

AMMA Education and Training

AMMA Education and Training has been heavily involved in assisting members with a wide range of diverse education, training and industry initiatives throughout the year and have successfully helped member organisations achieve their staff development goals.

Creating specific solutions to suit your needs

Members have benefited from AMMA Education and Training's ability to customise the design and delivery of employee relations and human resource training. Over the last seven months more than 25 member companies have taken advantage of our ability to customise training courses to meet the specific needs of the organisation by incorporating organisational policies, procedures and branding.

Nationally recognised training ensures your staff are well qualified

AMMA Education and Training has qualified for the status of a Registered Training Organisation (RTO) enabling the employees of AMMA member companies to acquire nationally recognised qualifications including Frontline Management, Human Resource Management, Training and Assessment, Occupational Health and Safety, Extractive Industries Metalliferous Mining and Coal Mining.

In 2007 our nationally recognised training standards have assisted more than 620 employees to improve their qualifications by completing an AMMA Education and Training course.

AMMA Education and Training, your national solution

To ensure the best service possible for our members AMMA Education and Training courses have been delivered in all capital cities as well as 30 regional centres, including Ballarat, Clear Mountain, Mt Isa, Tom Price, Kalgoolie and Orange.

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Industry respected and recognised

AMMA Education and Training's reputation of delivering high quality programs on time and on budget has resulted in our successful tender for Reframing the Future Funding – Skills Development for VET Practitioners. AMMA Education and Training will use this funding to develop and deliver a Professional Development Program, to be delivered in September/October 2007.

Some comments from our course participants:

"This was a very informative session & made me aware of issues that I had not thought about before or experienced, despite my years in the business. The training delivery was excellent."

Contact Officer Training for Discrimination, Harassment & Bullying Complaints

"Great method of presentation & ensuring participation. Made a 'dry', involved process & subject easy to understand."

Discipline and Termination – Reducing the Risk

"It was full of good & valuable information which I can take back & use at work."

Essential Skills for Supervisors



AMMA, adding value to your business
A snapshot of AMMA activities to date in 07

www.amma.org.au

AMMA – Working for members and getting results

AMMA continues to provide strategic support to both the onshore and offshore sectors in employee relations, human resource management and employment law matters.

AMMA, helping you make agreements

Significant legislative changes have seen a focus on:

- Assisting members with drafting and negotiating workplace agreements
- Advising members on compliance issues in the renegotiation and implementation of workplace agreements
- Liaising with government agencies such as the Office of the Employment Advocate (now Workplace Authority), Office of Workplace Services and the Office of the Australian Building and Construction Commissioner

AMMA, helping you with IR and ER support for new projects, expansions and shut-downs

- Providing the IR and HR components of feasibility studies
- Researching and reporting on the impacts of industry skill shortages on recruitment and training and development initiatives
- Undertaking benchmarking regarding conditions of employment and retention strategies
- Developing industrial relations strategies and Employee Relations Management Plans
- Providing strategic employee relations planning and on-site employee relations management for a number of significant construction projects
- Assistance with contractor management and the interface with labour hire arrangements
- Development of pre-start workplace agreements

- Assisting with tendering and contractor selection processes by undertaking due diligence and auditing of contractor industrial relations management practices to ensure compliance with relevant legislation and industrial instruments

AMMA, helping you recruit and reward in a tight labour market

Remuneration planning and conditions of employment has been a focus for AMMA members in several states in response to market pressure and skills shortages in several key occupations.

AMMA consultants have provided assistance by:

- surveying industry participants on total cost remuneration, roster patterns, employee incentives and retention strategies
- compiling reports on trade rates, including prevailing market conditions, comparative salary structures, roster patterns and employee incentives

Employee engagement, improved work/life balance and retention strategies

AMMA assisted members by:

- developing options for accommodation and facilities for new projects
- reporting on current work/life balance initiatives in the industry
- facilitation the development of retention strategies

AMMA, helping you get the job done

AMMA continues to make consultants available to undertake secondments for members, whether for a specific project, or to provide temporary operational or managerial support in human resource management roles to cover for periods of peak demand or longer term absences such as parental leave.

AMMA, representing you and the industry

Over the last six months AMMA has been working hard to ensure the interests of members are represented to policy and decision makers and to ensure members are up to date on legislative changes and important workplace relations developments.

Listening to you and working for the interests of your business

Throughout 2007 AMMA consulted with members regarding Australia's WorkChoices legislation. A significant level of policy input and lobbying by AMMA has resulted in additional amendments to the WorkChoices legislation in the areas of leave accruals and record keeping being made in late 2006.

AMMA has recently released three discussion papers which has stimulated the national debate on workplace relations:

AWAs – A Major Matter for Miners

- This paper outlines the importance of continuing to allow employees and employers to negotiate without the interference of third parties in employment matters

Constructing Lawful Workplaces

- The paper argues for the retention of a strong industrial compliance regime in order to maintain Australia's economic success

Workplace Policy Scorecard

- The paper is designed to provide a clear picture of how the content of the workplace relations policies of political parties vying for Government relate to the needs and expectations of the resources sector

All three discussion papers can be viewed at www.amma.org.au

AMMA's lobbying strength is a reflection of the high level of employer membership across the resources sector. We look forward to continuing to influence the debate and provide members with up to date information on matters of interest.

Working for the future

In the lead up to the 2007 election AMMA will continue to advocate the retention of the existing workplace relations laws with a focus on providing a broad range of agreement making options, retaining compliance provisions and restricting the capacity of uninvited third parties to impose themselves on the workplace.

AMMA, providing you with the information you need to succeed

AMMA National and State Circulars have ensured members are amongst the first to know about important employment relations news.

AMMA's networking events, including the National Conference and Members Forums, have given members invaluable opportunities to hear from the experts about relevant issues while networking with industry colleagues. The introduction of AMMA's online Members Forums have been revolutionary in providing valuable information, to site-based employees.

Would you like to receive AMMA's e-Newsletters?
Call 07 3210 0313 or email membership@amma.org.au to subscribe.