

A photograph of two workers in a workshop. A woman on the left is wearing a white hard hat with 'TEAM' on it, a yellow high-visibility shirt, and blue pants. She is holding a tablet. A man on the right is wearing a white hard hat, safety glasses, and a high-visibility orange and blue shirt. They are both looking at the tablet. The background shows industrial equipment and a white wall.

EGT

HOST EMPLOYER HANDBOOK

egt.net.au



ELECTRICAL
GROUP
TRAINING

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“...a Host Employer is the term for an electrical, communications or air-conditioning contractor who hosts an apprentice employed by a Group Training Organisation and provides them with on the job training”

BENEFITS OF BEING A HOST EMPLOYER WITH ELECTRICAL GROUP TRAINING (EGT)

We provide professional apprentice management services to electrical, communications and air-conditioning contractors, and create quality employment and training opportunities for career seekers who want to be part of these industries.

We employ professionals in Vocational Education and Training (VET), mentoring, human resources, safety, workers compensation and injury management to ensure all aspects of apprentice management are covered, so you can concentrate on transferring your trade knowledge to the next generation of electricians.

Using our apprentices allows you to focus on your core business by relieving you of the need to manage the following:

- Apprentice recruitment, selection and placement, saving you time and money.
- Payment of wages, superannuation, workers compensation, holiday entitlements and rostered days off (if applicable).
- Increasing and reducing staff levels – our apprentices are available for short or long term placements, anywhere from 2 weeks to 4 years.
- Induction - our apprentices are “work ready”, equipped with industry standard tools, personal protective equipment (PPE), an EGT uniform and safety boots and have been through a comprehensive induction program.
- Mentoring - allocation of an EGT Field Officer to provide mentoring, support and advice to both your company and our apprentices.
- Monitoring - organising and monitoring off the job training, on the job profiling and all associated administrative obligations.

There are many benefits to engaging our apprentices as part of your business. Apprentice hosting is a simple business solution that will save you time and money.

HOW THE SYSTEM WORKS

IN ORDER TO BECOME A HOST EMPLOYER THE FOLLOWING ARE REQUIRED:

- Proof of current Public Liability Insurance
- A completed Host Employer Safety Assessment (with our assistance)
- A signed EGT Host Employer Agreement
- A completed credit application (with our assistance)

WHEN YOU ARE READY FOR AN EGT APPRENTICE:

- Contact us on (08) 6241 6172 or (08) 6241 6170
- Discuss your workload requirements and expectations
- Clarify the experience you require and the areas of trade training that you will provide

WE WILL 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 and rostered days off (if applicable).

WE WILL PLACE THE MOST SUITABLE APPRENTICE FOR YOUR NEEDS, DEPENDING ON AVAILABILITY

Our apprentices are:

- Fully inducted
- Safety trained
- Licenced
- Equipped with basic tools and PPE

OFF THE JOB TRAINING

We will:

- Regularly review each apprentice's training progress and skill development
- Advise you with regards to scheduling training time
- Organise industry training (Working safely at heights, Elevated work platforms etc.)

EGT Field Officers:

- 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

- 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
- Are expected to demonstrate appropriate communication with both ourselves and your company
- Are expected to demonstrate safe practices at all times and actively assist you in meeting your safety obligations
- Are 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 *OSH Act 1984* and *OSH Regulations 1996*
- 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 *OSH Act 1984*
- 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



“...Host Employers are required to provide a safe, hazard free working environment in accordance with the *OSH Act and Regulations 1984*”

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 us immediately.

HOST EMPLOYER SAFETY ASSESSMENTS

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 recommendations and support on how to become compliant.

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

As a Host Employer, you must:

1. Have an OSH policy signed off on by the proprietor of your business and distributed to all staff.
2. Make copies of the OSH Act and Regulations available to your workforce.
3. Induct all new staff (including our apprentices).
4. Have an appropriate safety training program in place.
5. Hold regular safety meetings to discuss OSH issues.
6. Have a designated OSH coordinator.
7. Involve staff in hazard identification.
8. Have effective accident, incident and hazard reporting processes in place.
9. Have effective accident and incident investigation processes in place.
10. Provide appropriate apprentice supervision in accordance with the *Electricity (Licensing) Regulations 1991*.
11. Have trained first aiders in your workplace in accordance with Regulation 3.12 of the *Occupational Safety and Health Regulations 1996*.
12. Make adequate PPE available to all staff (including our apprentices).
13. Not allow your staff to use or be under the influence of alcohol or drugs in the workplace.
14. Provide a list of licensed electricians who are authorised to supervise apprentices before we place our apprentices in your business (for the initial sign up and annual safety assessment).

REGISTRATION PROCESS

APPRENTICE PLACEMENTS

Our dedicated placements team can help find the right apprentice to suit you and your business requirements.

When you are ready, contact us 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. With the exception of absences due to approved leave and training. Apprentices must be provided with at least 38 hours work per week, including approved leave and training time. There is also a two (2) week minimum engagement term to allow us to schedule and plan our apprentice workflows.

You will be provided with a charge-out rate. This rate is based on the Electrical Group Training Ltd Collective Agreement 2009-2014 and the Electrical, Electronic and Communications Contracting Award 2010.

In the event that you have your own Enterprise Agreement or direct us to pay in excess of our agreement or 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.

EGT HOST EMPLOYER AGREEMENT

The purpose of the 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 Host Employer Agreement and understand it prior to signing. Once the agreement is

signed, proof of insurances are received and a credit check and safety assessment are successfully completed, we can place apprentices with your company.



EGT APPRENTICES

SAFETY

We think 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 risk assessments and hazard observation forms as per their training during the induction process.

EGT UNIFORM POLICY

We supply uniforms in accordance with Regulation 3.33 of the *OSH Regulations 1996 (WA)* 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, 100% 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 worker at all times (clipped to belt or worn)
- Safety glasses must be worn or kept close at hand at all times

We supply our apprentices with their uniform, safety boots and PPE with replacements available annually. If apprentices require additional or specific uniform and/or PPE to meet the requirements of a particular site, please contact our 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.



EGT APPRENTICES

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 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 OSH 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 improve communication between us. If you think this would be beneficial for your business, please call us to discuss.

LONG TERM OR SPECIFIC HIRE AGREEMENT

The 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 our 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:

- Elevated Work Platform (EWP) (inclusive of Scissor Lift)
- Working Safely at Heights
- Perform Rescue from a Live LV Panel and CPR (apprentices will receive this training 9 months into their apprenticeship and again at 18 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 (PLC) 1 & 2
- Optical Fibre Cabling
- Instrumentation

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. A temporary replacement may be organised to ensure minimal disruption of workflow in your business, if required.

ADMINISTRATION

TIMESHEETS

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

Submission of a weekly timesheet is the responsibility of our apprentices and these timesheets must be approved by you prior to submission. Once approved, it is considered to be correct and binding and an invoice will be issued reflecting these details. It is therefore crucial that the hours and relevant allowances are recorded correctly in the first instance to ensure accuracy in apprentice wages and for you to be charged accordingly.

If using paper timesheets, you should keep a copy of the timesheet from the apprentice each week to match against the relevant invoice.

The EGT Smartphone Application

We have an innovative online timesheet submission process. Using a custom-built smartphone app and an online dashboard, our apprentices can conveniently submit timesheets electronically for your approval. Please contact our office on (08) 6241 6171 for more information.

ALLOWANCES

Apprentices may be entitled to allowances and are paid in accordance with the Electrical Group Training Ltd Collective Agreement 2009-2014 or the Modern 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% for ECA WA members and 20% for non members.

We will pay for and administer the following costs:

- Annual leave
- Sick leave
- Public holidays
- Off the job training
- Workers Compensation
- Superannuation
- Income Tax
- Rostered days off (RDOs) (if applicable)



ADMINISTRATION

ALLOWANCES CONTINUED...

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.

Maximum continuous hours worked	5 hours
Maximum average hours worked per day over 14 days	12 hours
Consecutive periods exceeding 14 hours per day	0
Minimum continuous rest break per week	1 day
Maximum hours worked per week	72 hours
Minimum rest period between days	10 hours
Minimum short rest periods – 10 hour shifts	1 x 15mins and 1 x 30mins
Minimum short rest periods – 12 hour shifts	2 x 15mins and 1 x 30mins

Sick Leave

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

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 us and your company. A leave application form is to be completed prior to approval.

Please notify us in advance of any scheduled closure/ shutdown periods, such as the Christmas break.

PAYMENT OF INVOICES

Invoice payments can be made via:

- EFT
- Cheque
- 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.



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 49(d) 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”

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.

LEVELS OF SUPERVISION FOR APPRENTICES

Three different levels of supervision are defined in detail in Regulation 49(D) and briefly summarised below:

1. Direct supervision

“Direct” supervision applies where the apprentice requires constant guidance and monitoring by the supervising electrical worker to ensure the work task is carried out safely and correctly.

The supervising electrical worker must remain on the same work site as, and in close proximity to, the apprentice.

2. General supervision

“General” supervision applies where the apprentice requires periodic guidance and monitoring to ensure the work task is

carried out safely and correctly.

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

3. Broad supervision

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

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

DETERMINING APPROPRIATE LEVELS OF SUPERVISION FOR APPRENTICES

The level of guidance required by an apprentice can be expected to diminish gradually over the course of the apprenticeship, as increasing competence is attained and demonstrated by the apprentice.

However, the appropriate level should be applied at any time based on the supervising electrical worker’s assessment

of the apprentice’s competence to perform each task. For example, a task being performed for the first time or in an unfamiliar environment in the final year of training may initially require direct supervision for that particular task.

SAFETY AND SUPERVISION

DETERMINING APPROPRIATE LEVELS OF SUPERVISION FOR APPRENTICES

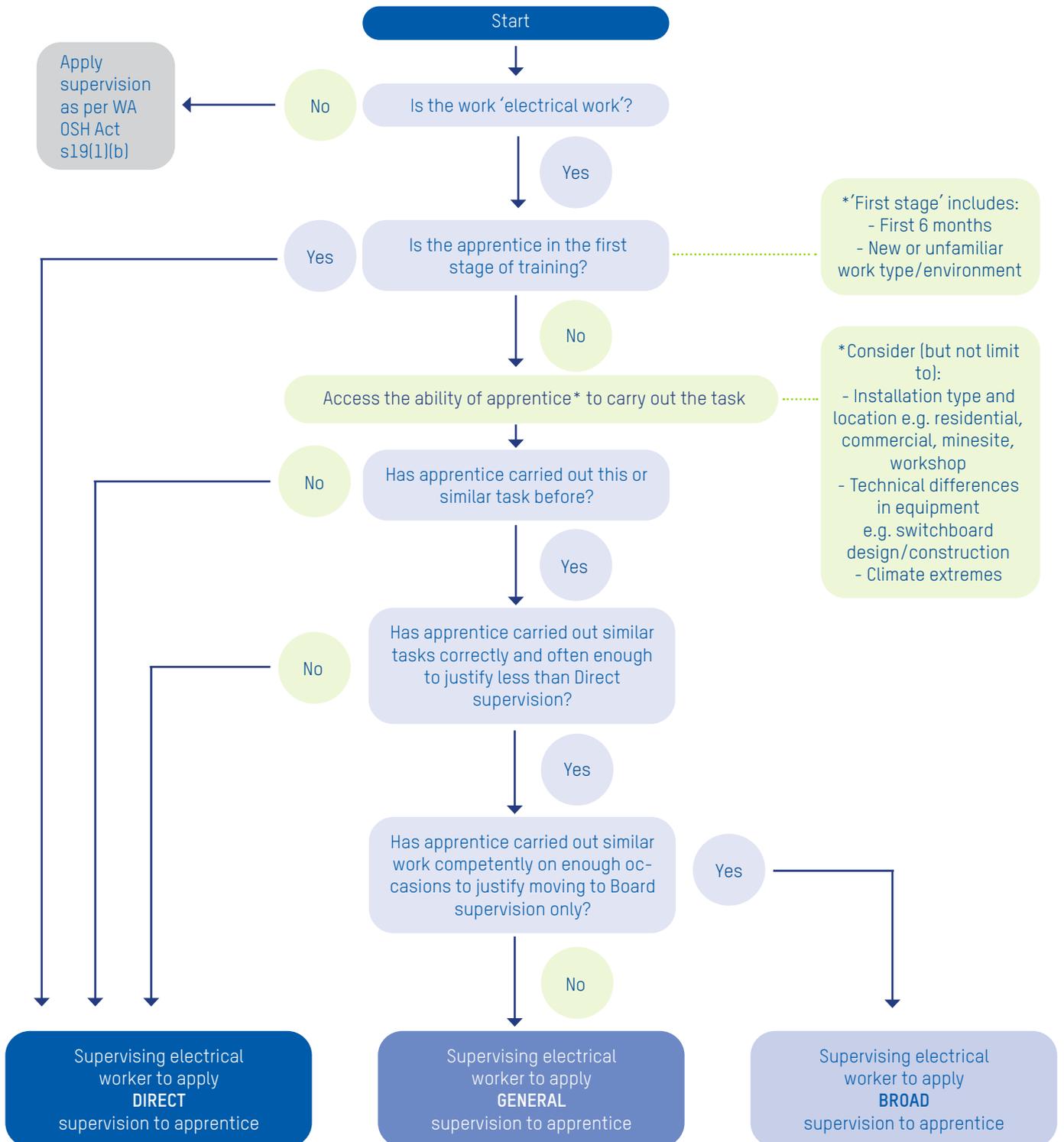
The following table provides guidance to employers and supervising electrical workers on appropriate minimum levels of supervision of apprentices at different stages of training and for different work types (**de-energised only**), subject to assessment by the supervising electrical worker.

TYPE OF WORK (DE-ENERGISED ONLY)	APPRENTICE TRAINING YEAR	RECOMMENDED MINIMUM SUPERVISION LEVEL
New electrical installations (<i>not connected to electricity supply</i>)	1 st	General
	2 nd	General
	3 rd	Broad
	4 th or final	Broad
Maintenance, alterations and additions to existing electrical installations (<i>isolated and proven de-energised by supervising electrical worker</i>)	1 st	Direct
	2 nd	General
	3 rd	General
	4 th or final	Broad
Workshop assembly and maintenance of electrical equipment (<i>not connected to electricity supply</i>)	1 st	General
	2 nd	General
	3 rd	Broad
	4 th or final	Broad
Tag and lockout procedure on de-energised installations and equipment (<i>isolated and proven de-energised by supervising electrical worker</i>)	1 st	Direct
	2 nd	General
	3 rd	General
	4 th or final	Broad
Testing and fault-finding on de-energised installations and equipment (<i>not connected to electricity supply or isolated and proven de-energised by supervising electrical worker</i>)	1 st	Direct
	2 nd	Direct
	3 rd	General
	4 th or final	General

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.

ASSESSING THE APPROPRIATE LEVEL OF SUPERVISION FOR AN APPRENTICE (DE-ENERGISED WORK ONLY)



SAFETY AND SUPERVISION

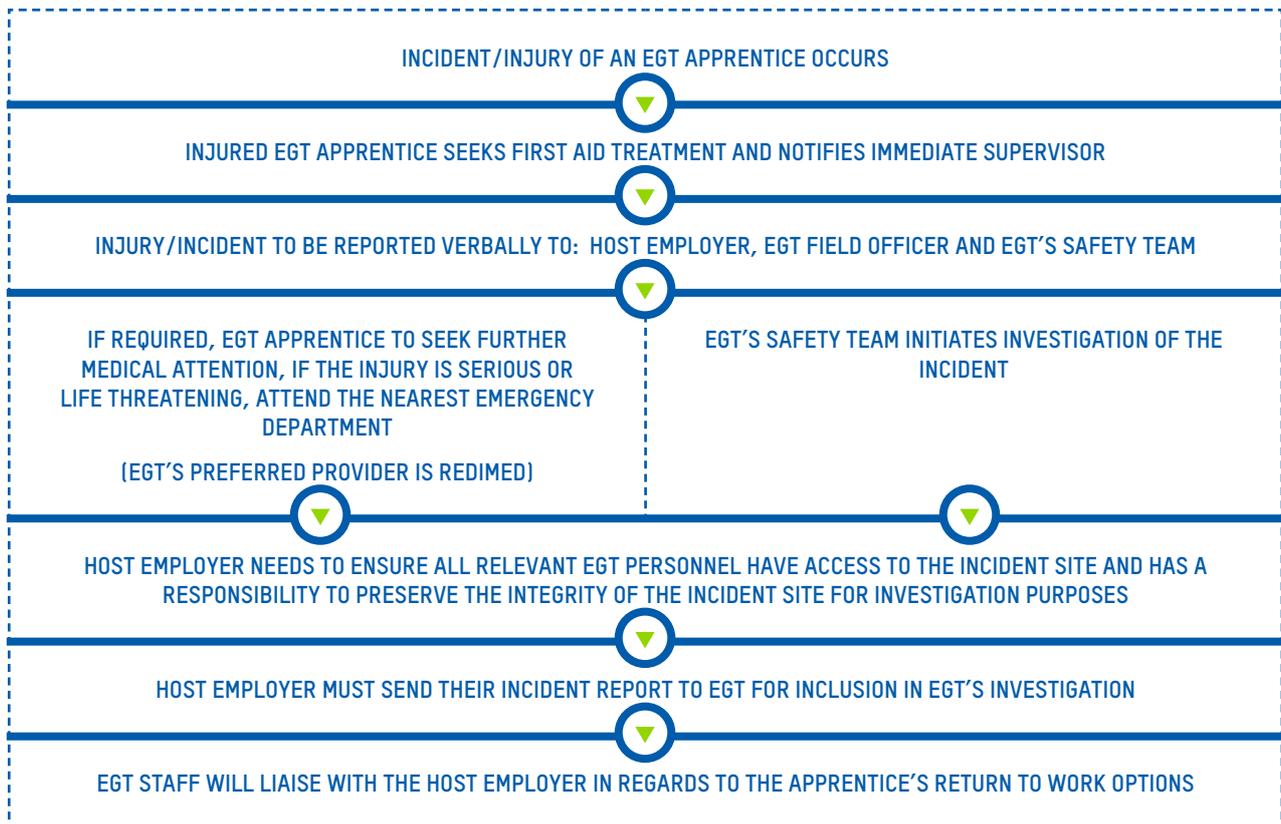
REPORTING ACCIDENTS AND INCIDENTS

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.

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:



EGT CONTACT DETAILS

BUSINESS AREA	EMAIL	PHONE
Host placement	placements@egt.net.au	(08) 6241 6172 or (08) 6241 6170
Accounts	accounts@egt.net.au	(08) 6241 6100
Apprentice payroll	timesheets@egt.net.au	(08) 6241 6168
EGT administration / General enquiries	egtadmin@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





**ELECTRICAL
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TRAINING**

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