

	EMPLOYMENT OF TRAINEES POLICY	Document No: A3750394
<p>1.1 Purpose:</p> <p>Through a continuing involvement in the traineeship program, Council can give people the opportunity to receive practical experience and training, which will equip them to gain future permanent employment. This involvement will also enable Council to recruit valuable employees with skills which are relative to Council's particular requirements.</p>		
<p>1.2 Policy:</p> <p>Council will be actively involved in the traineeship program employing the optimum number of trainees possible within the limitations of resource requirements.</p> <p>Resource considerations shall include:</p> <ul style="list-style-type: none"> • Ability to meet the financial requirements for salary, office and workplace equipment, accommodation and transportation (where required). • Ability to provide a supervisor who has appropriate qualifications, experience, skills and time to provide on the job training, mentoring and assessments. • Ability to provide a broad spectrum of duties to enable the trainee to gain experience in all aspects of the traineeship without risk of exposure to confidential information without appropriate supervision. • Ability to provide a safe and healthy working environment. <p>1.3 Policy Author: Human Resources Branch</p>		
<p>Date of Council Resolution: 23 February 2005</p> <p>Date of Review: 14 June 2016</p> <p>Committee Reference and Date: City Management and Finance Committee No. 2005 (02) 15 February 2005</p> <p>No. of Resolution: 43.02</p> <p>Date to be Reviewed: 14 June 2018</p>		