

### Purpose

To provide staff with guidelines applicable to Additional Training available to Electrical Group Training (EGT) Apprentices.

### Scope

EGT Host Employers and/or Apprentices may request to undergo additional training to meet industry needs, or to assist Apprentices in obtaining specialist or ongoing skilling beyond the apprenticeship requirements of off the job training.

### Requests for Additional Training

EGT Host Employers and/or Apprentices requesting any additional training should contact the EGT Office.

EGT Staff are to refer to the Mandatory Safety Training & Additional Training Schedules in conjunction with these Guidelines.

### Additional Training Guidelines

Apprentices are required to complete additional training in their own time (i.e. after hours and/or use their RDO's and/or Annual Leave accruals).

Apprentices who are scheduled to attend additional training and fail to notify/and or attend the course, or the apprentice does not pass the course, will result in the apprentice being invoiced for all charges. In addition, for non-attendance the apprentice will be issued with a warning (as per the Apprentice Disciplinary Procedure).

### Unpaid Leave

Unpaid leave requests are considered on a case-by-case basis and must be approved as follows:

- Up to 5 days (within 6 months): Field Officers, Payroll Officers, Operations Officers, Senior Payroll Officer, or Senior Operations Officer
- Up to 10 days (within 6 months): Operations Manager
- More than 10 days: General Manager (EGT)

### Additional Training Guidelines - NOT Related to EGT Additional Training Schedule

Depending on the nature of the training and its value to the Apprentice, EGT and industry, **EGT may opt to pay for the Apprentice's time (at EGT's Base Rate)**.

In this event, EGT may advise that the party who requested the additional training (i.e. Host Employer or Apprentice) to organise and cover the course cost.

**EGT staff are required to complete the relevant PeopleTray Checklist for any additional training requested by an Apprentice or Host Employer and obtain management approval before the course is booked.**

### Concrete Tilt-up Training

From the minutes of the board meeting 20 December 2016:

It was AGREED that if a host employer requests that their EGT apprentice/s receive concrete tilt-up training as a site requirement, it will be provided at EGT's cost - if requested by the host employer.

### Additional Information

- The GM of EGT reserves the right to vary these guidelines.
- Additional Training dates are dependent on the relevant training provider.
- An Apprentice may not be considered appropriate for certain additional training due to their skill level and outstanding off the job training.
- Please refer to PeopleTray Checklists:
  - Additional Training Request Delivered by CET or EQS
  - Additional Training Request (as per EGT's Additional Training Schedule)
  - Additional Training Request (NOT Related to EGT's Additional Training Schedule)