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

Scope
EGT Hosts 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 Hosts 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).

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 the electrical industry, **EGT may approve payment for the Apprentice's actual training hours attended, up to a maximum of 8 hours per day, at EGT's Base Rate.**

In this event, EGT may advise that the party who requested additional training (i.e. Host or Apprentice 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 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 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.

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)
- Apprentice Requests for Unpaid Leave & Approval Guidelines