

# HOW DO I ENTER AN EGT COURSE?

ENTRY DATE	LEAVE TYPE	HOURS
Mon 20 Sep 2021	-select-	0
Tue 21 Sep 2021	-select-	
Wed 22 Sep 2021	-select-	
Thu 23 Sep 2021	-select-	
Fri 24 Sep 2021	-select-	
Sat 25 Sep 2021	-select-	
Sun 26 Sep 2021	-select-	

**LEAVE TYPE**

-select- ▼

- Annual Leave
- Compassionate Leave
- Downtime
- EGT Course
- EGT Time / No Charge
- Jury Duty
- Personal Leave
- Public Holiday
- RDO
- Training
- Unpaid Leave
- Work Cover
- Work Cover - Light Duties
- select-

**EGT Course** = training courses that EGT requires you to attend:

- **Working safely at heights** (1 day)
- **Yellow card scissor and boom lift under 11 metres** (1.5 days)
- **Annual safety training** (1 day)
- **Perform rescue from a live LV panel and CPR** (1 day)
- **Checking and testing an electrical installation** (1 day)

**Scenario:** apprentice attended the *Working safely at heights* course at Equip-Safe on Tuesday

- In the **LEAVE TYPE** field, select the 'EGT Course' drop down option
- 1 day courses are recorded as **7.6 hours**
- To ensure **7.6** is the calculation that appears in the HOURS field, enter a combination like this. **Start 07:30, End 15:30, Break 24, SAVE**

ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS
Tue 21 Sep 2021	EGT Course ▼	07:30 ⌚	15:30 ⌚	24	0	WS@H	7.6

## Half day training – refer to instructions provided by EGT

If your host wants you to return to work after the half day training ends, create another entry for that day, to record your start/end time and hours worked. RDO hours will be used otherwise.

**NOTES FOR THIS ENTRY field**  
eg. WS@H