

Employer resource assessment – Electrical industry apprentices [UEE and UET qualifications only except UEE30811/UEE30820. Refer to ATF-013(ELEC-A)]

TO BE COMPLETED AND RETAINED BY THE SUPERVISING REGISTERED TRAINING ORGANISATION FOR AUDIT PURPOSES.

This form is made available to assist a supervising registered training organisation (SRTO) to comply with its obligations under the *Further Education and Training Act 2014* (FET Act) and the Skills Assure supplier (SAS) agreement.

The employer resource assessment (ERA) is an approved form under the FET Act. It is a report about an employer's capacity to provide or arrange to provide the range of work, facilities and supervision required under a training plan. A [guide for SRTOs](#) has been developed to assist with completing the ERA.

Apprenticeships are employment-based training pathways to obtaining a qualification or statement of attainment. It is essential the employment arrangements, including facilities, range of work and supervision, support the apprenticeship outcome. When a registered training organisation agrees to become the SRTO for an apprentice, the SRTO must assess the employer's capacity to provide the facilities, range of work and supervision, and complete the ERA when preparing the training plan required for the apprenticeship.

The Electrical Safety Office (ESO) has developed a resource, [Supervising electrical apprentices](#). This resource details the minimum requirements for the supervision of electrical apprentices in Queensland.

The FET Act requires the SRTO to take all reasonable steps to ensure the training plan is signed:

- within 3 months of the start of the apprenticeship or traineeship, or
- within 28 days of a change of SRTO or permanent transfer of the training contract.

Throughout the life of the training plan, the SRTO has an ongoing role in monitoring the employment arrangements to ensure there are no changes which impact the employer's capacity to continue to provide the training. The ERA must be reviewed as a minimum every 3 months, which aligns with the process of reviewing the training record. However, changes to the training plan and/or the commencement of additional apprentices in the workplace in the same qualification will also require the SRTO to review the ERA. Evidence of all reviews must be retained by the SRTO. [Attachment 1](#) may be used to record details of ERA reviews.

If the employer is unable to provide, or arrange to provide, the training resources necessary to achieve the outcomes of the training plan, and is unwilling/unable to negotiate alternative arrangements, the SRTO **must not commit** to the training plan and **must immediately** advise the employer, the Australian Apprenticeship Support Network (AASN) provider and the Department of Employment, Small Business and Training (DESBT).

To complete an electrical apprenticeship, an apprentice must sit a capstone test. To be eligible to sit a capstone test the apprentice must have demonstrated the required workplace experience in each of the prerequisite competencies. The SRTO must ensure the employer is capable of providing the workplace experience adequate to this requirement.

Where the employer is a GTO or PEO

In the case of a group training organisation (GTO) or principal employer organisation (PEO), the SRTO is required to complete an ERA for the first host employer's workplace. For permanent transfers where the new employer is a GTO/PEO, an ERA is required to be completed for the first host employer. It is not a requirement to review the ERA at 3 monthly intervals for GTO/PEO contracts.

Privacy declaration

In completing this form, the SRTO named confirms that where any personal information is included in the answers provided, the SRTO:

- has taken all reasonable steps to be satisfied that the relevant person has provided their consent (either express or implied) to the SRTO disclosing that information to DESBT; or
- is satisfied that it is otherwise authorised or required under a law to disclose that information to DESBT or the AASN provider.

For the purposes of this form, 'personal information' means information or an opinion, including information forming part of a database, whether true or not, and whether recorded in material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.

Employer resource assessment

WORKPLACE AND QUALIFICATION DETAILS	
Employer trading name:	
Host employer trading name: (GTO/PEO contracts only)	
Workplace where apprentice/s will be employed: (Site of employment where apprentice/s works. For mobile or multiple locations use the main workplace or head office details AND clarify the workplace is varied)	
Qualification name:	
Apprentice's name: (Note: Where there is more than 1 apprentice in the workplace, the SRTO must complete APPENDIX TWO.)	
Proposed licensing outcome: (Note: The proposed licensing outcome must be included for each apprentice when APPENDIX ONE is required to be completed.)	
RANGE OF WORK (Note: Please attach additional information if there is insufficient space)	
Employers must be able to provide apprentices with work tasks aligned to the qualification being undertaken. Note: The negotiation and establishment of the training plan requires the SRTO to identify any units of competency where the workplace cannot provide suitably aligned tasks. The training plan specifies these units must be recorded in the ERA with the alternate arrangements for training and assessment.	
What sector of the electrical industry is the employer engaged in? Please document all sectors the employer is actively engaged in (e.g. commercial, domestic, solar, appliance repair, refrigeration and air-conditioning).	
Units of competency from the training plan for which the employer is unable to provide aligned workplace tasks. Detail the units and how the training and assessment will be undertaken by the SRTO e.g. temporary placement, simulated assessment, group training.	
Unit of competency detail	How training and assessment will occur
WORKPLACE FACILITIES AND EQUIPMENT	
Is the employer capable of supplying adequate facilities and equipment in this workplace? <input type="checkbox"/> Yes <input type="checkbox"/> No (Must be completed)	
If not, provide details of the alternative arrangements being put in place to address this issue:	

SUPERVISION OF TRAINING (Note: Please attach additional information if there is insufficient space)			
<p>List the appropriately qualified staff employed by the employer who will supervise the apprentice/s in the workplace. The apprentice/s must have immediate access to the appropriately qualified staff in the same workplace and predominately during the same working hours. The SRTO must sight and retain a copy of supervisor's electrical licence which is aligned to the apprenticeship being undertaken.</p>			
Name:		Electrical licence No:	
Trade qualification:		Licence type:	
Name:		Electrical licence No:	
Trade qualification:		Licence type:	
Name:		Electrical licence No:	
Trade qualification:		Licence type:	
Name:		Electrical licence No:	
Trade qualification:		Licence type:	
<p>If required, please provide additional details about supervisors to demonstrate that adequate training and supervision requirements are in place to complete the apprenticeship.</p>			

NUMBER OF APPRENTICES TO QUALIFIED PERSONS (SUPERVISORS)	
<p>As part of the SRTO's responsibility to assess an employer's capacity to provide adequate training arrangements, the SRTO is to determine if the apprentice's supervisor can:</p> <ul style="list-style-type: none"> supervise other apprentices at the workplace where the apprenticeship is being completed; or not supervise any other apprentices at a workplace where the apprenticeship is being completed. 	
Total number of full-time electrical apprentices in the workplace:	
Total number of school-based or part-time electrical apprentices in the workplace:	
Number of qualified/licensed electrical supervisors in the workplace:	
<p>Where there are more electrical apprentices than qualified persons, provide a summary of why supervision arrangements have been determined sufficient and complete APPENDIX ONE.</p>	

Penalties apply for any false or misleading information provided to DESBT.

EMPLOYER DECLARATION				
I, the employer, declare that:				
<ul style="list-style-type: none"> From the date of commencement of the training contract, I have provided, or arranged to provide, the apprentice with the facilities, range of work, supervision and training required under the apprentice's training plan. Should the circumstances change in relation to my ability to continue to provide, or arrange to provide, the apprentice with the facilities, range of work, supervision and/or training, I will advise the supervising registered training organisation. I understand any changes to the circumstances in relation to my ability to provide, or arrange to provide, the apprentice or trainee with the facilities, range of work, supervision and/or training may result in DESBT cancelling the training contract. 				
Employer's signature:			Date:	
Name of authorised person signing for the employer: (please print)				
SRTO DECLARATION				
I, the SRTO, declare that:				
<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 to train the apprentice and have determined the employer is able to provide, or arrange to provide, the facilities, range of work, supervision and training required under the apprentice's training plan. I will, at intervals of no greater than 3 months, check progress against the advisory targets as contained with eProfiling (or similar system), and if progress is not occurring work to resolve the progression issues with the employer and apprentice, if progression issues cannot be resolved I will immediately contact DESBT. Where alternative arrangements regarding the range of work and/or facilities have been identified, these arrangements have been clearly identified in the apprentice's training plan. I understand that DESBT 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 facilities, range of work, supervision and/or ability to train the apprentice, recovery of funds and/or cancellation of the training contract may result. 				
Name of SRTO:				
ERA completed via: (X all that apply)	<input type="checkbox"/> Workplace visit	<input type="checkbox"/> Phone or email	<input type="checkbox"/> Skype (or similar)	Other:
SRTO's signature:			Date:	
Name of authorised person signing for SRTO: (please print)				
APPRENTICE DECLARATION (Note: For additional apprentices complete APPENDIX TWO)				
I, the apprentice, declare that:				
<ul style="list-style-type: none"> I understand the requirement to keep up to date with eProfiling (or alternative training record), and I need to have obtained a sufficient range of workplace experience prior to the completion of my apprenticeship. 				
Name of apprentice:				
Apprentice's signature:			Date:	

This **APPENDIX ONE** is only required where there is more than 1 apprentice to a supervisor.

Listed supervision arrangements are in addition to supervisor’s/employer’s obligations under the *Electrical Safety Act 2002*, or as applicable for Norfolk Island.

Apprentice name	Proposed licensing outcome	Previous experience (if applicable)	Contract mode (PT, FT, SAT)	Current stage (1st, 2nd, 3rd, 4th)	Supervision level required	Supervisor name	Additional supporting information
e.g. Jane Smith	Electrical fitter	Nil	Full-time	1st	Direct	Johann Doe	Johann works with Jane on the same site.
e.g. John Smythe	Electrical mechanic	Recommencing apprentice	Full-time	3rd	Broad	Janet Doe/Johann Doe	Janet works between sites and checks on John regularly throughout the work day. Johann also monitors John's progress.
e.g. James Smithe	Restricted electrical work	Nil	School-based	1st	Direct	Janet Doe	James is placed under the direct supervision of Janet and travels with her when required.

This APPENDIX TWO is only required where there is more than 1 electrical apprentice in the workplace covered by this ERA.

(Note: Copy this page and attach to the ERA if there is insufficient space.)

APPRENTICE DECLARATION			
I, the apprentice, declare that I understand the requirement to keep up to date with eProfiling (or alternative training record), and I need to have obtained a sufficient range of workplace experience prior to the completion of my apprenticeship.			
Name of apprentice:			
Apprentice's signature:		Date:	

APPRENTICE DECLARATION			
I, the apprentice, declare that I understand the requirement to keep up to date with eProfiling (or alternative training record), and I need to have obtained a sufficient range of workplace experience prior to the completion of my apprenticeship.			
Name of apprentice:			
Apprentice's signature:		Date:	

APPRENTICE DECLARATION			
I, the apprentice, declare that I understand the requirement to keep up to date with eProfiling (or alternative training record), and I need to have obtained a sufficient range of workplace experience prior to the completion of my apprenticeship.			
Name of apprentice:			
Apprentice's signature:		Date:	

APPRENTICE DECLARATION			
I, the apprentice, declare that I understand the requirement to keep up to date with eProfiling (or alternative training record), and I need to have obtained a sufficient range of workplace experience prior to the completion of my apprenticeship.			
Name of apprentice:			
Apprentice's signature:		Date:	

Attachment 1

The following table may be used to record details of ERA reviews conducted by the SRTO

EMPLOYER WORKPLACE ARRANGEMENTS AND/OR TRAINING RECORD (EPROFILING OR SIMILAR) REVIEWED			
Date	Review type (X all that apply)	Review method (e.g. phone, visit)	SRTO representative
	<input type="checkbox"/> Workplace review <input type="checkbox"/> Training record review		
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