

# MTS Apprenticeships – Pastoral Care Framework

## Trust Elements – Achieving Vision

### High Quality Apprentice Selection Processes

- **Apprenticeship Application Process**
- **Interview Process** for Apprenticeship Applicants
- **Successful Apprenticeship Recommendation**

### Great Training Experience for MTS Trainers and Apprentices

- **Formulation and continuous development of MTS Curriculum**
- **Six Monthly Apprentice Quality Assessment Survey (QAS)**
- **Ministry Development Plans (MDP)**
- **Registration and appointment of MTS Trainers and MTS Coaches**

### High Quality Apprenticeship Operations

- **Apprentice Donation Portal** management
- **Scholarship Donation Receipting and Reporting**
- **Scholarship Payment Management**

### Equipping and Helping trainers to recruit Apprentices

- **MTS Recruit** conference
- Support for state based recruiting conferences
- **MTS Info Nights**
- **6 Steps to Ministry Apprenticeship** consultations

### Equipping and Helping Trainers to Train Apprentices

- **G8 National Apprentice Training Conference**
- **MTS Trainer mentoring**
- **MTS Trainer ‘Train the Trainer’ basics modules**

## Empathy Elements – Avoiding Conflict and Confusion

### Avoidance of Conflict and Confusion

- Development and communication of **MTS’ Vision, Mission and Values**.
- Development and communication of **MTS’ Convictions Statement**
- **Memorandum of Understanding** for Apprenticeships

### Legal and Government Compliance

- Governance and oversight maintained by the MTS Board.
- Liaison with government and authorities to ensure apprentices are trained in accordance with law.
- Communication of changes in legislation & requirements to MTS

### Safe Work Place

- Recommended employment practices
- Pastoral Care Oversight

### Risk Management

- **Mental Health Wellbeing and Awareness Program**
- **MTS Complaints Policy** and Process
- Consultation for Staff relationship breakdowns