

## Access Canberra Apprentice Hosting

### Program Objectives

This program (Apprentice awareness familiarisation) is a collaboration between the Access Canberra Electrical Inspectors and the electrical industry to promote a knowledge sharing environment and to familiarise electrical apprentices with the electrical verification requirements applicable to AS/NZS 3000 and AS/NZS 3017.

### Hosting

We offer between 1 and 4 days testing experience with the electrical inspectorate (depending on vacancies and apprentice availability) to 4th year pre-capstone apprentices.

- The apprentice must be due to complete their Capstone (final) exams within 6 months of the hosting.

Bookings are made through email to the program co-ordinator Mauro Charles.

[Mauro.Charles@act.gov.au](mailto:Mauro.Charles@act.gov.au).

### Payment

To ensure that the hosted apprentice is covered by workers compensation and public liability insurances there needs to be a contract of payment in place between Access Canberra and the apprentices employer. The other advantage of Access Canberra making a payment is that the employer does not have a financial loss for the period of the hosting.

The 2022/23 financial year reimbursement rates are;

- \$60 per hour for the time the apprentice spends with the inspectorate.
- \$50 per day for fares and travel expenses.

Step 1. The electrical contractor needs to register as a supplier to the ACT Government by completing an online smart form at: <https://www.accesscanberra.act.gov.au/s/article/act-government-supplier-registration-tab-overview>

- Directorate is Chief Ministers Treasury Economic Development -CMTEDD
- Contact is Mauro Charles

Step 2. Invoice us for the time we host the apprentice.

- The Access Canberra ABN No. 16 479 763 216
- Send invoice by email to [Cola.Registrar@act.gov.au](mailto:Cola.Registrar@act.gov.au) for approval

## Transport, Covid & Induction

Prior to attending the apprentice will have to fill out an induction form which includes a covid declaration. This form must be returned to [Mauro.Charles@act.gov.au](mailto:Mauro.Charles@act.gov.au) prior to attending.

- The form will be sent out once a hosting is confirmed

To comply with our covid protocols the apprentice will need to supply and use their own transport, test equipment (insulation resistance tester, multi meter, resistor box), hand tools and PPE. All details and requirements for attendance are listed on the induction form.

- A copy of the form is attached below.

We look forward to working with industry and electrical apprentices in through this program.

## Contact Us



### Access Canberra Electrical Inspections Team

Phone: 02 6207 7775 (8:30am to 4:30pm) Business Days

Email: [Electrical.Inspections@act.gov.au](mailto:Electrical.Inspections@act.gov.au)

Web: <https://www.accesscanberra.act.gov.au>

Previous electrical notices are available at: [Construction industry information \(act.gov.au\)](https://www.accesscanberra.act.gov.au/s/article/construction-industry-information-tab-electrician-notes)

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## Apprentice Induction

### Introduction:

The purpose of this induction is to familiarise the electrical apprentice with Access Canberra's onsite safe work practices.

This program (Apprentice awareness familiarisation) is a collaboration between the Access Canberra Electrical Inspectors and the electrical industry to promote a knowledge sharing environment and to familiarise electrical apprentices with the electrical verification requirements applicable to AS/NZS 3000 and AS/NZS 3017.

### Confidentially:

Whilst engaged by the ACT Government / Access Canberra / Electrical Inspectorate you are required to abide by the ACT Governments Privacy Principles. Any advice, information or instruction (written or verbal) provided during your engagement will be deemed the property of the Access Canberra Electrical Inspectorate.

- In summary, you may not disclose any identifying information about other electrical contractors and what you observe about them whilst with the Electrical inspectorate.

Agree Y / N & initial \_\_\_\_\_

### Direct Supervision:

You will be under the direct supervision of the appointed Electrical Inspector during your engagement with the Access Canberra Electrical Inspectorate.

You are not to engage in or undertake any independent tasks without the full and explicit consent of your supervisor and you are to follow all written and verbal instructions provided to you by the Electrical Inspector that you have been assigned to.

Agree Y / N & initial \_\_\_\_\_

### Electrical Inspectorate – Safe Work Method Statements (SWMS)

The Access Canberra electrical Inspectorate undertakes its daily work practises in accordance with the ACT Governments People Safety Work Health Safety Policies and Procedures.

A number of Safe Work Methods Statements (SWMS's) to support these daily work practices have been developed and are to be provided (see appointed Electrical Inspector) to establish a safe system of work during your engagement. These SWMS and the direct supervision provided to you by the appointed Electrical Inspector **are to be followed at all times.**

Agree Y / N & initial \_\_\_\_\_

### Personal Protective Equipment (PPE)

All your PPE is to be clean and in good repair (No holes, tears, rips or in-ground dirt, oil or paint) and is to be provided by the apprentice.

- Clothing – Full length pants – long sleeved shirts
- Boot / Shoes – To be in good repair (No holes, tears, rips or exposed safety caps)
- Hi-Vis vest or Hi-Vis long sleeved shirt
- Hard hat (5 years from date of manufacture)
- Approved safety glasses / eye ware
- Winter / Summer clothing as required

## Induction Cards

- |                                     |     |   |    |
|-------------------------------------|-----|---|----|
| • Construction Induction White Card | Yes | / | No |
| • Asbestos Awareness Card           | Yes | / | No |
| • Working Safely With Asbestos      | Yes | / | No |

Exception details: \_\_\_\_\_

## Supervisor / Mentor:

Electrical Inspector: Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

Are you over the age of 18 Years: Yes / No  
If no, hosting cannot proceed.

## Signature of Electrical Apprentice:

Confirming acknowledgement of the above-mentioned requirements:

Name: \_\_\_\_\_

Signed \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Additional Privacy Statement

The additional personal information collected on page 3 of this induction, is solely for the purpose of providing your direct supervisor with information critical to your safety while hosted with us, and a contact should an emergency situation arise while you are hosted with the electrical inspections team. This information will not be stored in any data base, shared or used for any other purpose than what is stated.

## Apprentice Details:

Residential Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Mobile) \_\_\_\_\_

## EMERGENCY CONTACT DETAILS:

Next of Kin / Guardian: Name \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Phone Contact Numbers: \_\_\_\_\_

## Medical:

Are there any medical conditions or allergies that you feel we should be made aware of, or could affect your hosting with Access Canberra: (IE: Nut allergies, lifting restrictions, Asthma, etc)

\_\_\_\_\_

Medications that host may have to administer or locate in an emergency: (IE: Epi-pen or Ventolin)

\_\_\_\_\_

\_\_\_\_\_

## COVID-19 Self Declaration

1. You must take a Rapid Antigen Test (RAT) in the morning of the hosting and the test result must be negative to continue with the hosting. Are you willing to provide the RAT result to the electrical inspector host?

Yes / No

## Data Collection

The information on pages 3, 4 and 6 will be retained by the Access Canberra Electrical Inspectorate. The information on page 5 is to be destroyed upon completion of hosting.

## Contact Us



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