

NECA WEBINAR SERIES

Thought Leaders Webinar

Effective Apprentice Management

Presented by NECA Business Partner



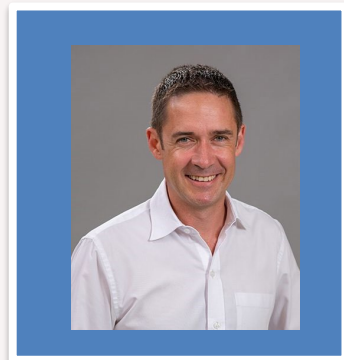
national electrical and communications association

12th August 2021

Webinar Agenda

1. What is a formal apprenticeship in Australia?
2. Structure
3. Legislation & Regulations
4. Mentoring
5. Supervision Levels
6. Performance standards
7. De-risking an apprenticeship
8. Further learning
9. Q&A

Presenter:



Tom Emeleus

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What is an apprenticeship?

Apprenticeship structure

- Formal engagement
- Term
- Qualification
- Who signs up and what are their responsibilities?
- Employer
- State Training Authority
- Apprentice

Apprenticeship structure & funding

- Australian Apprenticeship Support

Network: government-funded assistance

- Government subsidies – what's available?
- Commencements, recommencements, completions
- Special assistance categories
- Targeted programs eg wage subsidies
- Apprentice loans

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Legislation.

QLD – Further Education and Training ACT 2014

NSW- Apprenticeship and Traineeship ACT 2001

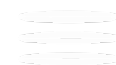
ACT- Training and Tertiary Education ACT 2003

TAS – Vocational and Educational Training ACT 1994



Mentoring.

Mentoring



- Mentoring v Supervision
- Do we need both?
- Can one person be both?
- Is other help available?

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Supervision Levels.

Supervision & WHS Responsibilities

- What is supervision?
- Accountability
- Defined levels: Direct, General and Broad
- Making a tradesperson: decreasing supervision with competence
- The apprentice's accountability

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1. Direct Supervision
2. Broad Supervision
3. General Supervision
4. Not Permissible

Minimum Supervision by Stage				
Task	Stage 1	Stage 2	Stage 3	Stage 4
New Installation (not connected to supply)	D	D	D-G	G
Alteration and addition	D	D	D	G
Workshop task	D	D-G	G	G
Maintenance	D	D	D-G	G
Commissioning	D	D	D-G	G
Diagnosing and rectifying faults (DEAD)	NP	NP	D	G
Testing apparatus and circuits (DEAD)	D	D	D	G
Installing cable support and protection	D	G	G	B
Install and terminate cables	D	D	G	B
Install MSB	D	D	D	G
Install explosion protection equipment	D	D	D-G	D-G
Testing system integrity (energised)	NP	NP	NP	D
Fault finding (energised)	NP	NP	NP	D
Isolation of equipment	NP	NP	D (not including dead test)	D-G (not including dead test)
Confirmation of isolation	NP*	NP*	NP*	D
Live work	NP	NP	NP	NP

*apprentice to reconfirm isolated equipment is dead under direct supervision before commencing work.



Performance standards

Performance Standards

- Set clear expectations
- Review performance
- Documenting skills as they go
- Safety standards – set, and lead by example
- Balancing productivity and learning
- Addressing concerns

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De-risking an apprenticeship

Risks and rewards

- Recruitment, retention, performance management
- Navigating the training system
- Variety and stability of work
- Planning your future workforce¹⁶
- Alternatives

Group Training Organisations

- The GTO is the employer, removing most of the risk
- Cost is often cheaper than direct employment
- Specialist support and mentoring¹⁷
- Long term concerns of 'ownership'?



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Further learning

Further learning



- Pastoral care
- Bullying & harassment
- Diversity & cultural awareness
- Qualification electives, contextualizing a
national qualification²⁰ to your business,
further studies
- australianapprenticeships.gov.au
- apprenticeshipsupport.com.au/Home