

## Introduction to Industrial Relations – 16 October 2018

AEN is hosting an industrial relations workshop that will provide an understanding of the industrial relations environment that Group Training Organisations work within.

The workshop aims to assist staff who are new to group training and those wanting to refresh their IR knowledge. The workshop is suitable for payroll officers, field officers and others within the network who are required to have an understanding of industrial relations obligations and practices in their day to day work.

### Presented by Janet Nicholson from WorkSight

WorkSight provides practical workplace relations advice to a wide range of Australian businesses in the private and public sectors.

Within Australia we specialise in advising Group Training Organisations, where we are known as industry specialists, post-secondary education providers, universities, businesses in the training and employment services sector and employers in the not-for-profit sector.

### Workshop topics will include:

- The Employment Contract and the Training Contract
- Entitlements under Awards and the National Employment Standards
- The National Training Wage
- Record keeping
- Apprentices, trainees and school based arrangements
- Employment obligations of the employer and host employer – who is responsible for what
- Managing poor performance and misconduct – how do we avoid unfair dismissal claims?

### Registration

**Date and time:** Tuesday 16 October, 10.30 am – 1.30pm  
**Location:** AEN Office, Level 3, 478 Albert Street, East Melbourne VIC 3002  
**Cost:** Free for AEN Members  
**Non Member Cost:** \$40

Register online at <https://aen.org.au/event-calendar/> or by completing your details below and email to [abbey@aen.org.au](mailto:abbey@aen.org.au) by COB Friday 12 October 2018.

Name:	Company:	
<hr/>		
Job Title:		
<hr/>		
Address:	State:	Postcode:
<hr/>		
Phone:	Email:	
<hr/>		