

## Supervision Guidelines for Apprentices

At all times, the Host Employers is obliged to provide and maintain the supervision requirements for the apprentice in accordance with Regulation 20 and 50 of *the Electrical (Licensing) Regulations 1991*.

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 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 "*In order to ensure that sub regulation (1) is complied with a supervising electrical worker —*

*a) shall consider the kind of electrical work being undertaken especially whether or not live wires or live electrical equipment are or is, or, are or is likely to be involved, in the electrical work, or, in the area in which the electrical work is being carried out;*

*b) shall have regard to the level of competence of the persons being supervised or to be supervised;*

*c) if the persons being supervised are apprentices or are undergoing training and live wires or live electrical equipment are or is involved, or, are or is likely to be involved in the area in which the electrical work is to be, or, is being carried out, shall ensure, as far as is practicable, that the supervising electrical worker is in close proximity to those persons and the electrical work being carried out so that they are in sight of, and, are able to communicate directly with, each other;*

*d) shall have regard to the location and general circumstances in which the electrical work is being carried out;*

*e) shall ensure that all persons involved in the electrical work being undertaken are —*

*I. properly equipped in respect of safety equipment that is necessary in relation to the electrical work being carried out; and*

*II. properly using the safety equipment that is necessary in relation to the electrical work being carried out"*

The following guidelines are provided to assist those in industry to determine the appropriate levels of supervision. Two levels of supervision may be applied:

- **Direct (Constant) Supervision** - the personal supervision of a worker, at all times, on a direct (constant) basis, by a person licensed to carry out all the work without supervision.
- **General Supervision** - general supervision does not require constant attendance of the supervisor. General supervision must be given by a person licensed to carry out the work without supervision. The nature of the work and the competence of the person undertaking the work needs to be considered, to ensure safe and satisfactory work practices and that the work standards are maintained. Under the principal of general supervision, the supervising electrical worker should attend the work place, explain the task, ensure the worker understands the task and carry out any isolation that may be required. The supervising electrical worker should return to the work place as often as considered necessary to ensure effective supervision is maintained.

The table over page specifies the type of supervision required to EGT employees for different types of work.

If you have any queries regarding this placement, please do not hesitate to contact the EGT Office on (08) 6241 6100.

## Types of Supervision

The table below specifies the type of supervision required for EGT employees for different types of work.

Type of Work	Apprentice (Year)	Supervision Required
New Installations (not connected to electricity supply)	1st 2nd 3rd 4th	Direct Direct/General General General
Alterations and Additions (existing installations)	1st 2nd 3rd 4th	Direct Direct Direct General
Maintenance of Installations and Equipment	1st 2nd 3rd 4th	Direct Direct General General
Workshop Tasks	1st 2nd 3rd 4th	Direct General General General
Live Work	1st 2nd 3rd 4th	NO LIVE WORK PERMITTED UNDER EGT POLICY
High Voltage	1st 2nd 3rd 4th	NO HIGH VOLTAGE WORK PERMITTED UNDER EGT POLICY
Isolation of Installations and Equipment	1st 2nd 3rd 4th	Not permitted Not permitted Direct General

### Note - Isolation

All EGT apprentices MUST accompany the tradesperson to the switchboard to gain knowledge of the isolation process and to witness the circuit being isolated, tagged and tested.

### Note - Live Work

Activities not considered to be LIVE WORK are Fault Finding and Commissioning. Some Electrical commissioning or electrical fault-finding work is permitted if absolutely necessary and safe.

### Host Employer Obligations

- The Host shall provide EGT with as much notice as possible of requiring an Apprentice.
- The Apprentice's engagement will be for a minimum period of two (2) weeks.
- The Host shall provide EGT with at least five (5) days' notice of its desire to terminate a placement of an Apprentice.

### Timesheets

Electrical Group Training (EGT) pay week is from Monday to Sunday. Timesheets must be submitted online or on paper to the EGT Office by 9am every Monday morning.

The Terms and Conditions are as per the Host agreement signed by your company and Electrical Group Training. Please refer to the agreement for more details. A short summary below details the essential administrative arrangements in connection with this scheme:

1. Apprentices are paid in accordance with EGT's Collective Agreement (CA) or Host Enterprise agreement.
2. Payments to apprentices are made by EGT on a weekly basis, by Electronic Funds Transfer, into an account nominated by each apprentice.
3. EGT will look after all workers compensation insurance.
4. EGT will deduct and pay PAYG tax from apprentices' wages.

Disclaimer: The content of this document is intended only to provide a summary and general overview on matters of interest. It is not intended to be comprehensive nor does it constitute legal advice. We attempt to ensure that the content is current, but we do not guarantee its currency. You should seek legal or other professional advice before acting or relying on any of the content.