

SO MUCH MORE . . .

School Based Trainee Profile

Paige McLachlan is in her second year of a School Based Traineeship. Paige has been enrolled in a Certificate II in Hospitality and has spent the first year with The Kimberley Grand where she was getting on the job training in all aspects of the Industry. Paige spent each term in the major areas like house cleaning, food and beverage and reception. For further training and experience Paige has been moved to the Shire where she is learning other aspects of customer service. KGT will do their best to assist the trainees so they receive all the training they require stipulated in their Training Plan Outline and that means sourcing out new host employers. I would like to thank all host employers that have had a part in the training of a local student.



Completion - Cassandra Trevilyan-Hayes



Cassie has recently completed her Certificate 11 Tourism (Visitor Information Services) with Home Valley Station. During Cassie's traineeship she excelled in the workplace and at TAFE.

Cassie enjoyed all the people she met at Home Valley, the beautiful surroundings and the waterholes. Whilst working in the busy reception office at the resort she met celebrities including Peter Garrett, James Tobin and David Wirrpanda.

After completing the season at Home Valley Station, Cassie travelled to Dagworth Station in Queensland and worked as a caretaker for the wet season. She is now returning home to Adelaide and her family.

Changes for Broome Payroll

Dear Host Employers, Apprentices and Trainees

RE: CHANGE OF DAY FOR PAY DEPOSITS

This year Kimberley Group Training aims to improve on our customer service relationships with our valued host employers and employees.

One of the systems that have been identified as an area that can be developed is the processing of the Broome payroll. Going forward KGT would like to advise that the Broome pays would now be deposited into the apprentices/trainees bank accounts on the Wednesday with the exception of a Public Holiday falling beforehand, which in this case the payments will be delayed until Thursday. This process will be implemented the first PPE after Easter, PPE 8th of May 2011. For this process to happen in a timely manner the following items need to be reinforced.

The first approach is the efficiency and accuracy in the delivery of timesheet by the apprentices. Timesheets must be received by the Broome office no later than 9.00 am on Monday but it is strongly advised that all apprentices should responsibly have these prepared with all the required information and forwarded to the Broome office on the Friday afternoon or the last day of work for the relevant PPE as per their Employment Agreement. Any timesheets received after the deadline, 9.00 am Monday, will not be processed until the following payroll. Under NO circumstances will late timesheets be processed.

It is important to note that should you work for your host employer and attend TAFE within the same PPE the timesheets require both the host employer's and TAFE lecturer's signatures to be processed.

Should you have any queries or concerns with the above changes please contact your Field Officer on (08) 9192 8877 or alternatively send an e-mail to shans@kgt.org.au or phone the Kununurra office on (08) 9168 3808 to discuss further.

Your assistance and co-operation in implementing the process of depositing pays earlier would be greatly appreciated.

Kind regards

Shan Shanmuganathan
Chief Financial Officer

Werlemen Girls - Industry Outing Coles



Over the last month Kimberley Careers Club and Work Force Development have been organising Industry Outings for the Werlemen Girls Program.

The girls have already had visits to the Vet and The Kimberley Grande. The purpose is to expose the girls to the different job opportunities that are available for them in Kununurra. On the 11th April we visited Coles. The



Manager Ken showed the Werlemen girls behind the scenes of Coles. This included the deli area, fridge, freezer areas, store rooms as well as the bakery area. The girls eagerly asked the Manager Ken many questions and learnt how he ended up in his role at the Coles Manager.



Special points of Interest:

- PANEL OF CHAMPIONS
- APPRENTICE OF THE MONTH
- NEW STAFF FOR BROOME & KUNUNURRA
- TRAINEE OF THE MONTH
- CHANGES FOR BROOME PAYROLL

From the CEO...



The use of social networking is becoming a major talking point and an issue for employers and employees.

Both employers and employees need to be aware of what is acceptable usage of social networking sites from an employment perspective. If comments made by an employee on Facebook or other social networking sites are detrimental to the employer/employee relationship, then this could be a valid reason for termination even though the comments are made outside of working hours. I urge all KGT participants, host employer and KGT staff to act with due diligence when using these sites.

The weather has held up a number

of projects across the Kimberley, this has created a back log of apprentices and trainees to get started. KGT staff are gearing up for an extremely busy 2 to 3 months and looking forward to working with the many new participants that will be commencing their first job.

I trust all our participants and host employers had a great Easter break with family and friends and I wish all our new commencements the very best of luck on their career pathway.

CONGRATULATIONS!

Travis Gregg for completing your Cert III in Carpentry & Joinery
Host Employer: ECO Constructions

Paul Treacy for completing your Cert III in Information Technology
Host Employer: Best Kimberley Computing

Kenneth Callaghan & Brendan Smith for completing your Cert II in Conservation & Land Management

Host Employer: Kimberley Land Council
Well Done!



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Noel Kingston Trainee Profile



Noel has just began a Traineeship in General Construction with Carpet Tile and Vinyl. Due to his fantastic communication and promptness he made the process of signing him up for his Traineeship so much easier. I spoke to Noel's supervisor regarding his first day, he told me that Noel showed a lot of enthusiasm and is willing to listen and learn, he also believes that he will benefit from having Noel in his team. Good Luck Noel

Diary Dates



New Staff for Broome



Hi, my name is Jimmy Dobson and I have recently started working with Kimberley Group Training in Broome. I am originally from Country Victoria, but have spent the last eight years working across the Northern Territory and Western Australia. I spent around five years working in communities around Uluru and the SA -WA-NT borders, mainly in tourism, but also doing community liaison work. While there, I helped create employment opportunities for the local communities, especially in the tourism industry where I managed a tour company on behalf of the traditional owners of Uluru. Since moving to Broome three years ago I have worked with Native Title Holders in the Fitzroy Valley establishing a Prescribed Body Corporate and assisting traditional owners in dealing with government agencies, researchers and mining

and pastoral companies.

Now working with KGT, I hope to assist local residents in training and education to allow them to take advantage of the current progress and development of the West Kimberley region

Kununurra Apprentice of the Month

Name: Thomas Polkinghorne
Host Employer: Argyle Motors
Qualifications: Certificate III in Automotive Mechanical Technology

Thomas shows a great interest in his apprenticeship by displaying enthusiasm, using his initiative, always willing to learn and shows respect to his fellow team members—his attendance is great and displays good communication skills in the workplace. Thomas has great skills and knowledge as a 2nd year apprentice and will become a great tradesperson in the future.



Broome Trainee of the Month



Patrick George has been chosen as our trainee of the month due to his dedication to work and his great people skills. Patrick is completing his Certificate III in Business as a trainee with Kimberley Group Training. Patrick says that working in a busy office alongside some very experienced people has given him insight into KGT services and the knowledge to assist staff, clients and visitors. Patrick's role has required multi-tasking, which he says can be challenging but at the same time enjoyable. He says "At the end of the day you didn't know that you had that in you".

Patrick enjoys the TAFE component of his training and finds the lecturers very supportive. He says "They help me see the light at the end of the tunnel, which reminds me to keep doing what's best for myself." Patrick plans to continue his training and to undertake a Certificate 4, with the eventual goal of utilizing his skills to help run his family's enterprise in the future.

Panel of Champions - Kununurra



Panel of Champions was held at Kununurra District High School on the 31st March. 50 high school students joined us in the Performing Arts room and were able to ask questions to our "Local Champions" on the panel. Here are some of the questions that the students asked: "How do you balance time between your work with your family?" "What is something positive



about your apprenticeship/Traineeship/Job?" "How do you deal with the stressful parts of your job?" Students then split in small groups to ask further questions to the "local Champion" they chose to speak to. This was followed by a BBQ lunch for the students. Thank you Kununurra, Clontarf and Warmun students for attending.

Quote:
Lewanna " Don't be shame, if you want something you gotta go out and get it "



ODD SPO

The Human eye sees everything upside down, but the brain turns everything right side up.

New Staff for Kununurra

Name: Clare Johnson
Qualification: Certificate III in Business
Host Employer: Kimberley Group Training



When did you start with the Certificate III in Business and what makes you interested to take Certificates in Business? : I started my Cert III in Business in April, what made it interesting to me is that I would like to challenge myself in different things and I thought this be a great challenge for me to do. What do you like best about working at KGT? It's been great working with the staff at KGT and I've enjoy working at KGT. How do you want to see yourself 5 years from now? I would like to be traveling around the world and see some amazing places or maybe go to University to get more qualification to run my own business one day (maybe), or I could be working somewhere else in Australia.



Name: Caroline Constant
Host Employer: Kimberley Group Training
Qualifications: Certificate III in Business

Q. What do you enjoy about working at KGT?
A. As of my start with KGT, I have been involved in a wealth of tasks and am completely enthusiastic about every single thing I have been learning so far. From the girls in the administration to all field officers, the whole team is extremely friendly and helpful, not to mention my supervisor Kristen - who is not only highly experienced, but

supportive and understanding towards my learning process as a trainee. On the top of that, it is truly inspiring to see the commitment from all staff members to the organisation mission and goals. Their professional attitude can definitely be held as an exemplary model for all trainees, apprentices and host employers.

Q. What is your favourite food?
A. I cannot resist a great hefty battered Barramundi along with big chips and a good deal of chicken salt!
Q. What are your interests in the future?
A. I wish to pursue further studies and keep on learning and developing myself personally and professionally.



Is the book pointing towards you or away?