**EMPLOYMENT CONTRACT – TRAINEESHIP**

**Employer:** Michael Mattocks t/a Microsoft HQ User Groups Digital & Esports Coaches  
**ABN:** 190 490 305 584

**Trainee:** Veenayak Khemka

**Traineeship Title:** Video Games Coach – School Leaver Traineeship (Part-time, 24 months)

**Qualification:** ICT30120 Certificate III in Information Technology

**RTO:** Holmesglen TAFE

**Start Date:** 6 October 2025  
**End Date:** 5 October 2027

## 1. Position

The Trainee is employed as a **Video Games Coach Trainee**, participating in a blended training program consisting of:  
- **On-the-job training:** 12 hours/week (Mon, Tue, Thu, Fri – 3 hrs/day @ 10am)  
- **Off-the-job training:** 6 hours/week (Wed 10am) via Holmesglen TAFE, including online sessions via Discord and monthly onsite at Fortress Arcade.

The Trainee will follow the training plan outlined by the RTO and attend regular **review meetings** on the last Friday of each month with the Employer and RTO.

## 2. Duties

The Trainee agrees to:  
1. Participate in all scheduled on- and off-the-job training activities.  
2. Assist with coaching, mentoring, and supporting students or clients in gaming programs under supervision.  
3. Comply with all workplace policies, including online participation, health & safety, and conduct requirements.  
4. Attend monthly review meetings and provide progress updates.

## 3. The Trainee will be paid DSP Top Up $109 per week - **Payment Method:** [PayID mobile no] - **Payment Frequency:** [Weekly]

**Notes:**  
-- Payments are made by the Employer in accordance with the Training Contract and applicable Award conditions.  
- Any adjustments to hours or duties will proportionally affect the pro-rated wage.

## 4. Training Contract

The Trainee acknowledges that a **Training Contract** has been or will be lodged with the **relevant State/Territory Training Authority**, which is a condition of this traineeship.

## 5. Hours of Work

* **On-the-job:** 12 hours/week (Mon, Tue, Thu, Fri – 3 hrs/day @ 10am)
* **Off-the-job (RTO):** 6 hours/week (Wed 10am)
* Hours may be adjusted with mutual agreement and in line with Award conditions.

## 6. Supervision and Review

* The Employer will provide supervision and mentoring.
* **Review meetings** will occur **monthly** (last Friday) with the Employer, Trainee, and RTO to discuss progress, training needs, and any concerns.

## 7. Termination

This contract may be terminated:  
- By mutual agreement in writing  
- By the Employer or Trainee with notice **period 1 week** written notice  
- For serious misconduct or breach of obligations

## 8. General

* The Trainee agrees to act in good faith and comply with all lawful directions of the Employer.
* Confidentiality must be maintained regarding Employer business and client information.
* Any amendments to this contract must be **in writing and signed by both parties**.

**Signed:**

**Employer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Name:** Michael Mattocks  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trainee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Name:** Veenayak Khemka  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent:**

**Name:**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**