer and membership association. As such, you are making a commitment to share our values of safety, team work, quality training, and excellence in the construction industry.

The staff at MBA GT look forward to working with you. Please read this document carefully and if you have any questions I urge you to direct them to those people listed as contacts on page 2 of this Information Package.

Once again, thank you and welcome to MBA GT.

Yours sincerely,



Michael Hopkins
Chief Executive Officer

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INTRODUCTION

Welcome to MBA GT, a not-for profit training company, committed to increasing employment and training opportunities for people in the building and construction industry.

This Host Employment Information and Agreement has been designed to explain the operation of MBA GT to host employers. Please read carefully.

MBA GT staff are available to answer any queries you may have.

Office: 1 Iron Knob Street
FYSHWICK ACT 2609

Postal Address: PO Box 1211
FYSHWICK ACT 2609

Telephone: (02) 6175 5900
Facsimile: (02) 6280 9118

MBA GT Contacts:

Chief Executive Officer Michael Hopkins
Commercial Director Liz Nair
Field Services Manager Geoff Wood
Field Officer
Funding Officer Rosie Keech

Other contacts

Oz Help (02) 6251 4166 (7.00 am to 7.00 pm)

This edition: Version 4.0 November 2018

MISSION STATEMENT

MBA GT is committed to providing quality training opportunities and outcomes for all its employees.

AIMS

MBA GT aims to:

- provide clear and accurate advice to host employers on the apprenticeship system and outline stakeholder responsibilities as they relate to training and workplace support.
- provide appropriate support and employment opportunities to apprentices and graduates of trade-based pre-employment or pre-apprenticeship courses and assist in the provision of employment opportunities for females and disadvantaged persons in the labour market including the long-term unemployed, people with disabilities, indigenous Australians and migrants with English language difficulties.
- provide appropriate training in the construction and housing industry in the ACT and surrounding region as required for the development of the industry so as to assist industry to achieve:
 1. optimum levels of efficiency;
 2. increased productivity and competitiveness; and
 3. improved quality and standards.
- optimise the use of training capacity in small businesses which individually have inadequate training facilities or an insufficient range of suitable work to provide comprehensive training and continuity of employment of apprentices or trainees.

OBJECTIVES

The objectives of MBA GT are to:

- allow for a flexible workforce by enabling host employers to specify stage of training and the time for which apprentices and trainees are required;
- enhance personal development of young people through increased maturity by experiencing several work and training experiences;
- protect the quality of employment and training for young people and ensure fairness in access; and
- improve the quality of training through systematic and planned rotations to provide a wider and more balanced variety of training.

OUTCOMES

MBA GT aims to achieve the following outcomes:

- the employment and training of employees which is geared to meet identified skill shortages of the industry; and
- to ensure that employees have the necessary skills and a broad base of training to enter the workforce as competent and capable employees.

OVERVIEW

WHAT IS A GROUP TRAINING ORGANISATION?

A Group Training Organisation (GTO) employs apprentices and trainees under a Training Contract and places them with host employers. They undertake the employer responsibilities for the quality and continuity of the apprentices' and trainees' employment and training. They also manage the additional care and support necessary to facilitate the successful completion of the Training Contract.

MBA GROUP TRAINING

MBA GT is Australia's longest established GTO and operates on a not-for-profit basis.

As an employer of prospective and current apprentices, MBA GT has a structured approach to achieving quality outcomes. MBA GT is committed to providing high quality on and off the job training for apprentices in order to facilitate their development into a skilled worker with a recognised qualification.

MBA GT has assisted many young people in achieving their trade qualification and has been a major supply source to the skilled workforce of the building and construction industry in the ACT and surrounding region.

HOW DOES IT OPERATE?

MBA GT strives to achieve a successful outcome as a GTO through a number of steps to; recruit, select and train apprentices that are a good fit for the industry and for our host employers. This involves

1. An application and selection process
2. Formal interview conducted by our Field Officers to identify a match between the interests, aspirations and skills of a prospective apprentice and the expectations of MBA GT.
3. Selection process based on information relating to the employment and training arrangements, so that a prospective apprentice understands the nature of the industry area and the apprenticeship they are commencing.
4. Formal induction program which ensures the apprentice knows and understands their obligations, those of MBA GT as well as those of the host employer.

5. Strong processes for recruiting and assessing host employers who have the capacity to provide the facilities, range of work and supervision in relation to the Training Plan required for the apprentice.
6. Hosts are selected based on the skills to reinforce the off the job training with on the job experience in their workplace. Hosts employers are required to have a willingness to develop the apprentice skills in the management of apprentices and in mentoring them on site.

MBA GT locates employment opportunities for apprenticeships and is responsible for locating continuous employment for the apprentice. It is important for MBA GT to provide apprentices with a range of varied tasks to provide a well-rounded training and experience of the trade industry.

WHAT ARE THE BENEFITS?

The benefits of employers utilising the services of a GTO include:

For the employee:

- being paid while you learn;
- a broad range of experience and knowledge; and
- the development of networks and relationships with potential future employers and partners.

The above is subject to satisfactory conduct and performance in accordance with their contract of training and contract of Employment.

For the host employer:

- no need for a long term commitment;
- flexibility of staff;
- less administration tasks; and
- cost effective employment

Group Training companies provide access to a far wider variety of work situations leading to broader trade skills and to better future employment prospects.

Group Training creates opportunities that otherwise would not exist for young people to train and work in the building and construction industry.

TRAINING CONTRACT

The Training Contract is a legal document, the terms of which are regulated by the ACT Government under the *Training and Tertiary Education Act 2003* (ACT). It is a contract made between the apprentice, parent or guardian (if applicable) and MBA GT. The nominal term of the contract may be up to four years, but some employees may attain the required competencies for the relevant qualification at an earlier date.

A training contract is used to register an apprenticeship with the relevant state or territory. Apprenticeship Network Providers assist in the completion of the training contract (otherwise known as a sign-up) and registration of the training contract. The training contract is signed by both the employer and the apprentice or trainee who, by signing the training contract, agrees to the obligations under an apprenticeship.

Upon approval of the training contract you will receive an approval letter from the State Training Authority; this letter will contain information about your training contract, such as, your registration number, commencement date, due to complete date and qualification details.

TRAINING PLAN

Prior to your apprentice commencing training, MBA GT will complete a training plan with the Apprentice that outlines the units required to achieve the qualification. The training plan sets out details of how, when and by whom the training and assessment will occur throughout the apprenticeship.

- The Training Plan describes what training is to be undertaken and outlines who provides the training
- The Training Plan outlines how, when and where training will be delivered
- The Training Plan outlines how the assessments will occur and when the apprentice is deemed competent
- The Training Plan is developed and maintained by the RTO in conjunction with the apprentice and employer
- The Training Plan is a working document to be used for the duration of the Training Contract and regularly updated
- The Training Plan, developed in conjunction with the apprentice and employer, is a living document that is intended to reflect the current status of the apprentice's training
- The employer and apprentice are to be provided with an updated copy of the Training Plan by the RTO
- The delivering RTO must comply with relevant national standards and relevant state training authority legislation, policies and procedures.
- The RTO is to ensure the employer and apprentice understand the workplace tasks that need to be undertaken to support the development and achievement of competency in the workplace for each unit within the Training Plan

RESPONSIBILITIES RELATED TO TRAINING

Apprentice responsibilities:

- Undertaking all training and assessment contained in this Training Plan
- Working with the RTO and employer to achieve competence in required skills

Host Employer's responsibilities:

- Providing on-the-job skill development by providing workplace tasks that relate to the units of competency within the qualification
- Working with the RTO and apprentice to support the achievement of competence in required skills

RTO's responsibilities:

- Providing training and assessment in accordance with the Training Plan
- Ensuring that the employer and apprentice are updated on progress against the training plan
- Notifying the employer, apprentice and the state training authority regarding any issues that may affect successful completion of the Training Contract
- Explaining and offering Recognition of Prior Learning (RPL) and credit transfer to the apprentice and their employer
- Ensuring that in developing the training plan the workplace requirements are taken into consideration and the employer and apprentice understand the relationship between work tasks to be performed and the units of competency to be achieved
- Identifying in the training plan any units of competency that are required in achievement of the qualification that cannot be achieved in the workplace due to the work of the organisation and how these will be delivered and assessed by the RTO
- Identifying in the training plan any units of competency that are required to be delivered fully in the workplace, who will deliver the training and how these are to be monitored and assessed
- Providing the employer and apprentice with details of how they access the RTO's training and assessment dispute mechanism.

APPRENTICESHIP NETWORK PROVIDERS (ANP)

Apprenticeship Network Providers are contracted by the Australian Government to provide free information and advice to employers, apprentices and trainees. Apprenticeship Network Providers will:

- provide general information on apprenticeships and the range of qualifications available through apprenticeships
- provide information on registered training organisations
- provide assistance to the apprentice and employer to fill out and lodge the National Training Contract (training contract)

- provide assistance to the apprentice and employer to lodge claims for Australian Government incentives
 - provide assistance to the employer, apprentices and registered training organisations for the duration of the apprenticeship
 - work with the State or Territory Training Authorities to provide an integrated service
- Apprenticeship Network Providers in ACT and NSW are:

Apprenticeships Support Australia

Phone: 1300 363 831

Email: info@apprenticeshipsupport.com.au

Website: www.apprenticeshipsupport.com.au

MEGT

Phone: ACT - (02) 6274 0000

NSW – (02) 4220 1777

Email: asinfo@megt.com.au

Website: www.megt.com.au

Sarina Russo Job Access (Australia) Pty Ltd

Phone: 1300 178 776

Email: apprenticeships@sarinarusso.com.au

Website: www.sarinarusso.com

STATE TRAINING AUTHORITIES (SKILLS CANBERRA)

The State Training Authority is responsible for the approval and management of Australian Apprenticeship training contracts. The State Training Authority in the ACT is known as Skills Canberra.

Your State Training Authority can be contacted on:

ACT (Skills Canberra):

(02) 6205 8555

skills@act.gov.au

TRAINING

Attendance at off-site training is a compulsory and necessary requirement of a contract of training. All employees are required to attend as per enrolment specifications.

If a host employer requires a replacement employee due to training commitments, please notify MBA GT's office as soon as possible. A calendar of training dates will be provided to you e.g. Certificate III in Carpentry.

MBA GT can discuss any extra training requirements which a host employer may require.

Employees will also be required to attend such other training as deemed necessary by MBA GT.

SITE VISITS

As a Group Training organisation, MBA GT is required to conduct regular site visits of its employees.

Site visits are conducted by Field Officers at the following times:

- Initially after commencement of apprenticeship
- at 8 – 10 week intervals for all other employees
- twice daily for School based Trainees (KAPs) on work placement

Site visits may also be conducted by MBA GT for the purposes of ensuring that its employees are complying with workplace health and safety requirements. These visits will occur from time to time.

The purpose of site visits is to:

- monitor employees' WHS practices and equipment;
- record employees' training and skill development;
- monitor employees' on-site performance including:
 - attendance and punctuality;
 - attitude;
 - ability to perform tasks;
 - complying with PPE policy
 - adequate supervision is in place
 - personal presentation; and
 - variation of training to provide additional skills.

The Field Officer will discuss the site visit details with both the host employer and the employee. The Field Officer will contact you to arrange a suitable time and place to conduct the site visit.

We welcome your input to these site visits and encourage host employers to relay any concerns about the employee or MBA GT's operations.

GENERAL EMPLOYMENT CONDITIONS

Apprentices are employed by MBA GT under the relevant Modern Award and will remain employees of MBA GT for the full term of the Training Contract.

MINIMUM HIRE PERIOD

The minimum hire period for apprentices is 8 hours per day.

The Host Employer must give minimum notification of no less than 24 hours to MBA GT if the Host Employer is not able to provide hours of work for which the apprentice is rostered and wishes to return the apprentice to MBA GT for an alternative placement.

Where the minimum notice of cancellation is not provided and MBA GT cannot find an alternative placement at short notice, the Host Employer may be charged the equivalent charge-out rate in respect of the period of notice required, less any period of notice actually given by the host employer.

HOURS OF WORK

Employees will be required to work the ordinary standard hours as set down in the appropriate modern Award.

The actual working, starting and finishing time will be set by the host employer within the spread of ordinary hours in the relevant modern Award.

PAYMENT

Pay periods are weekly, the week commencing Tuesday and finishing on Monday. Employees will be paid on Thursday.

PAY INCREASES

As an employee progresses through their apprenticeship or traineeship they are paid at the appropriate wage rate for the stage of their apprenticeship or traineeship. Charge out rates will increase as the employee commences a new stage of training or as directed by the Fair Work Commission.

ROSTERED DAYS OFF (RDOS)

Employees in the building and construction industry may be entitled to rostered days off (RDOs).

When an employee works 40 hours per week he/she is paid for 38 hours, the 2 hours are accrued towards RDOs, the employee may be entitled to up to thirteen (13) RDOs per annum.

OVERTIME

Employees may be required to work a reasonable amount of overtime.

An employee may refuse to work overtime in circumstances where the working of such overtime would result in the employee working hours which are unreasonable having regard to:

- Any risk to employee health and safety;
- The employee's personal circumstances including any family responsibilities;
- The needs of the workplace or enterprise;
- The notice (if any) given by the Host Employer of the overtime and by the employee of his or her intention to refuse it; and
- Any other relevant matter.

An employee who is under the age of 18 may refuse to work any overtime and is not required to work overtime unless they so desire.

All overtime must be recorded on the employee's timesheet and signed by both the host employer and the employee.

TIMESHEETS

MBA GT has moved to an electronic timesheet system (CHIP) for employees to complete and submit to hosts electronically. Apprentices are to submit their electronic timesheet to host employers each Monday following work for approval. MBA GT requires all approved timesheets no later than 9 am Wednesday morning of each week.

The host employer must ensure that all the information on the timesheet is correct before approving.

This information is used to pay the employee and to calculate your invoice. Details must include:

- Daily start and finish times
- Number of hours worked (ordinary time – minimum 8 hours)
- Number of hours not worked and reason, e.g., personal leave, inclement weather, late arrival and down no job
- Any overtime worked
- Include any allowances payable, e.g., daily fare allowance or any other nominated by the host employer

INVOICES

Invoices are sent weekly from the detail submitted from the electronic payroll system, approved by the host employer.

All invoices are payable 14 days from the date of the invoice. MBA GT has direct debit arrangements for host employers to make payments for invoices via their bank account, or credit card. Please refer to the Direct Debit Form.

In the event that invoices are not paid within 14 days from the date of the invoice, interest may be charged by MBA GT at the rate of 8% per annum, calculated daily.

SUPERANNUATION

MBA GT is required under legislation to pay employer superannuation contributions on behalf of its employees, currently at the rate of 9.5% of ordinary time earnings.

INCOME TAX

MBA GT is the legal employer of the employees and is therefore responsible for payment of all taxes to the Australian Tax Office.

PUBLIC HOLIDAYS

All employees are paid public holidays under the provisions of the appropriate modern Award and the National Employment Standards.

ANNUAL LEAVE

Employees will be entitled to four weeks of paid annual leave for each completed year of service. Annual leave is accrued progressively during each year of service according to the employee's ordinary hours of work and accumulates from year to year. Accrued entitlements may be used at any time (at the discretion of MBA GT and the host employer).

Over the Christmas / New Year break, MBA GT will close-down. Employees will be required to take any accrued annual leave or otherwise leave without pay over this close-down period.

There is a requirement for the employees to give two (2) weeks notification to the host employer and MBA GT to take annual leave.

PRIVACY POLICY

Host Employers acknowledge that they have read, understood and agree to the MBA Group Training Privacy Policy. This policy applies to personal and sensitive information that is collected, used and disclosed by the Master Builders Association of the ACT and MBA Group Training Limited (**collectively Master Builders**).

Master Builders respects its obligations to protect the privacy of the personal and/or sensitive information of the individuals it deals with, in accordance with the Australian Privacy Principles (**APPs**) of the Privacy Act 1988 (Cth) (**Privacy Act**).

Where personal and/or sensitive information is provided to Master Builders, individuals agree to such information being collected, stored, used and disclosed as set out in the MBA Group Training Privacy Policy.

<https://www.mba.org.au/storage/polo13-privacy-policy-v2-dec-17.pdf>

WORK HEALTH AND SAFETY POLICY

MBA GT acknowledges its responsibility under the Work Health and Safety Act 2011 (ACT) to provide, as far as is reasonably practicable (and to the extent of its ability to influence and control) a safe workplace. MBA GT acknowledges that safety is a shared responsibility and promotes safety as the primary value and goal of the organisation. MBA GT expects all employees and host employers also share these values and goals.

PHILOSOPHY

MBA GT is committed to ensuring, so far as is reasonably practicable, all workers are safe from injury and risks to health while at work.

MBA GT sees the health and safety of its workers as ranking equally with all other operational considerations.

OBJECTIVES

The objectives of this policy are to have in place a WHS management system which meets the highest standards in providing:

- A safe and healthy environment;
- Safe systems of work;
- Plant and substances in a safe condition;
- Consultation, information, instruction, training and supervision as necessary to ensure workers and others are safe from injury and risk to health.

STRATEGIES

MBA GT will adopt a preventive approach to the management of health and safety by:

- Ensuring the manager and staff are committed to improving health and safety through planning, setting targets, allocating resources and evaluating outcomes;
- Ensuring the manager and staff are responsible and accountable for the health and safety of workers and others in their scheme by full integration of health and safety with all business plans;
- MBA GT effectively consulting with the host employers and workers on matters affecting the health and safety of workers;
- Having WHS policies and procedures in place which document responsibilities for achieving health and safety aims and objectives;
- Providing training and instruction for all workers to equip them with the knowledge and skills necessary to meet their responsibilities;
- Providing an effective claims management and rehabilitation management system to achieve the earliest possible safe return to work of injured workers;
- Ensuring MBA GT has a systematic approach to reporting, recording and investigating all incidents and hazards to prevent injury and illness.

WORKSAFE ACT

MBA GT must be advised immediately if an employee has an accident, no matter how small and no matter whether they lose time from work or not.

If an employee is declared unfit for work he/she must notify this office immediately and notify the host employer.

It may be necessary in the case of serious accidents for MBA GT to conduct an investigation.

APPRENTICE AND TRAINEE SUPERVISIONⁱ

As a Host Employer, along with all other workers, MBA GT apprentices and trainees require on site supervision. The level of supervision required is dependent on the competency level of the apprentice in carrying out the task and the risks associated with that task.

Supervision cannot be by mobile telephone and the supervisor must be working on the same building site as the apprentice/ school-based apprentice being supervised.

A Host Employer must not under any circumstances subcontract an apprentice to another entity or person.

Guidelines about the required supervision for apprentices can be found here:

['Building and construction industry - Apprentice and trainee supervision guidelines'](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/3607).
https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/3607

OVERVIEW

A suitably qualified person, who is a permanent worker of the Host Employer and who works predominantly the same hours as the apprentice or trainee, must supervise an apprentice or trainee.

For MBA GT apprentices and trainees, a suitably qualified supervisor can be the Host Employer or their worker, who has an equivalent or higher level qualification in the same trade qualification to the one being undertaken by the apprentice (or trainee). An apprentice cannot supervise another apprentice.

PRIMARY DUTY OF CARE

The *Work Health and Safety Act 2011* (ACT) outlines the primary duty of care of a person conducting a business or undertaking (PCBU). A Host Employer takes on the responsibilities of a PCBU, under the *Work Health and Safety Act 2011* (ACT).

The duty of care for a PCBU is to ensure, so far as is reasonably practicable, the health and safety of their workers and others. Workers includes MBA GT apprentices and trainees.

LEVELS OF SUPERVISION

Supervisors must determine the appropriate level of information, training, instruction and SUPERVISION that is necessary to protect workers from risks to their health and safety. This is especially the case for apprentices and trainees who, by the very fact that they are still working under an apprenticeship or traineeship, will require a higher level of SUPERVISION than other workers.

In determining the level and pattern of SUPERVISION for an apprentice or trainee in relation to work while in training, several factors should be taken into account. There is knowledge attained and the previous experience and training the apprentice or trainee has had relative to each particular task, skill or work function to be performed.

The pattern of SUPERVISION for an apprentice or trainee will typically be direct, general or broad.

For trainees completing a certificate I or II in construction it is expected that SUPERVISION will be direct/constant. For trainees completing higher level qualifications who have had previous industry experience, SUPERVISION requirements, as outlined below, should be applied following a risk assessment by the employer.

The pattern generally recommended for apprentices is as they move through the years of an apprenticeship:

7.4 TRAINEES

For trainees completing a *Certificate II in Construction (ECP)* Or A *Certificate II in Construction Pathways (KAP)*, it is expected supervision will be direct and constant.

SUPERVISION OF APPRENTICES

The progression of supervision, generally recommended for apprentices is as they move through the years of an apprenticeship is detailed below:

- **Year 1 and 2—Direct Supervision**

This means supervision at all times, on a direct and constant basis, within visual contact and/or earshot (audible range). Constant basis refers to the continuous supervision of tasks being performed for the first time, and until skill is demonstrated for the complexity of the task and the work environment.

- **Years 2 and 3—General Supervision**

This means the apprentice does not require constant attendance of the supervisor but requires personal contact on a recurrent (periodic) basis. Periodic supervision means being under instruction and direction for tasks being performed. From a health and safety perspective, the extent of the periodic supervision would be determined through a risk assessment.

Supervision cannot be by mobile telephone, and the supervision must still be done by the supervisor on the same building site.

- **Years 3 and 4—Broad Supervision**

This means the apprentice does not require constant supervision but requires personal contact on at least a regular/occasional basis. Occasional supervision means being under instruction and direction with checks being carried out on completion of tasks. From a health and safety perspective, the extent of the occasional supervision would be determined through a risk assessment. Supervision cannot be by mobile telephone, and the supervision must still be done by the supervisor on the same building site.

HOW TO CONTACT US

For further information contact us at:

Privacy Officer
PO Box 1211
Fyshwick ACT 2609

Phone: 6175 5900
Fax: 6280 9118

Email: reception@mba.org.au

ⁱ These guidelines cover supervision of trainees and apprentices in the construction industries during their on the job training. The guidelines based on information provided by [Access Canberra](#), reflect the intent and meaning of 'supervision' as defined in the *Construction Occupations (Licensing) Act 2004 (ACT)*, and to assist MBA Group Training Host Employers in complying with health and safety law.