

	<b>Apprentice Tool Guidelines</b>		Reviewed: September 2025	Page 1 of 1
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## Purpose

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

## Scope

It is mandatory that all successful candidates to EGT either:

- purchase the Milwaukee Tool Kit from EGT at their Induction with EGT (refer to Milwaukee Tool Kit Acknowledgement & Pay Deduction Authority).
- OR
- have **ALL** the tools listed on the Milwaukee Tool Kit Acknowledgement & Pay Deduction Authority and present them for inspection at their Induction with EGT.

## Apprentice Tool Guidelines

The Apprentice will be required to:

- Complete & sign “Milwaukee Tool Kit Acknowledgement & Pay Deduction Authority” form, acknowledging they have received all tools.
- Complete & sign the “Milwaukee Tool Kit Acknowledgement & Pay Deduction Authority” form, to pay for their Initial Tool Kit.
- Ensure when working, that they use their tools, ensure they are 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 to EGT may be exempt from purchasing the Milwaukee Tool Kit, at the discretion of the EGT Field Officer. The candidate will need to have **all** the tools listed on the Milwaukee Tool Kit Acknowledgement & Pay Deduction Authority and present them for inspection at their Induction with EGT.

## Initial Tool Kit - Replacement

EGT may, at its sole discretion, replace an Apprentices tool kit, if it has been stolen. EGT may provide the Apprentice with a replacement tool kit under the following conditions:

- Where tools are stolen from a secure location;
- Where tools are not covered by the Host Employer’s insurance; and
- Where tools are not covered by the Apprentices personal insurance.

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” form as confirming receipt of a replacement tool kit (issued at no cost to the Apprentice).

Alternatively, the Apprentice may choose to take the prescribed compensation amount (as per MA000025 - Electrical, Electronic and Communications Contracting Award for loss of tools) to purchase their own replacement tools.

## Initial Tool Kit - Purchase

If the apprentices’ situation does not align with the above conditions, the apprentice may opt to purchase a Milwaukee Tool Kit from EGT at EGT’s cost price.

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

## Reference Documents

- Electrical, Electronic and Communications Contracting Award 2020, “Compensation for loss of tools”
- Milwaukee Tool Kit Acknowledgement & Pay Deduction Authority