
PARTNER ORGANISATION REFERRAL POLICY

PURPOSE

MRAEL are committed to being an Employer of Choice for apprentices and trainees and continuing to work with Partner Organisations to develop skills within the workforce. MRAEL recognises that existing Partner Organisations promote MRAEL and refer other organisations who are passionate about workforce development, engagement and retention. To reward Partner Organisations for their successful referrals and to facilitate MRAEL's continuing partnership with high quality organisations, MRAEL has developed the Partner Organisation Referral Policy.

SCOPE

This policy applies to all Partner Organisations of MRAEL who host an apprentice or trainee under MRAEL's Apprentice Employment Program.

POLICY

MRAEL values and wishes to reward Partner Organisations who refer successful candidates to MRAEL by giving them the opportunity to be paid a referral bonus. Partner Organisations eligible to receive the bonus will have referred new Partner Organisations who have hosted an apprentice or trainee under MRAEL's Apprentice Employment Program and have had this apprentice or trainee successfully complete their probationary period. The following section details the conditions under which the referral bonus will be paid.

CONDITIONS

1. A Partner Organisation refers an organisation to MRAEL, who they believe would provide a safe environment through which an apprentice or trainee could receive quality on the job training and development.
2. The referral must be made in writing to apprentices@mrael.com.au. The referral must be made prior to the organisation having made any contact with MRAEL regarding MRAEL's Apprentice Services.
3. The referring Partner Organisation must keep all information relating to the referral confidential.
4. In the event that more than one Partner Organisation refers the same organisation, the Partner Organisation who referred the organisation first to Apprentice Services will be eligible for the bonus.
5. The referred organisation cannot have been a previous Partner Organisation to MRAEL within the last five years. Where MRAEL has participated in mergers and/or acquisitions, 'previous Partner Organisations to MRAEL' also include those Partner Organisations previously hosting apprentices or trainees from an organisation which now operates as part of MRAEL.
6. The referred Partner Organisation must successfully sign and commence as a Partner Organisation with MRAEL's Apprentice Employment Program.
7. The referral bonus is paid to the referring Partner Organisation as a discount of \$500 off their Management Fee, to be paid over a six month period.
8. The first payment of the referral bonus will be payable if and after the referred Partner Organisation has hosted an MRAEL apprentice or trainee continuously for the first three months after signing as a Partner Organisation of MRAEL.

9. Payments of the referral bonus will be made through MRAEL's accounting system upon approval by the Apprentice Services Manager. The referral discount will be spread over the six month period following and included in each invoice to the Partner Organisation who referred the successful new Partner Organisation.
10. If the referred Partner Organisation is no longer a Partner Organisation of MRAEL three months after the commencement of hosting, the referral bonus will be cancelled.
11. If the referring Partner Organisation ceases hosting MRAEL apprentices and trainees during the six month payment period, the referral bonus payments will also cease.

ACCOUNTABILITY

MRAEL's Apprentice Services Manager is responsible for authorisation of all reimbursements. Any queries regarding the Partner Organisation Referral Policy are to be directed to MRAEL Apprentice Services by phoning (07) 4957 9800.