

Further Education and Training Act 2014

ATF-013(ELEC)

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 <u>guide for SRTOs</u> 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, <u>Supervising electrical apprentices</u>. 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. <u>Attachment 1</u> 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

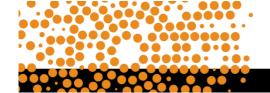
In completing this form, the SRTO named confirms that where any personal information is included in the answers provided, the SRTO:

- 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.







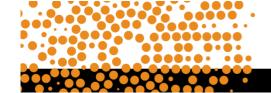
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Employer resource assessment

WORKPLACE AND QUALIFICATION DETAILS						
Employer trading name:						
Host employer trading name: (GTO/PEO contracts only)						
Workplace where apprentice/s w (Site of employment where apprentice use the main workplace or head office	/s works. For mobile or multiple					
Qualification name:						
Apprentice's name: (Note: Where there is more than 1 app SRTO <u>must</u> complete APPENDIX TW						
Proposed licensing outcome: (Note: The proposed licensing outcom apprentice when APPENDIX ONE is re						
RANGE OF WORK (Note: Please	e attach additional informati	on if there is in	sufficient space)			
	ent of the training plan requires ned tasks. The training plan sp	the SRTO to id	qualification being undertaken. entify any units of competency where the its must be recorded in the ERA with the alternate			
What sector of the electrical industrengaged in (e.g. commercial, domes			ment <u>all</u> sectors the employer is actively d 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 competer	ncv detail	Но	w training and assessment will occur			
WORKPLACE FACILITIES AND EQUIPMENT						
Is the employer capable of supplying adequate facilities and equipment in this workplace? Yes No (Must be completed)						
If not, provide details of the alternative arrangements being put in place to address this issue:						





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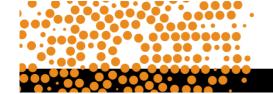
SUPERVISION OF TRAINING (Note: Please attach additional information if there is insufficient space)

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.

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:				
	le additional details about supervisors to demonstrate e to complete the apprenticeship.	that adequate training and	supervision			
NUMBER OF APPREN	NTICES TO QUALIFIED PERSONS (SUPERVISO	DRS)				
As part of the SRTO's re SRTO is to determine if • supervise other	esponsibility to assess an employer's capacity to provide apprentice's supervisor can: apprentices at the workplace where the apprentices my other apprentices at a workplace where the apprentices are a workplace where the workplace where the apprentices are a workplace where the workplace where where we warm the workplace where where we warm the workplace where where we warm the workplace where we warm t	vide adequate training arra				
As part of the SRTO's re SRTO is to determine if • supervise other • not supervise a	esponsibility to assess an employer's capacity to prove the apprentice's supervisor can: apprentices at the workplace where the apprenticesh	vide adequate training arra				
As part of the SRTO's re SRTO is to determine if • supervise other • not supervise a Total number of full-tir	esponsibility to assess an employer's capacity to prov the apprentice's supervisor can: apprentices at the workplace where the apprenticesh ny other apprentices at a workplace where the appre	vide adequate training arra hip is being completed; or enticeship is being complet				
As part of the SRTO's re SRTO is to determine if	esponsibility to assess an employer's capacity to provide apprentice's supervisor can: apprentices at the workplace where the apprenticeshing other apprentices at a workplace where the apprentices at a workplace where the apprentices in the workplace:	vide adequate training arra hip is being completed; or enticeship is being complet				
As part of the SRTO's re SRTO is to determine if	esponsibility to assess an employer's capacity to provide apprentice's supervisor can: apprentices at the workplace where the apprentices by other apprentices at a workplace where the apprentices are electrical apprentices in the workplace: bl-based or part-time electrical apprentices in the second content of the second content	vide adequate training arra hip is being completed; or enticeship is being complet workplace:	ed.			







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

EMPLOYER DECLARATION						
I, the employer, declare that:						
 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. 						
	e facilities, rang	e in relation to my abil le of work, supervision				
	ee with the faci	circumstances in relat ilities, range of work, s				
Employer's signature:					Date:	
Name of authorised person the employer: (please print)	signing for					
SRTO DECLARATION						
I, the SRTO, declare that:						
ability to train the a	apprentice and	accurate assessment have determined the on and training requir	employer is able	to provide, or	arrange to	
eProfiling (or simil	ar system), and	an 3 months, check pr I if progress is not occ ession issues cannot	curring work to res	solve the prog	ression issu	ues with the
	 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. 					d, these
 I understand that I supervision and al 		it the process I condu apprentice.	icted in assessing	the employe	r's facilities,	range of work,
 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)	☐ Workplace visit	☐ Phone or email	☐ 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:						
 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 <u>APPENDIX ONE</u> 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 <u>APPENDIX TWO</u> 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	DN .				
I, the apprentice, declare that I und to the completion of my apprentice		ative training r	ecord), and I need to have obtained a sufficient range of workplace experience prior		
Name of apprentice:					
Apprentice's signature:		Date:			
APPRENTICE DECLARATION	ON CONTRACTOR OF THE CONTRACTO				
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		
	☐ Workplace review ☐ Training record review				
	☐ Workplace review ☐ Training record review				
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