

Apprentice Electrician Employer Evaluation Guide



**Employer's 'capacity' to provide
work-based (on-the-job) training**

NSW UE ITAB
20 October 2022

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Title:	Apprentice Electrician Employer Evaluation Guide: Employer's 'capacity' to provide work-based (on-the-job) training
Developed by:	NSW Utilities & Electrotechnology Industry Training Advisory Body (NSW UE ITAB)
Version 1	Endorsement by NSW UE ITAB Board: 19 October 2022 Released, printed and published: 20 October 2022
Reference and acknowledgement	This NSW UE ITAB Apprentice Electrician Employer Evaluation Guide has drawn on a number of well recognised sources materials. Primarily, the information has been drawn or adapted from the Department of Education (DoE) - NSW Training Services NSW, Department of Employment, Small Business and Training (QLD), TAFE NSW, NECA and/or other related bodies, too many to mention herein. The NSW UE ITAB wishes to acknowledge and thank the owners of those materials for the inspiration and opportunity to develop a unique Guide for NSW.

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1. INTRODUCTION

The Apprentice Electrician Employer Evaluation Guide has been developed to assist Apprenticeship Network Providers (ANPs) and any other organisations responsible for evaluating whether employers in NSW meet the requirements for employing apprentices in the vocation of “Electrotechnology – Electrician” and can ensure they are able to support an apprentice’s workplace competency development to complete the UEE30820 Certificate III in Electrotechnology Electrician qualification. The requirements, primarily relate to the employer’s ‘capacity’ to provide work-based (on-the-job) training pursuant to the NSW Apprenticeship and Traineeship Act 2001.

The Guide elaborates on the requirements by covering in some detail the following arrangements:

- The specific aspects of employer capacity in the NSW Apprenticeship and Traineeship legislation.
- Confirmation of the industry sector(s) the employer is engaged in.
- The employer’s capacity to provide range of work such as facilities, equipment and resources.
- Scope and context of work encompassing the installation of low voltage wiring support systems, cables, cords and accessories; and installation of electrical apparatus, switchgear, appliances and associated accessories for low voltage electrical installations; as well as additional installation items associated with troubleshooting and repairing faults in low voltage electrical apparatus and circuits; identifying, shutting down and restarting systems with alternate supplies; and testing and certifying compliance and functionality of low voltage general electrical installations.
- Identifying the authorised supervisor of apprentice(s) details and apprentice supervisor(s)/mentor(s) details.
- The ratio of trade employees to apprentices.
- The employers previous experience in employing apprentices.
- Options for prospective employers in transferring and using other employers.
- Confirmation of required information data and components for inclusion in the Contract of Training and Training Plan
- Evaluation checklist, decision making and sign-off.

The NSW Utilities & Electrotechnology Industry Training Advisory Body (NSW UE ITAB) has developed the Guide in consultation with industry, ANP, GTO, RTO and government stakeholders, and welcomes feedback from these stakeholders and others to improve its veracity and relevance for in-the-field evaluation checklist to ascertain an employer’s capacity to meet the necessary minimum requirements.

Please feel free to contact the NSW UE ITAB as required as follows:

NSW UE ITAB
Executive Officer
PO Box 1711, Chatswood 2057

Email: accounts@uensw.com.au

Website: www.uensw.com.au

2. GUIDE'S AIM

To establish the base workplace (on-the-job) training requirements an employer must be capable of providing in order to be eligible and be approved to engage an apprentice in the vocation of "[Electrotechnology – Electrician](#)", and support workplace competency development to complete the [UEE30820 Certificate III in Electrotechnology Electrician](#).

3. BACKGROUND

Apprenticeships and traineeships in NSW are administered under the [NSW Apprenticeship and Traineeship Act 2001](#).

Employers have a primary responsibility to provide apprentices and trainees with relevant on-the-job training and experience.

Employers agreed to fulfil this responsibility when they signed the apprenticeship / traineeship 'training contract' with the apprentice and with the Government and an approved Registered Training Organisation (RTO) administered by an Apprentice Network Provider (ANP).

This primary responsibility the employer agreed to, entailed:

- establishing the 'Training Plan' or Competency Development Plan (CDP), in consultation with the RTO, the apprentice/trainee would undertake to fulfill the completion requirements of the qualification;
- providing the apprentice/trainee with appropriate supervision and work-based (on-the-job) training conforming with the units of competency making up the qualification;
- releasing the apprentice/trainee from work with pay to undertake formally structured training and assessment at the RTO's designated learning premises/establishment;
- liaising with the apprentice's/trainee's RTO about their attendance, participation and progress in training and competency development including providing appropriate support to attend to matters of concern; and
- reporting any training issues that might arise to the Apprentice Network Provider contact or the local Training Services NSW office.

In turn an apprentice/trainee must make every effort to acquire the skills and knowledge needed to complete their apprenticeship or traineeship.

4. APPRENTICESHIP AND TRAINEESHIP ACT 2001

The Apprenticeship and Traineeship (A & T) Act 2001 proscribes the following the following responsibilities on employers in relation to the providing the work-based component of the required training in the vocation of "[Electrotechnology – Electrician](#)".

4.1. Initiating apprentice or trainee applications

An employer who employs, or proposes to employ, a person as an apprentice or trainee makes application to the Commissioner to approve an apprenticeship or traineeship application in accordance with the (A & T) Act.

The application may be made on behalf of the employer by an agent of the employer, approved by the Commissioner. The agent, typically, an Apprenticeship Network Provider (ANP) must certify that the relevant training contract and any associated documentation have been duly executed by the parties to the contract pursuant to Division 2 Establishment of apprenticeships and traineeships, Section 7 Applications to establish apprenticeships and traineeships, clause (5B).

The agent, in making the application on behalf of the employer, must be satisfied that the employer is able to provide the work-based component of the required training in the relevant vocation, and be satisfied that the apprentice or trainee is able to undertake the required training in the relevant vocation. Refer Section 5 Electronic applications by agent, subclauses (b) and (c) of clause (10 of the Apprenticeship and Traineeship Regulation 2017.

4.2. Employer ‘capacity’ to provide work-based (on-the-job) training

Pursuant to Division 2 Establishment of apprenticeships and traineeship, Sections 9 - Dismissal of certain applications and 13 - Duties of employers under apprenticeships and traineeships of the Apprenticeship and Traineeship Act 2001 No 80, an employer must *“provide the work-based component of the required training in the relevant vocation”*.

This applies also, to host employers the employer may place and apprentice/trainee with.

4.3. Dismissal of certain applications

Where an employer is unable to provide the work-based component of the required training in the relevant vocation, then an application for establishment of an apprenticeship or traineeship, must be dismissed (refer Section 9 Dismissal of certain applications).

4.4. Duty of employers to provide work-based (on-the-job) training

The employer’s duty to provide the work-based component of the required training is confirmed in Section 13 of the act, as follows:

- “(1) The employer of an apprentice or trainee must, in accordance with the relevant training plan, take all reasonable steps:
 - (a) to enable the apprentice or trainee to receive the work-based component of the required training, in particular *‘by providing all necessary facilities and opportunities to acquire the competencies of the vocation concerned’*, ...
- (2) The employer of an apprentice or trainee must discharge his or her obligations under the apprenticeship or traineeship as an employer of the apprentice or trainee.”

The same responsibilities are obligated on the employer who utilises a host employer to assist in the development of an apprentice’s work-based (on-the-job) competency training. Refer Section 14 Duties of employers using host employment arrangements.

Section 15 Duties of employers to notify Commissioner of certain matters, requires that an employer notify the Commissioner with 14 days if 2 *“(b) any change in the nature of the employer’s business that adversely affects the employer’s ability to comply with his or her obligations under this Act.”*

4.5. RTO responsibilities for failure of employer to provide information

Section 16A Duties of registered training organisations (RTOs), clause 2 (c), *“requires any failure by the employer to provide any information requested by the organisation for the purpose of assessments of competence in relation to the training specified in the training plan”* to notify the Commissioner within 21 days of the matter arising.

4.6. Employer - Conditions of training and employment

Section 17 Conditions of training and employment for persons employed as apprentices and trainees, states:

“An employer that employs a person as an apprentice or trainee in a recognised trade vocation or recognised traineeship vocation:

- (a) must provide work-based training in accordance with the relevant vocational training order for that vocation, and*
- (b) must employ the person under conditions no less favourable than those set by the provisions of the relevant industrial award or agreement,*

whether or not an apprenticeship or traineeship has been established for the apprentice or trainee.”

4.7. Monitoring training provided by the employer

Part 6 Administration, Division 4 Industry training officers, Section 66 Functions of industry training officers, state the function of such officers. This includes the responsibility:

- “(a) to monitor the required training provided to apprentices and trainees, including the training provided by host employers under host employment arrangements and the supervision of training by employers who make use of host employment arrangements, and*
- (b) to report to the Commissioner on the adequacy of such training, either generally or in a particular case, and*
- (c) to advise and assist employers in relation to the provision of training to apprentices and trainees, ...”*

5. EVALUATING EMPLOYER CAPACITY TO PROVIDE RANGE OF WORK

To determine whether an employer can provide, or arrange to provide, all necessary facilities and opportunities to acquire the work-based component of the required training and competencies of the vocation concerned, an evaluation or risk assessment of the employer's capacity in this regard is needed, prior to the 'training contract' being approved.

Key indicators of whether an employer has the "*capacity to provide the required range of work*" to support the apprentice's or trainee's development, typically but not exclusively centre around the following themes:

1. facilities, equipment and resources;
2. range and context of work;
3. qualified and/or experienced and/or licenced supervisors including mentors; and
4. previous performance and history in developing apprentices or trainees.

Each is explored in more detail below pursuant the requirements of the A & T Act.

5.1. Facilities, equipment and resources

The workplace must have facilities, equipment and resources that will allow the apprentice or trainee to develop the competencies required for the vocation.

Where the workplace does not have the required facilities, equipment or resources, an apprenticeship or traineeship should only be approved if the employer has put in place appropriate arrangements to allow the apprentice or trainee to obtain sufficient access to necessary facilities and equipment to enable achievement of competence in the vocation.

- *Facilities* may include but not be limited to infrastructure, premises, sites, workplaces, training rooms, amenities, workshops.
- *Equipment* may include but not be limited to plant and machinery; hand and power tools; implements; measuring devices; instruments; appliances; devices and components; ladders; safety equipment; materials and substances; electrical apparatus, equipment and components.
- *Resources* may include but not be limited to legislative requirements, codes of practice, standards, organisational policies, safe systems of work, safe work method statements, procedures, condition reports, guides, specifications, manufacturer's manuals, drawings and schematics, conformity notices, industry practices.

5.2. Range and context of work

The employer must be able to provide work-based training across the range of competencies relevant to the approved vocation.

Where the employer on initial evaluation does not have a sufficient range of work, an apprenticeship or traineeship must not be approved without an appropriate officer charged with evaluating the capacity of the employer, being satisfied through consultation and

negotiated agreement, that the employer has or will within an agreed timeframe, put in place appropriate arrangements to allow the apprentice or trainee to obtain sufficient experience and the necessary on-the-job training so that the full range of competencies required of the qualification are covered.

Particulars of the minimum acceptable range of work the employer must be able to provide that directly relate to the units of competency for the UEE30820 Certificate III in Electrotechnology Electrician qualification are identified in more detail later in this guide.

If the employer cannot provide the range of work, there are several options available which may allow the training contract to continue. These include but are not limited to the full or temporary use of host employers as outlined in previous sections, requiring certain conditions to be met, or amending the training contract to list a more appropriate qualification, suited to the range of work, if available.

If the employer is unable or unwilling to address any substantive matters the training contract cannot continue.

5.3. Qualified and/or experienced and/or licenced supervisors including mentors

Specific supervisory or mentoring requirements are not identified in the A&T Act.

Some industrial awards or agreements specify ratios of qualified supervisors for each apprentice or trainee.

Minimum requirements for supervision in certain industries may also be set by:

- SafeWork NSW;
- by industry-specific regulations or licensing arrangements; or
- by guidance information provided and published by industry.

Employers must comply with relevant regulatory requirements.

In the absence of regulatory requirements employers should look to industry guidance information to assist in developing and benchmarking supervision and mentoring practices in their organisation, specifically in relation to the mentoring of apprentices/trainees.

5.3.1. Minimum Requirements for Traineeship Supervisor/Mentor

A workplace supervisor/mentor must be someone who is either experienced or qualified, at the same or higher level, in the vocation being undertaken.

5.3.2. Minimum Requirements for Apprenticeship Supervisor

A workplace supervisor/mentor must be someone who is trade qualified in the vocation being undertaken.

The A&T Act defines a qualified tradesperson as:

- (a) a person who has a 'Certificate of Proficiency' for that vocation, and/or
- (b) a person who has qualifications and experience that entitle the person to a 'Certificate of Proficiency' for that vocation.

For regulated trades, the supervisor must also hold a supervisor licence (e.g. electrical licence).

5.3.3. Level and hours of Supervision/Mentoring

The following considerations should be taken into account when assessing the level and pattern of supervision/mentoring an employer is to provide and avail an apprentice or trainee:

- Is the level of supervision/mentoring sufficient to ensure the health, safety and welfare of the apprentice or trainee?
- Is the level and access to supervision/mentoring sufficient to provide meaningful on-the-job training (that aligns with the units of competency agreed to in the training contract/training plan), particularly when undertaking complex and high-risk activities/vocations?
- Is the level of supervision/mentoring sufficient to adequately monitor the apprentice or trainee's progress including liaising with the RTO to evaluate progress, and to provide feedback and answer any questions they may have?
- Is there a responsible person in the workplace excluding the apprentice or trainee, who has the employer's authority to deal with customer complaints, problems or accidents in the workplace?

Supervision and the allocation, monitoring and mentoring of the on-the-job training arrangements should take into account, over time and through repetition across a representative range of work/activities, the:

- stage of maturity the apprentice/trainee is at,
- level of knowledge and skills developed (e.g. off-the-job training), and
- experiences, conditions and standard/quality of work performed,.

Levels of supervision should progressively morph from direct, to minimal to broad, over time.

The responsible supervisor/mentor must be available at all times during working hours to the apprentice/trainee. More specifically, in the early stages of the apprenticeship or traineeship to correlate with the above stages and levels of supervision. For example, in the early stages of the apprenticeship or traineeship the apprentice/trainee must be under direct supervision, which requires therefore, the supervisor/mentor to be present at all times when the apprentice/trainee is undertaking work.

The employer is required to confirm understanding of this requirement and arrangement.

5.3.4. Previous Performance

The previous performance of the employer may be taken into account when determining their capacity to train. Previous performance may include:

- completion rate (completions vs cancellations/expired),
- number and type of complaints,
- safety record,
- issues/non-compliances identified as a result of departmental quality assurance activities,
- issues/non-compliance(s) identified as a result of quality assurance activities undertaken by Commonwealth, State and/or Territory Governments.

6. RANGE OF WORK ACTIVITIES EMPLOYER MUST BE ABLE TO PROVIDE FOR ELECTRICIAN APPRENTICESHIP

The Electrotechnology Training Package (UEE) contains the UEE30820 Certificate III in Electrotechnology Electrician qualification, which is used to support the NSW Commissioner's declaration of the Vocational Training Order (VTO) for the apprenticeship vocation of "[Electrotechnology – Electrician](#)",

The qualification lists the core and a collection of elective units of competency available for selection. It also, outlines the completion rules including the quantum of electives for achievement the qualification.

The training contract and training plan formalise the agreed core and relevant elective units of competency that will be required to be completed, as well as the training/competency development program that will be followed and implemented by the RTO.

A core unit of competency in the Certificate III in Electrotechnology Electrician qualification is [UEECO0023](#) - Participate in electrical work and competency development activities. This unit of competency itemises the range of work activities to be undertaken by the apprentice that would correspond with electrical work covered by AS/NZS 3000. It provides guidance as to the work activities the employer must provide during the apprenticeship. These activities are:

- Installing and terminating cables and conductors
- Installing wiring systems and supports
- Installing electrical equipment
- Servicing or maintaining electrical equipment
- Testing and inspecting electrical circuits and equipment
- Fault finding and repairing electrical circuits and equipment

The above list of activities provides a sound basis to determine what the employer must provide in terms of on-the-job training applied across a range of industry areas such as industrial, commercial and residential. The off-the-job component of the training is delivered by the RTO.

The RTO in consultation with the employer, is also responsible for monitoring, evaluating and assessing the whole training/competency development program of the apprentice's on-and-off the job progress and development towards competency.

A final determination of whether an apprentice is to be deemed competent in all of the units of competency making up the qualification is the sole responsibility of the RTO, as per their scope of registration and approval by ASQA under the National Vocational Education and Training Regulator Act 2011 and Standards for Registered Training Organisations (RTOs) 2015.

The work activities cited above can be readily aligned to units of competency in the core of the Certificate III in Electrotechnology Electrician qualification as per the following:

Range of work activities to be covered	Key units of competency mapped to the work activities in unit UEECO0023	
Installing and terminating cables and conductors	UEEEL0023 Terminate cables, cords and accessories for low voltage circuits	UEEEL0039 - Design, install and verify compliance and functionality of general electrical installations
Installing wiring systems and supports	UEEEL0018- Select wiring systems and select cables for low voltage electrical installations	
Installing electrical equipment	UEEEL0003- Arrange circuits, control and protection for electrical installations UEEEL0012- Install low voltage wiring, appliances, switchgear and associated accessories	
Servicing or maintaining electrical equipment	UEEEL0047 - Identify, shut down and restart systems with alternate supplies	
Testing and inspecting electrical circuits and equipment	UEEEL0005- Develop and connect electrical control circuits	
Fault finding and repairing electrical circuits and equipment	UEEEL0014 - Isolate, test and troubleshoot low voltage electrical circuits	

In this light, the following checklist of on-the-job work activities and experiences has been assembled that align with the above list of units of competency. In this regard, to be accepted as an approved employer of apprentices the employer must demonstrate it is capable of providing all the work activities outlined in the checklist for the Certificate III in Electrotechnology Electrician qualification.

7. EMPLOYER WORKPLACE EVALUATION CHECKLIST FOR ELECTRICAL APPRENTICES (UEE30820)

This Employer Evaluation Checklist specific particulars of the minimum acceptable range of work (i.e. necessary range of work activities and experiences) the employer must be able to provide, for relevant officers/agents, to determine if an employer can be approved to employ an apprentice in the apprenticeship vocation of "[Electrotechnology – Electrician](#)".

Where the range of work activities and experiences are insufficient to meet the requirements of the proposed Training Contract and Training Plan, additional measures must be agreed to and put into place to ensure there is access to sufficient work-based training and that the apprentices receive such training. For instance, utilising a host employer to assist in the development of an apprentice's work-based (on-the-job) competency training. Where a host employer is to be used this employer workplace evaluation checklist for electrical apprentices should be used to as a supplement to the initial completion of the checklist to evaluate the host's capability to provide the range of work activities and experiences for the apprentice(s).

Where this is not possible, but an alternative more appropriate qualification exists, changing the training contract (e.g. Electrical Fitter).

Where an employer is unable or unwilling to address any substantive matters the training contract cannot continue and must be dismissed or reported to relevant authorities.

Employer details			
Employer trading name:			
Employer ABN:		Phone number:	
Employer Contractors Licence Details:			
	Electrical licence number		Contractor's licence number
	Expiry date:		Other licences
Employer contact name:			
Position:			
Email address:		Phone number:	

Supervisor details (<i>authorised person</i>) responsible for the apprentice's on-the-job training (if different to above)	Name:		
	Electrical licence no.		Expiry date:
	Years of experience:		
Email address:		Phone number:	

Workplace apprentice(s) will be employed: (Static worksite)	
--	--

Mobile worksites, use main workplace or main office, and explain typical arrangement:	
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Apprentice name(s): If more than one apprentice, add names in appendix	

Electrical industry sector(s) the employer is engaged in? <i>Indicate each of the sectors the employer works in</i>								
<i>Construction installation</i>					Installation and servicing		Data cabling and comms	
	Commercial		Industrial					Residential
	Industrial		Process and control		Climate control		Health and medical	Lifts
	Plant servicing		Mining		Energy and power supply		Renewable & alternative energy	Maritime installation and servicing
	Rail signalling and servicing		Security, fire protection		Explosion protection	Other: _____		

Workplace apprentice(s) will be employed (for static worksite):	
Mobile worksites, use main workplace or main office, and explain typical arrangement:	
Other:	

7.1. Capacity to provide range of work

Facilities:

Does the employer have appropriate facilities for the vocation of electrician?		Premises / Workplace(s)		Workshop(s)
		Training / practice rooms		Sites (mobile)
		Amenities		Transport
		Other:		

Equipment:

Does the employer have appropriate equipment for the vocation of electrician?		Plant and machinery, including associated implements and gear		Hand and power tools
		Measuring devices, instruments		Vehicles
		Safety equipment (e.g., PPE, personal fall arrest (PFA) systems)		Ladders, access & safety platforms
		Materials and substances (e.g. hand cleaning, drill fluid swarf)		Electrical apparatus / equipment
		Electrical devices and components		Appliances and accessories
		Other:		

Resources:

Does the employer have appropriate resources for the vocation of electrician?		Legislation – relevant acts and regulations		A/NZ Standards
		Codes of practice		Safe work method statements
		Organisational policies and procedures		Manufacturer's manuals/guides
		Drawings and schematics		Specifications, condition reports
		Guidance materials		Conformity notices
		Other:		

7.2. Scope and context of work

On-the-job experience to be provided to the apprentice

Tick the boxes below to indicate the scope of work the employer can provide the apprentice

Installation of low voltage wiring support systems, cables, cords and accessories (Part 1)		
Wiring Systems <i>Minimum of four (4) required</i>	Cable Types <i>Minimum of four (4) required</i>	Circuit Purpose <i>Minimum of six (6) required</i>
<input type="checkbox"/> Metallic conduit	<input type="checkbox"/> Thermoplastic insulated cable (TPI)	<input type="checkbox"/> Consumer's mains (incl. 3 phase and meters)
<input type="checkbox"/> Non-metallic conduit rigid	<input type="checkbox"/> Flat thermoplastic sheathed (TPS)	<input type="checkbox"/> Submains and distribution boards
<input type="checkbox"/> Non-metallic conduit flexible	<input type="checkbox"/> Circular thermoplastic sheathed (TPS)	<input type="checkbox"/> Typical final sub-circuits
<input type="checkbox"/> Framed structures - metallic	<input type="checkbox"/> Steel wire armoured (SWA)	<input type="checkbox"/> Alternative supply
<input type="checkbox"/> Framed structures – non-metallic	<input type="checkbox"/> Fire rated cable (HT or HF or MIMS)	<input type="checkbox"/> Lighting
<input type="checkbox"/> Trunking	<input type="checkbox"/> Flexible cables	<input type="checkbox"/> Socket outlets - single (1) phase
<input type="checkbox"/> Duct	<input type="checkbox"/> Aerial cable	<input type="checkbox"/> Socket outlets – three (3) phase
<input type="checkbox"/> Cable tray/ladder		<input type="checkbox"/> Single-phase fixed appliance
<input type="checkbox"/> Catenary		<input type="checkbox"/> Single-phase motor
<input type="checkbox"/> Posts/poles/struts		<input type="checkbox"/> Three-phase motor
		<input type="checkbox"/> Control

Installation of low voltage wiring support systems, cables, cords and accessories (Part 2)		
Wiring Systems	Cable Types	Circuit Purpose
Confirm the frequency average, over the course of a year of the on-the-job experiences the apprentice is likely to be exposed to for each installation system or type:		
<input type="checkbox"/> regularly*	<input type="checkbox"/> regularly*	<input type="checkbox"/> regularly*
<input type="checkbox"/> 6-monthly	<input type="checkbox"/> 6-monthly	<input type="checkbox"/> 6-monthly
<input type="checkbox"/> annually	<input type="checkbox"/> annually	<input type="checkbox"/> annually
<input type="checkbox"/> less frequent	<input type="checkbox"/> less frequent	<input type="checkbox"/> less frequent
* Regularly – weekly, monthly, quarterly		

Installing electrical apparatus, switchgear, appliances and associated accessories for low voltage electrical installations (Part 1)

Mandated electrical items - ALL of following are required.

If the employer can't provide the experience through the company, leave the box blank.

Work function		Frequency			
	Determining wiring systems and cables for general electrical installations	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	Determining and arranging circuits, control and protection for electrical installations	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	Installing and connecting: <ul style="list-style-type: none"> • main switches, • protective devices, and • links on a main switchboard. 	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	Planning & preparing switchboard for the installation of metering. Must include both: <ul style="list-style-type: none"> • single switchboards, and • three phase switchboards. 	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	Installing and connecting a custom switchboard	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	Socket-outlets (1 and 3 phase)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	Lighting equipment and accessories	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	Luminaires	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	Installing, connecting and verifying Main Earth Neutral (MEN) earthing systems	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	Installing, modifying and testing electrical installations and equipment for construction and demolition sites	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

FREQUENCY TABLE

Frequency	1. Regularly – weekly, monthly, quarterly
	2. 6-monthly
	3. annually
	4. less frequent

Additional Items – installation of: <i>Minimum of four (4) required</i>					
<i>When confirming additional items, insert frequency number corresponding to the frequency table below</i>					
	Cooking appliances		Three phase motor starter and control switches		Trace heating
	Smoke and fire detectors		Fixed electric heating system (room heaters)		Duct heaters
	Water heaters and controls		Appliances producing hot water or steam		Capacitors
	Transformers		Electric heating cables for floors and ceilings		Batteries
	Electricity converters		PV solar arrays systems		Alternative power systems
	Heat pumps		Lifts		Control devices

Troubleshooting and repairing faults in low voltage electrical apparatus and circuits			
<i>When confirming each of the applicable items below, insert frequency number corresponding to the frequency table below</i>			
Equipment and associated circuits <i>Minimum of four (4) required</i>		Machines and associated control circuits <i>Minimum of four (4) required</i>	
	Switchboards		Single phase motors and controls
	Protective devices		Three phase motors and controls
	Lighting		Synchronous machines
	Heating		DC machines and controls
	Socket-outlets		Transformers and auxiliary components
	Control devices		Energy systems (e.g. solar PVs, batteries)
	Wiring systems		

FREQUENCY TABLE

- | | |
|------------------|---|
| Frequency | 1. Regularly – weekly, monthly, quarterly |
| | 2. 6-monthly |
| | 3. annually |
| | 4. less frequent |

Identifying, shutting down and restarting systems with alternate supplies			
<i>When confirming each of the applicable items below, insert frequency number corresponding to the above frequency table</i>			
ALL		Energy systems and control circuits <i>Minimum of two (2) required</i>	
	Energy source still available once turned off		Grid-connected inverter systems
	Inverter energy system		Photovoltaic (PV) array systems
	Isolation and tagging of energy sources		Micro-inverters
	De-energisation of charging sources		Engine-driven generating sets
	Reenergising generation system to operational mode		Stand-alone power systems
			Battery systems

Testing and certifying compliance and functionality of low voltage general electrical installations			
<i>When confirming each of the applicable items below, insert frequency number corresponding to the above frequency table</i>			
ALL of the following are required		Minimum of three (3) required	
	Visual inspection		Fault loop impedance
	Isolation and tagging		Load current of appliance/apparatus
	Earth continuity		Leakage current
	Insulation resistance		Appliance/apparatus calibration
	Short circuit		Appliance/apparatus performance characteristics
	Polarity		Damp situations and special electrical installations
	Circuit connections		
	Compliance documentation (e.g. CCEW)		

7.3. Supervision

7.3.1. Authorised supervisor of apprentice(s)

List the authorised and appropriately qualified person who is responsible for supervising and monitoring the competency development of the duration of the apprenticeship of the apprentice(s). That is, someone who is either suitably experienced or qualified, with a respected track-record of supervising apprentices in the vocation being undertaken.

Authorised supervisor name:			
Qualification:			
Licence title:		Electrical licence No:	
Years of experience apprentice supervision:		Other:	
Does the proposed authorised supervisor understand the responsibility the employer has placed on him/her re supervising and monitoring the competency development of the apprentice(s) <i>(circle applicable)</i> .			YES or NO
Signed by the authorised supervisor			
	Signature		Date

7.3.2. Apprentice supervisor(s)/mentor(s)

List other appropriately qualified and experienced employees that the employer proposes to assign the responsibility of supervising and mentoring the apprentice(s) in the workplace, where applicable. A supervisor/mentor must be present or available, depending on the stage of competency development of an apprentice at all times in the same workplace and predominately during the same working hours.

Apprentice name (1):			
Supervisor/Mentor Name:			
Qualification:			
Licence title:		Electrical licence No:	

Apprentice name (2):			
Supervisor/Mentor Name:			
Qualification:			
Licence title:		Electrical licence No:	

If more than two apprentices, add names in the appendix.

7.3.3. Ratio of trade employees to apprentices

How many electrically qualified tradespersons does the company employ?	
How many electrically licenced tradespersons does the company employ?	
How many full-time electrical apprentices are currently employed?	
How many part-time school-based electrical apprentices are currently employed?	
How many non-qualified electrical support workers are currently?	
<p>Where there are more electrical apprentices than qualified persons employed or to be employed, request employer provide an explanation of why supervision arrangements would be sufficient to warrant employment of an additional apprentice(s).</p> <p>In the instance of such a situation, a further examination involving other stakeholders is required before acceptance. The matter should be brought to the attention of the Departmental officers before the form is completed and apprentice(s) engaged.</p>	

7.3.4. Employers previous experience in employing apprentices

Past completion rates:			
	Completions	Cancellations	Expired
Past complaints, if any:			
	Number	Type	
Safety record			
Record other relevant information, such as, previous issues or non-compliances identified because of Training Services NSW or Commonwealth quality assurance activities.			

8. ASSESSMENT OF THE EMPLOYER WORKPLACE EVALUATION CHECKLIST

From the evidence gathered in section 6. Employer workplace evaluation checklist, a determination can be made as to a category profile the employer can be aligned to. There are three categories in the profile:

1. Category Profile 1 – Broad Range of Installation Work (CP1)
2. Category Profile 2 – Limited Scope/Range of Installation Work (CP2)
3. Category Profile 3 – No ‘Wiring Rules’ Installation Work (CP3)

The following explains each of the categories:

<p>CATEGORY PROFILE 1 – BROAD RANGE OF INSTALLATION WORK (CP1)</p>	<p>The employer carries out a wide variety of electrical installations work in accordance with the Wiring Rules (AS/NZS 3000).</p> <p>The electrical installation work typically involves designing, planning, selecting, installing, testing, fault finding, repairing/modifying, maintaining and verifying electrical installations, systems, apparatus and accessories across a range of industrial, commercial and domestic settings and conditions.</p> <p>Typical employers who are generally able to provide this variety of work are electrical contractors engaged in the full range of electrical contracting work. Apprentices employed by these employers are likely to be eligible for a Qualified Electrical Supervisor’s Certificate upon completion of the apprenticeship.</p>
<p>CATEGORY PROFILE 2 – LIMITED SCOPE/RANGE OF INSTALLATION WORK (CP2)</p>	<p>The employer will carry out a range of electrical installation work that falls within the scope of work of a Qualified Electrical Supervisor’s Certificate.</p> <p>However, the scope of electrical installation work is narrow and is insufficient to provide an apprentice with the range of experience needed for the “Electrician’s (e.g. 30820)” qualification, as described for Category 1.</p> <p>Typical employers that may fall within Category 2 include:</p> <ul style="list-style-type: none"> – Lift companies – Energy providers/distribution and transmission entities – Solar PV system companies and installers – Data Cabling companies – Industrial workshops operators – Mine operators – Rail entities <p>The “gap” should be identified within the scope of work able to be offered by the employer with the work required to fully support a successful outcome of the “Electrician’s (e.g. 30820)” qualification. A range of scope assessment should identify how the gap will be met, generally through the use of “host” employers and how these arrangements will be implemented over the apprenticeship period.</p> <p>In determining hosting arrangements, consideration needs to be given to:</p>

	<ul style="list-style-type: none"> - The scope of work able to be provided by the host employer including if and how more than one host may be required to provide the work experience required. - The length of time needed to address the gap based on the “narrowness” of the employer’s scope of work, which will determine how long an apprentice may need hosting. - The timing of the release to host employers and the duration of each release, which will require: <ul style="list-style-type: none"> o Consideration as to at what stage during the apprenticeship the apprentice should be hosted out (e.g., it may not be useful to place an apprentice with a host within the first six months of their apprenticeship or before they have undertaken some initial off-the-job training). o A determination as to the duration of release for ensuring effective underpinning support for the qualification (e.g. one day a week over 12 months is unlikely to expose the apprentice to the full typical “sequence” of the completion of an electrical installation. Similarly, a four-week release may be ineffective if the host does not have suitable work underway during that time). - The quality and type of host employer and whether the host/s can provide the requisite scope of work required to address the initial employer’s gap. <p>Where a significant amount of time is required of the apprentice to be spent with a host employer/s to acquire the on the-job training component, further consideration should be given to whether the “Electrician’s (e.g. 30820)” qualification is the most suitable for the original employer. It may be necessary to amend the contract of training of the qualification, consider implementing a permanent transfer to the hosting employer or explore other more suitable options for the respective parties.</p>
<p>CATEGORY PROFILE 3 – NO ‘WIRING RULES’ INSTALLATION WORK (CP3)</p>	<p>The employer does not carry out electrical installation work in the organisation in accordance with the Wiring Rules (AS/NZS 3000) and other applicable electrical installation standards.</p> <p>The electrical work may, for example, focus on maintenance and servicing of industrial based electrical plant and equipment, as well as existing installed electrical systems and controls.</p> <p>In such cases, electrical workers are not eligible to apply for the Qualified Electrical Supervisor’s Certificate in NSW.</p> <p>Such businesses would not be able to provide sufficient electrical installation wiring experience and activities to support competency development of an apprentice in the vocation of ‘Electrician’ or the UEE30820 Electrician’s qualification.</p> <p>However, they may be able to support a qualification such as UEE33020 Certificate III in Electrical Fitting. This qualification can lead to a restricted electrical licence. If not applicable, then other qualifications may need to be reviewed and selected that truly represent the nature of the electrical work and if applicable, is compatible with prevailing regulatory requirements. For example, employers that may engage electrical workers in:</p>

	<ul style="list-style-type: none"> - switchboard manufacturing; - appliance servicing; - machine repairs/armature winding; - instrumentation and process control; or - refrigeration and air-conditioning but do very little (if any) electrical wiring work. <p>In this regard a review of the Electrotechnology Training Package qualifications should be conducted to determine a more suitable alternative, if available.</p> <p>If no alternatives can be identified that warrant a change of the training contract, an application for an apprenticeship by an employer to engage an apprentice in such electrical work cannot proceed. It must be dismissed or reported to relevant authorities, where necessary for assistance.</p>
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9. CONFIRMATION OF REQUIRED DATA COLLATED FOR CONTRACT OF TRAINING AND TRAINING PLAN FOR SIGN-OFF

Check all information data and components required in the Contract of Training and Training Plan have been prepared and collated for the relevant forms to be completed and signed by the relevant parties, as required.

Data confirmation:	Confirm data and relevant information gathered and/or made available by the employer/apprentice and RTO, where applicable		
Contract of Training	<input type="checkbox"/> YES , relevant data gathered	<input type="checkbox"/> NO , all relevant data not yet gathered requiring further action: _____ _____ _____	
Training Plan	<input type="checkbox"/> YES , relevant data gathered	<input type="checkbox"/> NO , all relevant data not yet gathered requiring further action: _____ _____ _____	
Name of authorised ANP officer conducting check: (please print)			
ANP Officer contact details:		Date:	

10. EVALUATION CHECK-OFF AND DECISION

The following evaluation checklist can be used to help decision making.

Check list		Outcome		
Employer details		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> More information required
Electrical industry sector(s) the employer is engaged in?		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> More information required
Capacity to provide range of work:				
• Facilities		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> More information required
• Equipment		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> More information required
• Resources		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> More information required
Scope and context of work:				
Work function	YES	NO	Frequency – average per year	More info required
• Installation of low voltage wiring support systems, cables, cords and accessories	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> regularly* <input type="checkbox"/> 6-monthly <input type="checkbox"/> annually <input type="checkbox"/> less frequent	<input type="checkbox"/>
• Installing electrical apparatus, switchgear, appliances and associated accessories for low voltage electrical installations	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> regularly* <input type="checkbox"/> 6-monthly <input type="checkbox"/> annually <input type="checkbox"/> less frequent	<input type="checkbox"/>
• Additional installation Items	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> regularly* <input type="checkbox"/> 6-monthly <input type="checkbox"/> annually <input type="checkbox"/> less frequent	<input type="checkbox"/>
• Troubleshooting and repairing faults in low voltage electrical apparatus and circuits	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> regularly* <input type="checkbox"/> 6-monthly <input type="checkbox"/> annually <input type="checkbox"/> less frequent	<input type="checkbox"/>

Check list		Outcome		
<ul style="list-style-type: none"> Identifying, shutting down and restarting systems with alternate supplies 	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> regularly* <input type="checkbox"/> 6-monthly <input type="checkbox"/> annually <input type="checkbox"/> less frequent	<input type="checkbox"/>
<ul style="list-style-type: none"> Testing and certifying compliance and functionality of low voltage general electrical installations 	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> regularly* <input type="checkbox"/> 6-monthly <input type="checkbox"/> annually <input type="checkbox"/> less frequent	<input type="checkbox"/>
* Regularly – weekly, monthly, quarterly				
Employer status and experiences:				
Authorised supervisor of apprentice(s) details	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> More information required	
Apprentice supervisor(s)/mentor(s) details	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> More information required	
Ratio of trade employees to apprentices established	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> More information required	
Employer’s previous experience in employing apprentices	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> More information required	
Partner employer, where applicable - previous experience in employing apprentices	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> More information required	
Category profile of the employer	<input type="checkbox"/> CP1	<input type="checkbox"/> CP2	<input type="checkbox"/> CP3 – not suitable for electrician apprenticeship	

10.1. Evaluation decision

- YES, the outcome of the evaluation process confirms the employer has the wherewithal to engage an apprentice.
- YES, the outcome of the evaluation process confirms the employer has the wherewithal to engage a total of ____ apprentices, based on the evidence and appropriate ratio of apprentices to electrical licenced tradespersons.
- YES, the outcome of the evaluation process confirms the employer has the wherewithal in conjunction with another suitable and approved employer (to be transferred for specific work as per CP2) to engage an apprentice or a total of ____ apprentices, based on the evidence and appropriate ratio of apprentices to electrical licenced tradespersons.
- NO, the employer does not have the wherewithal to engage an apprentice and an alternative qualification is recommended.

- NO, the employer does not have the wherewithal to engage an apprentice and requires additional evidence and a further review before being permitted to enter into a contract of training with an apprentice.
- NO, the employer does not have the wherewithal to engage an apprentice, and the application cannot proceed.

11. ANP AND EMPLOYER DECLARATION

11.1. Apprenticeship Network Provider (ANP) declaration

The Apprenticeship Network Provider (ANP) confirms a declaration regarding the completed sections and resultant outcome.

ANP declaration			
<p>I, the Apprenticeship Network Provider (ANP), declare that:</p> <ul style="list-style-type: none"> • I have conducted a thorough and accurate assessment of the employer’s facilities, range of work, supervision and ability in line with the checklist, to warrant a right for the employer to engage and train the apprentice and have determined as a result, the employer is able to provide, or arrange to provide, the facilities, range of work, scope and context of work, supervision, past performance and training required for the vocation of “Electrotechnology – Electrician” the prospective apprentice(s) and related training contract. • I understand that Training Services NSW will audit the process I conducted in assessing the employer’s facilities, range of work, supervision and ability to train the apprentice. • I understand where it is determined that there are issues with the evidence and/or process in relation to the assessment of the employer’s capacity to train the apprentice, recovery of funds and/or cancellation of the training contract may result. 			
Name of ANP:			
Evaluation conducted via:	<input type="checkbox"/> Workplace evaluation	Other:	
ANP signature:		Date:	
Name of authorised person signing for ANP: (please print)			

11.2. Employer declaration

The employer confirms a declaration regarding the completed sections and resultant outcome.

Employer declaration			
<p>The employer declares:</p> <ul style="list-style-type: none">• Affirmation of the accuracy of the entries made in each of the questions and completed sections above.• To immediately advise Training Services NSW and the Registered Training Organisation (RTO) should the circumstances change in relation to my ability to continue to provide, or arrange to provide, the apprentice/s with the facilities, range of work, supervision and/or training.• That I understand that any changes to the circumstances in relation to my ability to provide, or arrange to provide, the apprentice/s with the facilities, range of work, supervision and/or training may require an amendment to the apprenticeship qualification, a transfer (temporary or permanent), contract amendment or cancellation of the training contract. <p>And if hosting arrangements are required: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <ul style="list-style-type: none">• If indicated yes to hosting above, I am aware of the need to transfer my apprentice/s to an alternative employer as agreed and will liaise and work with the RTO in this regard, and also, I will notify Training Services NSW when the transfer takes effect.			
Employer's signature:		Date:	
Name of authorised person signing for the employer, where applicable: (please print)			