

	Apprentice Tool Guidelines		Reviewed: August 2026	Page 1 of 1
	Document Reference:		Apprentice Tool Guidelines _GME_Rev 10_082026	

Purpose

To provide staff with guidelines to manage the supply and replacement, where necessary, of tools required by apprentices employed by Electrical Group Training (EGT).

Scope

All successful EGT candidates must either:

- **Purchase the Milwaukee Tool Kit** from EGT at their EGT Induction (refer to the “Milwaukee Tool Kit Acknowledgement & Pay Deduction Authority”)
or
- **Have all tools listed** on the “Milwaukee Tool Kit Acknowledgement & Pay Deduction Authority” and present them for inspection at their EGT Induction.

Apprentice Tool Guidelines

The Apprentice is required to:

- Complete & sign “Milwaukee Tool Kit Acknowledgement & Pay Deduction Authority” confirming receipt of the required tools.
- Where purchasing the Initial Tool Kit from EGT, complete & sign the “Milwaukee Tool Kit Acknowledgement & Pay Deduction Authority” authorising payment for the kit.
- Ensure their tools are used appropriately, maintained in a safe working condition and take all reasonable measures for the security of their tools.

Exemption from Purchasing the Initial Tool Kit from EGT

Candidates may be exempt from purchasing the Milwaukee Tool Kit from EGT at the discretion of the EGT Field Officer.

To qualify for an exemption, the candidate must have **all tools listed** on the Milwaukee Tool Kit Acknowledgement & Pay Deduction Authority and present them for inspection at their EGT Induction.

Initial Tool Kit - Replacement

EGT may, at its sole discretion, replace an Apprentice’s tool kit if it has been stolen.

EGT may provide a replacement tool kit where:

- the tools were stolen from a secure location e.g. on-site storage or at the host’s premises;
- the tools are not covered by the Host’s insurance; and
- the tools are not covered by the Apprentice’s personal insurance; and
- In line with the MA000025 - Electrical, Electronic and Communications Contracting Award.

The Apprentice is required to:

- Report the theft to the Police;
- Provide EGT with a copy of the Police Report Number; and
- Complete & sign the “Milwaukee Tool Kit Acknowledgement & Pay Deduction Authority” confirming receipt of a replacement tool kit, issued at no cost to the Apprentice.

Alternatively, the Apprentice may choose to receive the prescribed compensation amount under the MA000025 - Electrical, Electronic and Communications Contracting Award for loss of tools and use this to purchase their own replacement tools.

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Initial Tool Kit - Purchase

If the Apprentice's circumstances do not meet the above conditions, they may purchase a Milwaukee Tool Kit from EGT at EGT's cost price.

The Apprentice will be required to complete and sign the "Milwaukee Tool Kit Acknowledgement & Pay Deduction Authority".

CTF Apprentice Tool Allowance

Eligible apprentices may be able to claim up to \$1,000 from the Construction Training Fund (CTF) towards eligible work-related tools and/or safety equipment at the commencement of their apprenticeship, with a further \$1,000 available at completion.

Apprentices are responsible for checking their eligibility and submitting their own claim to CTF.

Further information is available on the CTF website <https://ctf.wa.gov.au/>

Reference Documents

- Electrical, Electronic and Communications Contracting Award 2020
- Milwaukee Tool Kit Acknowledgement & Pay Deduction Authority