



ELECTRICAL  
GROUP  
TRAINING

# HOST EMPLOYER HANDBOOK



[egt.net.au](http://egt.net.au)



*EGT benefit from the Construction Training Fund (CTF) employer grant program that reduces costs incurred in employment and training of apprentices in the construction industry*

# EGT CONTACT DETAILS

Business area	Email	Phone
Host placement	placements@egt.net.au	(08) 6241 6172
Accounts	accountsreceivable@eti.org.au	(08) 6241 6100
Apprentice payroll	timesheets@egt.net.au	(08) 6241 6168
Admin / General enquiries	admin@egt.net.au	(08) 6241 6171
Recruitment enquiries	recruit@egt.net.au	(08) 6241 6174
Incidents		(08) 6241 6100
Redimed Belmont		(08) 9230 0900
Redimed Rockingham		(08) 9527 1585
Redimed Joondalup		(08) 9300 3835

## EGT office hours

Monday to Friday	8.00am - 4.30pm
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EGT is proudly led by Stuart Diepeveen, a highly respected leader in the group training community and an ex-EGT apprentice. Stuart is currently the Chairman of the Apprentice Employment Network WA (AEN WA), a Director of the National Apprentice Employment Network (NAEN), and a Director at the Australia and New Zealand Electrotechnology Training Alliance (ANZETA).

His industry influence is further exemplified by his previous role as Chairman of the National Apprentice Employment Network (NAEN), where he was honoured with NAEN Life Membership in 2024. Stuart's dedication and leadership continue to shape the future of apprenticeships and workforce development across Australia.

Stuart Diepeveen  
**General Manager EGT**  
stuart.diepeveen@egt.net.au | 0411 795 847



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# THE BENEFITS

## OF BEING AN EGT HOST EMPLOYER

For over 36 years, EGT has been connecting businesses across WA's electrical industry with skilled apprentices. We help businesses thrive by matching them with apprentices handpicked to suit their unique requirements. Let EGT manage the recruitment, training, payroll, and mentoring - so you can focus on what matters most: growing your business with flexible, low-risk solutions.

Engaging an EGT apprentice offers a range of benefits designed to streamline your workforce needs, reduce administrative tasks, and support the growth of your business:



### **Apprentice recruitment and placement:**

We handle the recruitment, screening and selection of apprentices, saving you valuable time and resources.



### **All employment obligations managed:**

EGT takes care of wages, superannuation, workers' compensation, holiday entitlements, and rostered days off (where applicable), so you don't have to worry about the administrative details.



### **Flexible staffing options**

Whether you need an apprentice for short-term or long-term placements, we offer flexibility ranging from 2 weeks (or less, depending on availability) to 4 years.



### **Work-ready apprentices**

Our apprentices come fully equipped with industry-standard tools, personal protective equipment (PPE), an EGT uniform, and safety boots. They also complete a comprehensive induction program, ensuring they are ready to hit the ground running.



### **Dedicated mentoring**

An EGT Field Officer is allocated to provide mentoring, support, and advice to both your company and the apprentice.



### **Ongoing monitoring & administration**

We manage off-the-job training, on-the-job profiling, and all associated administrative duties, leaving you to focus on your business.

By hosting an apprentice through EGT, you're investing in a flexible, low-risk workforce solution that will free up time and paperwork for your business, while supporting the development of the next generation of electrical tradespeople.

# HOW THE SYSTEM WORKS

## In order to become an EGT Host Employer, the following is required:

- ✓ Electrical Workers Register
- ✓ A completed credit check (with our assistance)
- ✓ A completed Host Employer Safety Assessment (with our assistance)
- ✓ Proof of current Public Liability Insurance
- ✓ A signed EGT Host Employer Agreement

## When you are ready for an EGT apprentice:

- Contact EGT Placements on (08) 6241 6172
- Discuss your workload requirements and expectations
- Clarify the experience you require and the areas of trade training you will provide

## We take care of all administrative and employer obligations

This Includes payment of wages, superannuation, workers compensation, holiday entitlements, government incentive applications and allocations, time at college, other training, and rostered days off.

## We will place the most suitable apprentice for your needs, depending on availability

Our apprentices have:

- ✓ Completed Industry safety induction
- ✓ Relevant licences
- ✓ Basic tools and PPE

## We will

- Regularly review each apprentice's training progress and skill development;
- Advise you with regards to scheduling training time;
- Organise industry training, such as Equip-Safe's Orange Card Skill Set (Working safely at heights, Scissor and Boom Lift (under 11 metres);
- Visit all apprentices on a regular basis to monitor training and skill development;
- Provide mentoring and pastoral care;
- Assess the work environment, apprentice performance and achievement of key competencies.



## EGT apprentices will

- Arrive on site fully equipped with a basic toolkit, PPE and EGT uniform.
- Remain under your direction and supervision for the entire duration of placement.
- Be expected to demonstrate appropriate communication with both EGT and your company.
- Be expected to demonstrate safe practices at all times and actively assist you in meeting your safety obligations.
- Be required to complete a weekly timesheet that must be approved by you.

## You, the host employer, will

- Provide a safe working environment in accordance with the *Work Health and Safety Act 2020 (WHS Act)* and *Work Health and Safety (General) Regulations 2022 (WHS Regulations)*.
- Provide supervision of our apprentices in accordance with the *Electricity (Licensing) Regulations 1991*.
- Ensure our apprentices comply with the workplace rules and regulations including isolation, tagging, testing and permit requirements.
- Maintain day-to-day discipline and assist us in meeting our duty of care obligations under the WHS Act.
- Immediately notify us of any incident, injury, harm or disease suffered by an apprentice in the course of their placement or any circumstances that may give rise to any claim by or against our apprentice.
- Provide a minimum of five (5) working days' notice before requiring an apprentice to work outside the Perth metro area.
- Provide a minimum of five (5) working days' notice before ending the placement of an apprentice.
- Provide on the job training and instruction on the use of PPE and equipment that is appropriate for tasks.
- Maintain direction and control for the entire duration of hosting our apprentice.
- Communicate supervision and duty of care requirements to all tradespeople working with any of our apprentices.
- Supply job-specific PPE.



# REGISTRATION PROCESS

## Insurance requirements

Public Liability Insurance must be maintained with a minimum limit on each and every claim of no less than ten million (\$10,000,000) or five million (\$5,000,000) for sole traders. Evidence of the currency and details are required to be submitted alongside the signed Host Employer Agreement.

EGT has workers compensation insurance, and we are responsible for the administration of any claim involving our apprentices.

**All incidents must be reported to EGT immediately on (08) 6241 6100.**

## Host Employer Safety Assessment

**Prior to arranging an apprentice placement, an EGT representative will undertake a Safety Assessment of your business. This assessment is provided to you free of charge.**

Host Employers must score between 65% and 100% to be deemed compliant with our requirements. If your business scores between 45% and 64%, we will provide (free) recommendations and support on how to improve your systems.

As part of our commitment to the industry, a representative from our safety team will visit you annually to help you maintain your safety systems.

### As a Host Employer, you must:

- Have a WHS policy signed off on by the proprietor of your business and distributed to all staff.
- Make copies of the WHS Act and WHS Regulations available to your workforce.
- Induct all new staff (including our apprentices).
- Have an appropriate safety training program in place.
- Hold regular safety meetings to discuss WHS issues.
- Have someone in the business managing WHS responsibilities.
- Involve staff in hazard identification.
- Have effective accident, incident and hazard reporting processes in place.



- Have effective accident and incident investigation processes in place.
- Provide appropriate apprentice supervision in accordance with the *Electricity (Licensing) Regulations 1991*.
- Have trained first aiders in your workplace in accordance with the WHS Act and WHS Regulations.
- Make adequate PPE available to your staff (including our apprentices).
- Not allow your staff to use or be under the influence of alcohol or drugs in the workplace.
- Provide a list of licenced electricians who are authorised to supervise apprentices before we place our apprentices in your business (for the initial sign-up and annual safety assessment).

## Apprentice placements

Our dedicated placements team can help find the right apprentice to suit you and your business requirements. When you are ready, contact EGT Placements to discuss your workload and experience requirements, and clarify your area of trade training. As a Host Employer, you have the option of taking on one or more apprentices to suit your needs, as long as supervision requirements, according to the *Electricity (Licensing) Regulations 1991* are complied with.

We will endeavour to find an apprentice to suit you and your business. If the apprentice does not fit with your organisation, and the issue can't be resolved, we will provide you with a replacement.



## Rates and charges

All rates are based on a normal 38 hour working week worked between 6:00am & 6:00pm Monday to Friday, with the exception of absences due to approved leave and training. Apprentices must be provided with at least 38 hours of work per week, including approved leave and training time e.g. four days with you and one day at the College of Electrical Training (CET). There is also a two (2) week minimum engagement term to allow us to schedule and plan our apprentice workflows. EGT strives to provide the services our host employers need, please feel free to speak to our Placements Team if you like to hire for a shorter term.

You will be provided with a charge-out rate. This rate is based on the Electrical, Electronic and Communications Contracting Award.

In the event that you have your own Enterprise Agreement or direct us to pay in excess of the Award, then we will provide customised charge-out rates on that basis.

The hourly charge-out rate covers apprentice wages and costs involved in managing all associated administration.

Customised charge-out rates may apply in the event you:

- Have your own Enterprise Agreement
- Direct us to pay in excess of the Award
- Carry out shift work (ordinary time outside of 6:00am & 6:00pm Monday to Friday)
- Work FIFO or DIDO swings
- Accumulate 38 hours per week other than 7.6 hours pre day e.g. work more hours Monday to Thursday to have a shorter day on Friday
- Require RDO's to be accumulated

If any of these scenarios apply to your company, please contact us to discuss more.



## EGT Host Employer Agreement

The purpose of the EGT Host Employer Agreement is to define the terms and conditions that will exist and represents a contractual agreement between your company and ours.

Please ensure you have read the EGT Host Employer Agreement and understand it, prior to signing. Once the agreement is signed and all application requirements are met, we can place apprentices with your company.

# EGT APPRENTICES

## Safety

We believe our apprentices are amongst the safest and best trained in the industry. Assisting to build the future workforce, we undertake an extensive recruitment, selection and induction process aimed at employing motivated and committed apprentices.

## Risk Assessment Checklist (RAC)

Every EGT apprentice is expected to complete RACs as per their training during the induction process. Apprentices are required to complete isolation checklists with their tradesperson.

## EGT Uniform Policy

EGT will supply uniforms in accordance with the WHS Act and WHS Regulations and align with industry best practice in regards to professional presentation, appearance and the expectations of our customers.

**Our apprentices must wear the following items as a minimum:**

- Long sleeve, high visibility, cotton shirt (sleeves must be rolled down and buttoned).
- Long pants (shorts must not be worn under any circumstances).
- Protective footwear (steel-capped lace up boots).
- Gloves and glove clips must remain with the apprentice at all times (clipped to belt or worn).
- Safety glasses must be worn or kept close at hand at all times.

EGT will supply apprentices with their uniform, safety boots (with replacements available annually) and PPE.

If apprentices require additional or specific uniform or PPE to meet the requirements of a particular site, generally this is the Host Employers responsibility to provide, but please contact the EGT office to discuss further.

**Please note - if you want our apprentice to wear your company uniform, it must comply with our uniform policy i.e. long and long, boots, gloves etc.**



### Option: Long-term placement in your business

Our Specific Hire Agreement is an option you can select to ensure that a particular apprentice(s) is hosted by your business for an extended period of time. This agreement provides you with the opportunity to host apprentices for up to the entire term of their apprenticeship.

We can still facilitate rotations out to other Host Employers so that the apprentice receives well-rounded training and will continue to provide the same apprentice management service.

If you believe your business can benefit from this type of arrangement, please contact the EGT office to discuss.

### EGT Field Officers

Part of our core operations is the role of the EGT Field Officer. Our Field Officers provide a unique service and support mechanism to both your business and our apprentices by:

- Providing a contact point between our business and yours
- Assisting with pre-employment processes and induction training
- Providing advice and assistance with the development of training plans
- Seeking feedback from you and our apprentices on training, safety and other issues
- Mentoring and coaching apprentices on all aspects of their work including attitude and performance
- Assisting us in fulfilling the expectations and legal obligations of the training contract
- Assisting with planning and implementation of additional training requirements
- Providing WHS information and guidance

Field Officers are vital to the success of our training program and are in the ideal position to ensure that our apprentices and your business receives continued support.

### Option: One Host, One Field Officer

To streamline our processes, if you host more than five apprentices, we can assign you your own Field Officer to look after all of the apprentices that are placed with you. This will prevent multiple Field Officers visiting your site(s) and simplify communication with you.

If you think this would be beneficial for your business, please contact the EGT office to discuss.



## Industry training

It is a requirement that all of our apprentices meet industry standards and undertake specialised training throughout their apprenticeship. Our apprentices receive the following training:

- Equip-Safe's Orange Card Skill Set (RT0 code 2394)
- Annual Safety Training (Including Hearing Test every 2 years)
- Perform Rescue from a Live LV Panel and CPR (apprentices will receive this training 18 months into their apprenticeship and again at 30 months)
- Checking and Testing an Electrical Installation

Our apprentices are encouraged to surpass industry standards and may have the opportunity to undertake additional specialised training (conditions apply), providing added value to your business at no additional cost. Additional training options include:

- Programmable Logic Controllers Skillset
- Optical Fibre Endorsement

We pay for the above training (either fully or in part) and will coordinate with you for the release of our apprentices at a time that suits you.

## Equip-Safe's Orange Card Skill Set + White Card

This course provides nationally accredited training in operation of EWP's, along with working safely at heights and White Card training, covering the following units of competency:

- RIIHAN301E - Operate elevating platform
- CPPCCCM3001 - Operate elevated work platforms up to 11 meters
- RIIWHS204E - Work safely at heights
- CPCWHS1001- Prepare to work safely in the construction industry



# ADMINISTRATION

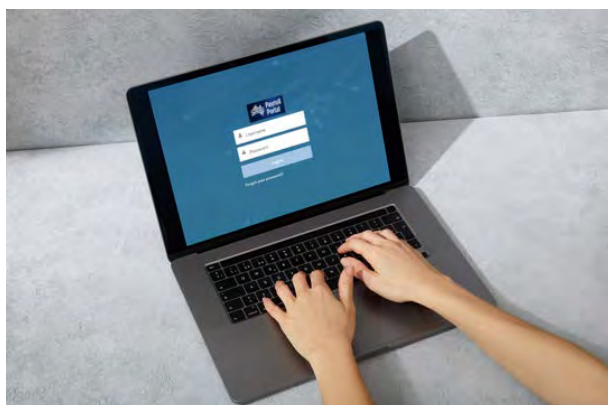
## Timesheets

**Weekly timesheets are the basis on which our apprentices are paid and you are charged.**

Submission of a weekly timesheet via the EGT Payroll Portal is the responsibility of our apprentices. Apprentices are advised to confirm with their host that any allowances are correct for the assignment, before submitting their timesheet.

Once submitted, your nominated timesheet approver will receive an email notification from [timesheets@egt.net.au](mailto:timesheets@egt.net.au), advising the timesheet is ready to be checked and approved. If any corrections are required, you can 'reject' the timesheet (with reasons), which alerts the apprentice to edit and resubmit.

Once approved, the timesheet is considered to be correct and binding, and an invoice will be automatically issued reflecting these details. To ensure accuracy in apprentice wages and host invoices, please check timesheets carefully before approving.



### EGT Timesheet & Payroll Portal

EGT apprentice payroll is managed in our 2cloudnine Payroll system. EGT apprentices and hosts access the system via the secure online EGT Timesheet & Payroll Portal, to enter and approve timesheets.

The automated system enables timesheets to be electronically submitted, checked, approved and invoiced - streamlining the process for all parties.

Instructions and login details will be provided, however should you require further information, please contact the Payroll team on (08) 6241 6100 or [timesheets@egt.net.au](mailto:timesheets@egt.net.au)

*TIP: Please add @egt.net.au to your safe sender email list.*

## Payment of invoices

Invoices are generated by our payroll system and emailed from the [accountsreceivable@eti.org.au](mailto:accountsreceivable@eti.org.au) email address.

Please note that approved timesheets are considered to be binding in order for an invoice to be automatically issued. To ensure accuracy in apprentice wages and host invoices, please check timesheets carefully before approving.

*TIP: Please add @egt.net.au to your safe sender email list.*

Invoice payments can be made via:

- EFT
- Direct Deposit
- Credit Card

## Trading terms

We will invoice you for the services of our apprentice(s) in accordance with the charge-out rate and approved timesheet. As per the Host Employer Agreement, you agree to make payment for all charges invoiced by us within seven (7) days of the invoice date.

## Allowances

Apprentices may be entitled to allowances and are paid in accordance with the Electrical, Electronic and Communications Contracting Award

You will be invoiced and are liable to pay for all applicable allowances for apprentices hosted to you, including but not limited to the following:

- Travel allowances
- Shift allowances

Allowances and other expenses are charged to you with an administration charge of 10% (if no superannuation) or 15% (if superable) for ECA WA members and 20% for non-members.

We will pay for and administer the following costs:

- Annual leave
- Off the job training
- Sick leave
- Workers Compensation
- Public holidays
- Superannuation
- Income Tax



## Overtime

We, in conjunction with your company, have a duty of care to ensure that our apprentices are not subjected to the heightened risk of working extended and excessive hours.

Our guidelines for the management of excessive work hours are below. The following is a guide only and was accurate at the time of printing but is subject to change. For an updated table, please contact our office on (08) 6241 6100.

Normal Shifts	12 Hours	10 Hours	8 Hours
Consecutive shifts - maximum	7 shifts	9 shifts	10 shifts
Mandatory Days Off (2 days off allows for 48 hours for sleep and recovery)	2 days	2 days	2 days
Outages	12 Hours	10 Hours	8 Hours
Consecutive Shifts - maximum (inclusive of normal shifts)	14 shifts	14 shifts	19 shifts
Mandatory Days Off (2 days off allows for 48 hours for sleep and recovery)	2 days	2 days	2 days

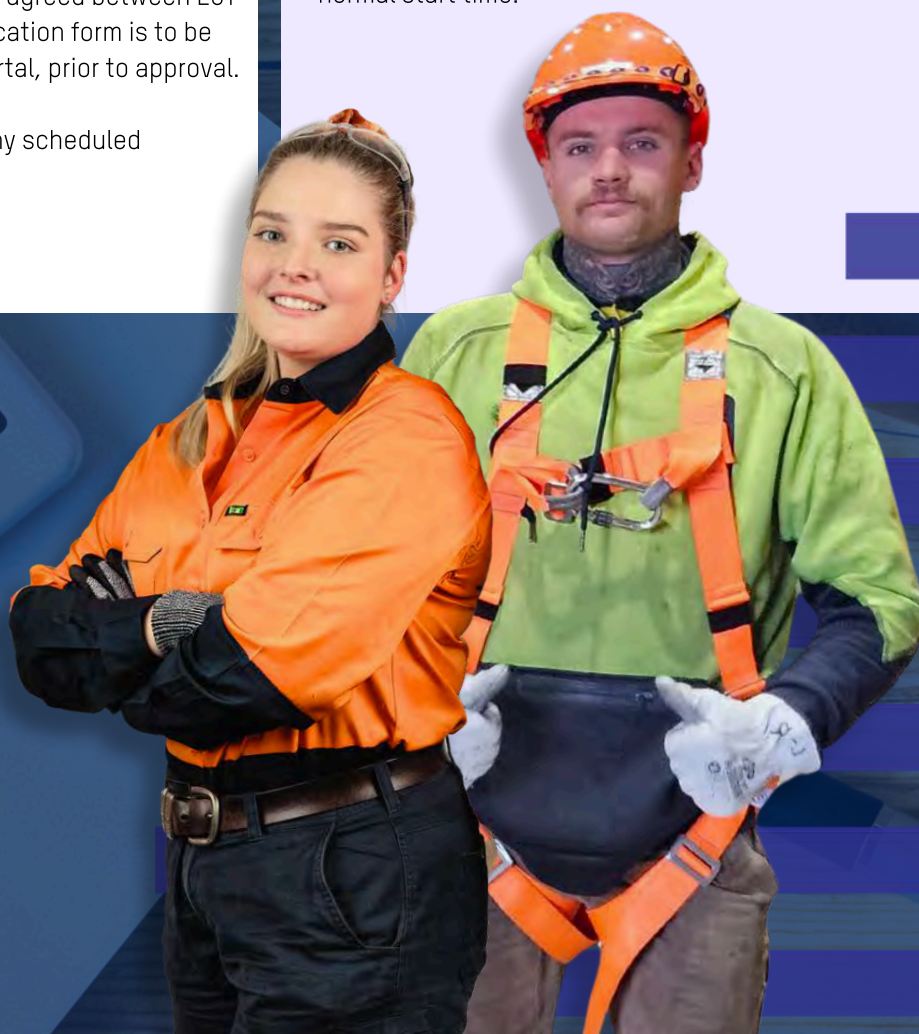
## Annual leave

Apprentices applying for leave are expected to provide four (4) weeks' notice. Leave must be taken at a mutually convenient time as agreed between EGT and your company. A leave application form is to be completed via the EGT Payroll Portal, prior to approval.

Please notify us in advance of any scheduled closure/shutdown periods.

## Sick leave

Apprentices must advise EGT and your company of any absence due to illness or injury, before their normal start time.



# SAFETY AND SUPERVISION

## SUPERVISION GUIDELINES FOR APPRENTICES

At all times, employers are obliged to provide and maintain the supervision requirements for apprentices in accordance with the Electrical (Licensing) Regulations 1991, including but not limited to (accurate at the time of printing):

- Regulation 20(3)(b) states that if a licence is endorsed “an electrician’s training licence, the work authorised by the licence shall be effectively supervised in accordance with regulation 50(4) by the holder of an electrician’s licence”
- Regulation 49(1)(d) states “...a person shall carry out electrical work in accordance with the requirements of...the Code of Practice for Persons Working on or Near Energised Electrical Installations issued by the Director in November 2017...”
- Regulation 49D which defines the levels of supervision.
- Regulation 50(1) states “...for the purposes of preventing danger to life and property all electrical work carried out shall be effectively supervised”
- Regulation 50(4) states “...For the purposes of subregulation (1), a supervising electrical worker who is supervising the electrical work of an electrical worker must —
  - (a) have regard to the type of electrical work to be carried out by the supervised worker, especially whether the work will be carried out on or near a part of an electrical installation that is connected to a supply of electricity; and
  - (b) have regard to the location and general circumstances in which the electrical work is being carried out; and
  - (c) have regard to the level of competence of the supervised worker; and
  - (d) determine the appropriate level of supervision for the various tasks that make up the electrical work of the supervised worker; and
  - (e) provide supervision of the electrical work of the supervised worker of at least the level determined under paragraph (d); and
  - (f) subject to subregulation (6), ensure that if the supervised worker is an apprentice the supervised worker does not carry out electrical work on or near an energised part of an electrical installation; and
  - (g) ensure, as far as is practicable, that the supervised worker —
    - (i) knows who their supervising electrical worker is; and
    - (ii) knows which level of supervision applies to their electrical work; and
    - (iii) understands that, in relation to carrying out electrical work, they are not to take instructions from anyone other than their supervising electrical worker.

## Supervising electrical worker's competence

Employers must ensure that supervising electrical workers are the holders of a current electrical worker's licence or permit and have the necessary competencies and willingness to provide effective supervision of another electrical worker, including:

- being the holder of a current and appropriate licence or permit that allows the electrical work to be carried out without supervision;
- appropriate technical knowledge, skills and experience in regard to the particular work to be performed;
- effective communication skills; and
- preferably, formal training in supervision of other workers.

## Levels of supervision

Three different levels of supervision are defined in detail in ELR regulation 49D and are briefly summarised below.

### Direct supervision

“Direct” supervision applies where an apprentice requires constant guidance and monitoring by the supervising electrical worker to ensure the work task is carried out safely and correctly. A supervising electrical worker provides direct supervision of the electrical work of an apprentice if the supervising electrical worker:

- is as far as is practicable, present in the immediate work area at all times;
- can observe the work of the apprentice;
- both workers are able to communicate directly;
- is in close proximity to the apprentice at all times while electrical work is carried out on or near an energised part of an electrical installation (final year of training);
- provides instructions and demonstrates the correct procedures for carrying out the work;
- monitors the work and provide guidance and checks; and
- when the electrical work is complete, checks and tests the work to ensure that the work is safe, complies with the Regulations and is carried out to a trade finish.



## General supervision

“General” supervision applies where the apprentice or Provisional License holder requires periodic guidance and monitoring to ensure the work task is carried out safely and correctly.

A supervising electrical worker provides general supervision of the electrical work of a supervised worker if the supervising electrical worker:

- Is present at the place where the electrical work is being carried out, at all times.
- While the electrical work is being carried out:
  - provides instruction and direction, as required;
  - is readily available to provide advice and guidance;
  - periodically monitors the work; and
  - checks, as required, that the work complies with the Regulations and is carried out to a trade finish.
- When the electrical work is complete, checks and tests the work to ensure that the work is safe, complies with the Regulations and is carried out to a trade finish.

The supervising electrical worker must remain on the same work site as the apprentice and be readily available to provide guidance and assistance.

## Broad supervision

“Broad” supervision applies where the worker does not require ongoing guidance and monitoring while performing familiar tasks.

A supervising electrical worker provides broad supervision of the electrical work of a supervised worker if the supervising electrical worker:

- Visits the supervised worker at the place where the electrical work is being carried out, at least once per day.
- Before the electrical work commences, provides instruction and direction, as required, regarding the electrical work.
- While the electrical work is being carried out:
  - is readily available or contactable to provide advice and guidance;
  - checks, as required, that the work complies with the Regulations and is carried out to a trade finish.
- When the electrical work is complete, checks and tests the work to ensure that the work is safe, complies with the Regulations and is carried out to a trade finish.

The supervising electrical worker does not need to remain on the same site as the supervised worker but must, as a minimum, attend the work site daily to provide initial instruction and to verify any isolations are done correctly and to verify that the electrical work has been carried out safely and correctly.



## Limit to the number of persons supervised

The number of persons that can be supervised at any time by a supervising electrical worker is limited dependent upon the level of supervision the person is under.

A supervisor cannot supervise the work of more than two electrical workers who require supervision if at least one of the workers requires direct supervision.

As per regulation 50(3)(h), if the supervisor is NOT providing direct supervision to a worker, then the maximum number of electrical workers they can supervise is four at any time.

Number of Apprentices	Levels of Supervision Permitted
No more than two apprentices	One Direct; One Broad or General
No more than four apprentices	Four Broad or General combination



# SAFETY AND SUPERVISION

## DETERMINING THE APPROPRIATE LEVELS OF SUPERVISION

### Determining the appropriate levels of supervision for apprentices

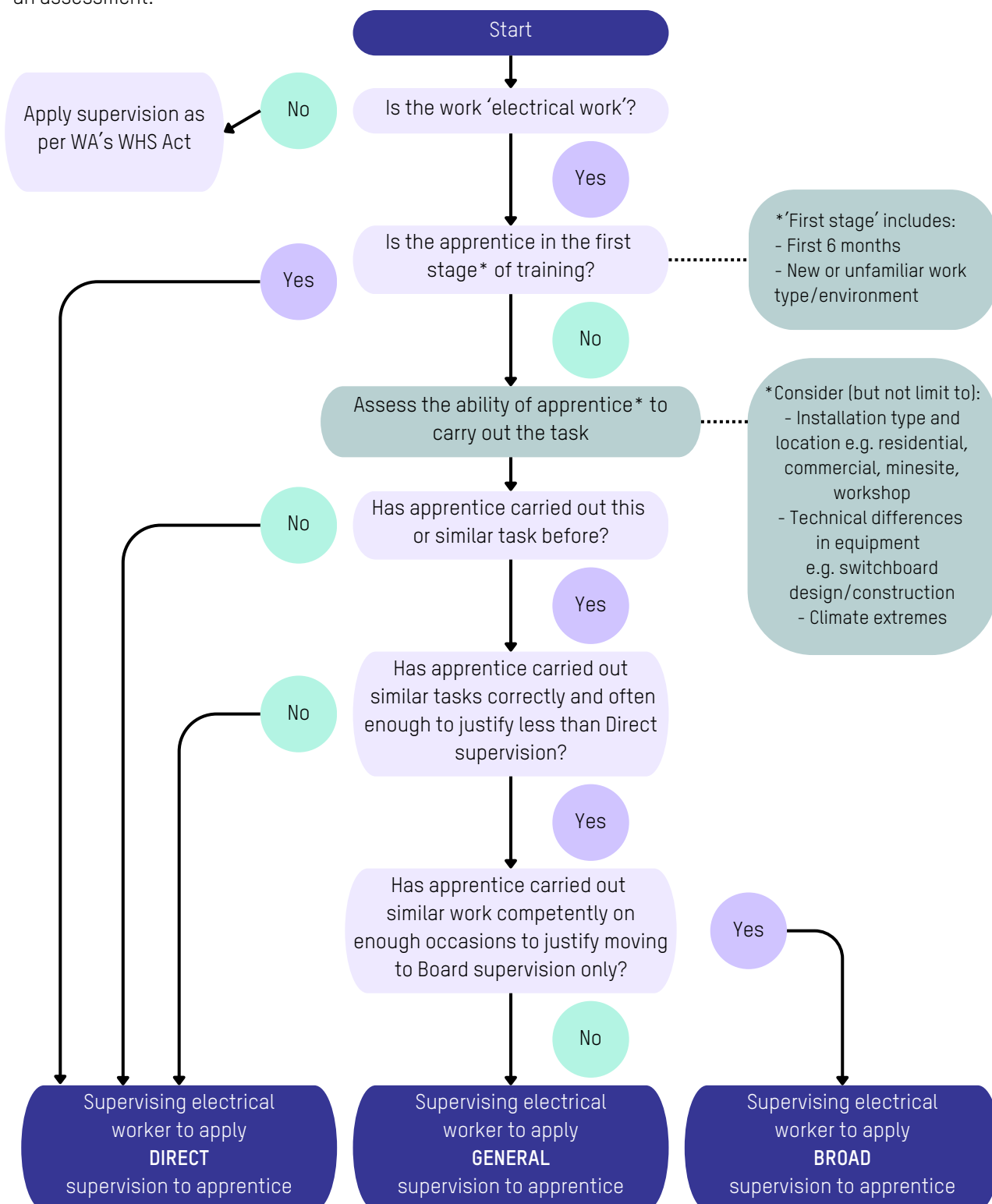
As per the safe working guidelines for electrical workers and apprentices, the following table provides guidance to employers and supervising electrical workers on appropriate minimum levels of supervision of apprentices at different stages of training and for different work types (de-energised only), subject to assessment by the supervising electrical worker.

Type of work (de-energised only)	Apprentice training year	Recommended minimum supervision level
New electrical installations (not connected to electricity supply)	1st	General
	2nd	General
	3rd	Broad
	4th or final	Broad
Maintenance, alterations and additions to existing electrical installations (isolated and proven de-energised by supervising electrical worker)	1st	Direct
	2nd	General
	3rd	General
	4th or final	Broad
Workshop assembly and maintenance of electrical equipment (not connected to electricity supply)	1st	General
	2nd	General
	3rd	Broad
	4th or final	Broad
Tag and lockout procedure on de-energised installations and equipment (isolated and proven de-energised by supervising electrical worker)	1st	Direct
	2nd	General
	3rd	General
	4th or final	Broad
Testing and fault-finding on de-energised installations and equipment (not connected to electricity supply or isolated and proven de-energised by supervising electrical worker)	1st	Direct
	2nd	Direct
	3rd	General
	4th or final	General

## Assessing the Appropriate Level of Supervision for an Apprentice (de-energised work only)

As per the safe working guidelines for electrical workers and apprentices the levels of supervision applied in practice may vary from the recommended minimum levels subject to a diligent assessment by the supervising electrical worker of the nature of the work, the specific circumstances and risks, and the competence of the apprentice to perform the task.

The following flowchart illustrates the appropriate steps for the supervising electrical worker to carry out such an assessment.



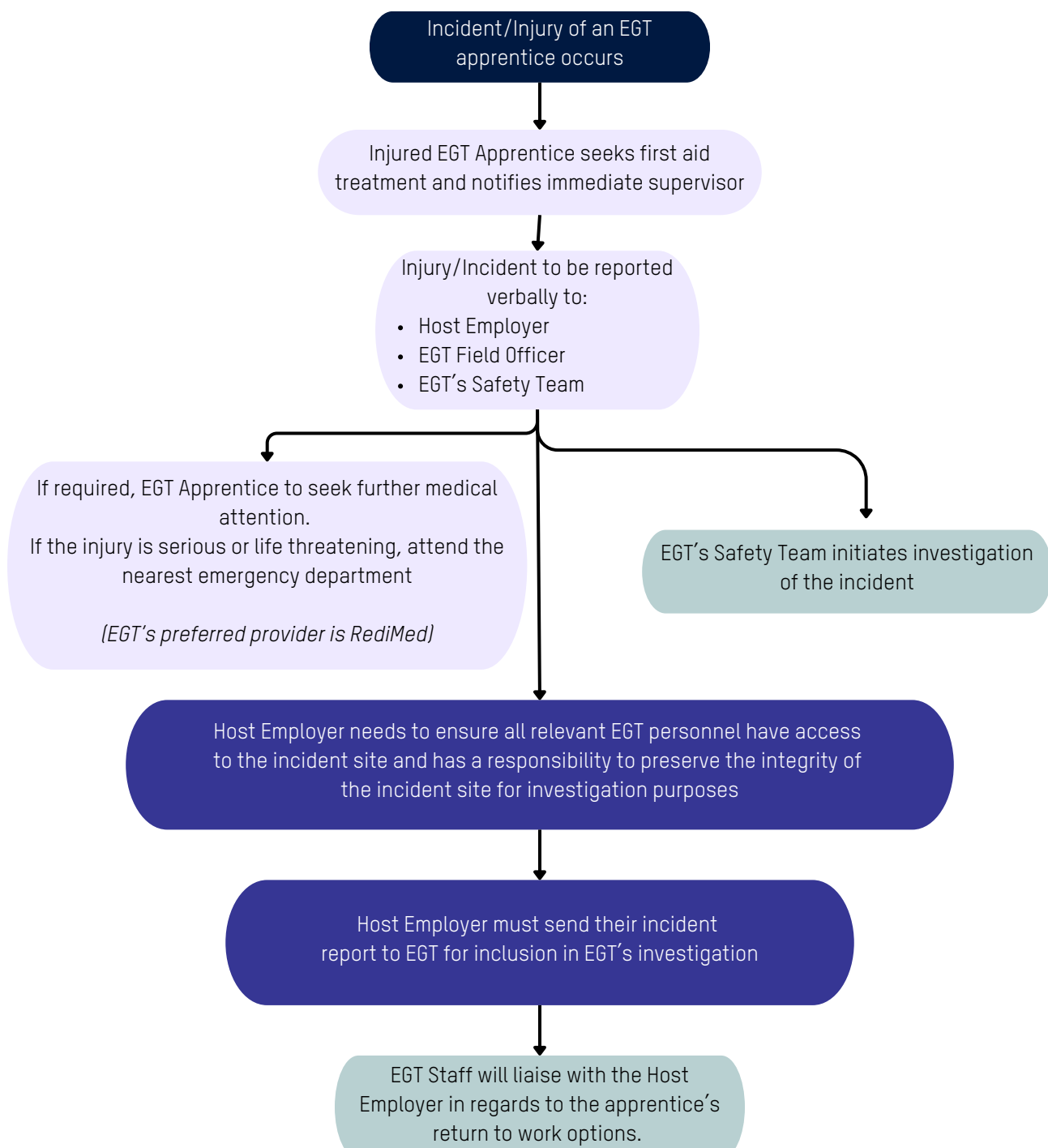
## Reporting accidents and incidents

We are committed to ensuring the safety and health of all employees. It is essential that all incidents and injuries are reported as soon as practicable to EGT on (08) 6241 6100.

All incidents and injuries sustained by our apprentices at work (or at home if it requires time away from work) must be reported to us as soon as practicable.

The purpose of reporting incidents and injuries is not only to ensure employees are fit for work, it also helps to ensure any hazards contributing to the incident and/or injury are eliminated or managed to prevent further occurrences.

The flowchart below is a guideline to assist with the reporting of apprentice-related incidents and/or injuries:



# Get the most out of your ECA WA membership



ECA Legal Pty Ltd provides electrical industry stakeholders and other clients with expert legal advice, assistance, and representation, with special member rates for ECA WA members on select services.



ECA WA members get a 5% discount on post trade training courses at the College of Electrical Training.



ECA WA members get a 5% discount on Equip-Safe courses. Equip-Safe offer a range of equipment, safety and high-risk licences.



As well as discounts with ECA Legal, CET and Equip-Safe, being a member also gives you access to further discounts and benefits through our affiliates, including fleet and fuel discounts, health insurance and more.





Electrotechnology Training Institute Limited, t/a Electrical Group Training  
24 450 502 757

## Electrical Group Training

Unit 14, 199 Balcatta Road, Balcatta WA 6021  
PO Box 782, Balcatta WA 6914

**T** +61 8 6241 6100

**E** [accountspayable@eti.org.au](mailto:accountspayable@eti.org.au)

**W** [egt.net.au](http://egt.net.au)