

Careers
with a bright future



electrogroup

Our priority is to supply industry with capable Apprentices who complete their Apprenticeship safely and on-time and make a positive contribution to their Host Trainers

October 2021

Code of Practice

Our Business: As a financially robust Not for Profit Organisation **electrogroup** supplies industry with capable Apprentices who complete their Apprenticeship safely and on-time and make a positive contribution to their Host Trainers.

As a team: we will seek to do things better, we will deliver excellent service, we will manage our Host Trainers needs and expectations and build positive relationships with industry stakeholders.

A personal commitment: I will, through open communication, individual accountability and the support of my team mates make a positive contribution to **electrogroup's** business. I will always ask can it be done better.

Our future success: is based on the reputation of our Apprentices.

Our Code of Practice of is to: maintain the highest professional standards in the marketing and management of Vocational Education and Group Training Services. Provide service standards that safeguard the interests and welfare of all Employees and Apprentices.

Provide Employees and Apprentices with information which is accurate and relevant throughout their employment.

Maintain our commitment to recruit in an ethical and responsible manner, consistent with equal opportunity and anti-discrimination legislation.

Provide counselling, mentoring and support services to Apprentices, Trainees, potential candidates and Host Employers to help them achieve their desired outcomes.



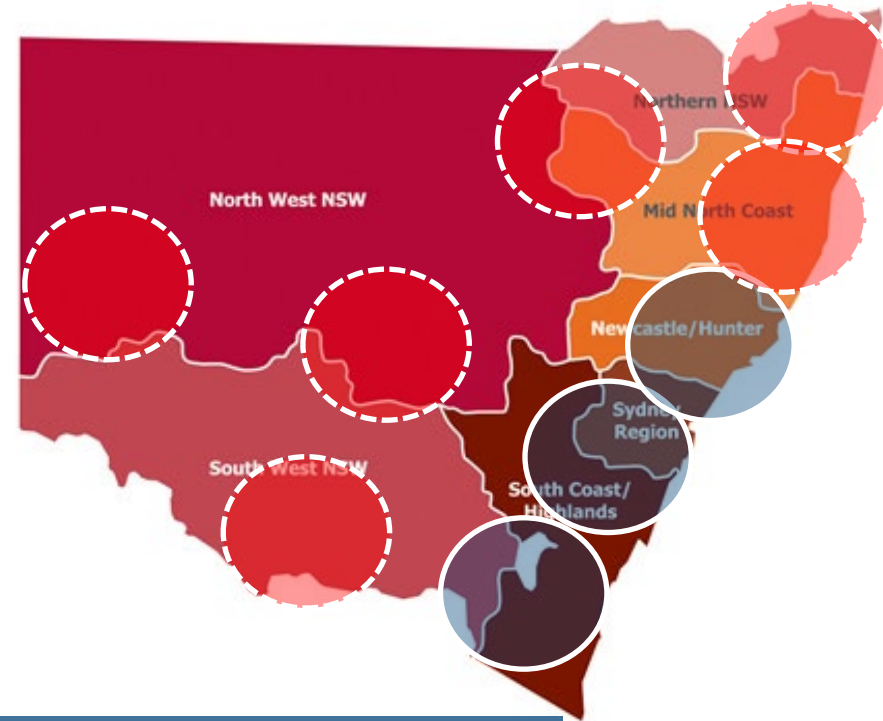
Ensuring Work, Health and Safety

Our success is predicated on the quality of our relationship with our Apprentices, which is based first and foremost on ensuring their Work, Health and Safety exceeds regulatory requirements.

electrogroup – vital statistics

ONE OF AUSTRALIA'S MOST EXPERIENCED GTO'S

- **electrogroup** was established in 1994 to provide quality employment for Apprentices and Trainees within the electrical industry.
- **electrogroup** offices strategically located in Sydney, Canberra and Newcastle.
- **electrogroup** currently employs around 380 apprentices and trainees serving over 80 Host employers across New South Wales and ACT.



A dynamic Group Training Company operating across NSW & ACT close to customers and industry

electrogroup is a Quality Group Training Organisation



electrogroup – our point of difference

DELIVERING QUALITY OUTCOMES

- **electrogroup** is focused on results – from interview to completion.
- **electrogroup** Field Officers play an important role for both Host Employers and Apprentices. The Field Officers are always there to answer questions, help with issues and, provide support through mentoring and monitoring.
- monitoring a safe workplace, free from bullying and verbal, physical, racial and sexual abuse;
- ensuring that all occupational health and safety requirements are addressed.
- participate in an appropriate introduction to the workplace, stressing those core occupational health and safety requirements essential to workplace safety.

SUPPORT STRUCTURED TRAINING

- **electrogroup** assist with the lodging of Training Contract documentation with the relevant authorities, selecting a Registered Training Organisation and enrolling the Apprentice within the timeframe determined by your State/Territory Training Authority.
- **electrogroup** advise on the development of the training plan and provide facilities and expertise to assist in the training of the Apprentice - this may include on-the-job training, supervision from competent people, mentoring, or time to undertake off-the-job training.
- **electrogroup** ensure that a record of training is maintained.
- **electrogroup** monitor Training Plan progression.



electrogroup – our point of difference

ADVICE, SUPERVISION & SUPPORT

- **electrogroup** monitor & advise the Apprentice and the Host workplace supervisor – This may involve coaching and/or mentoring arrangement, especially for Apprentices transitioning from School to Work.
- **electrogroup** advise Apprentices of their rights and mutual responsibilities.
- **electrogroup** ensure that Apprentices are encouraged to raise issues and problems both in the workplace and with the Registered Training Organisation.
- **electrogroup** advise Apprentices of entitlements, such as wages, & conditions etc.
- **electrogroup** ensure that the Apprentice are aware that help and assistance is also available from the relevant State/Territory Training Authorities.

MENTORING & COMMITMENT

- **electrogroup** ensure the Apprentice is making all reasonable efforts to achieve the competencies specified in the training plan and undertaking any training and assessment required.
- **electrogroup** participate in the development of the training plan.
- **electrogroup** ensure the Apprentice is attending training sessions or supervised workplace activities and taking advantage of learning opportunities.
- **electrogroup** ensure the Apprentice is maintaining a record of training such as a training record book e.g., *Skills-tracker*

electrogroup – Industries competitive advantage

MEETING INDUSTRY DEMANDS

- **electrogroup** helps business expand without over committing resources.
- **electrogroup** manages all administration and payroll obligations.
- **electrogroup** manages the apprentices contract for training, including their enrolment at technical training and payment of fees.



TOP QUALITY, JOB READY APPRENTICES WITH SKILLS TO SUIT INDUSTRY NEEDS

electrogroup looks after all recruitment needs to ensure clients only get top quality apprentices.

electrogroup manages the relationship between business and the Apprentice.

electrogroup – an industry partner

INDUSTRY EXPERTISE

- **electrogroup** working with industry.



FREDON

THE BENEFITS OF AN APPRENTICESHIP

electrogroup can supply however many Apprentices at whatever skill level is required.

electrogroup works with industry leaders



electrogroup – risk management

BECOMING A HOST EMPLOYER

- Expand your business without over committing resources.
- **electrogroup** Field Officers support and mentor Host Employers in regards to best employer practices and their responsibilities when employing Apprentices.
- Flexible, Low Risk.



JOB READY

Apprentices arrive on site with toolkits, uniforms and personal protection equipment

Top quality, job ready Apprentices without the hassle

electrogroup – recruitment & induction



Women in Power!

We urgently need 3rd or 4th Year Female Electrical Apprentices – if you are interested or know someone who would be, email an application and resume to getajob@egt.com.au, quoting job reference egt-WP092014.

The positions are available in the ACT. Applications close 30 September 2014



ARTC - Apprentice Signal Electrician

electrogroup seeks to appoint an Apprentice Signal Electrician on behalf of Australian Rail Track Corporation (ARTC).

electrogroup seeks to appoint an Apprentice Signal Electrician on behalf of Australian Rail Track Corporation (ARTC). ARTC is responsible for managing infrastructure maintenance, capital upgrades and the movement of trains across South Australia, Victoria, Western Australia, New South Wales and Queensland, as well as the Hunter Valley Coal Rail network.

The role offers the opportunity to learn repairs, maintenance, construction and emergency response procedures. The position is a full-time four-year apprenticeship, which involves on the job training as well as technical trades training and will qualify you to work in the transport and electrical industry. The position available is in the Sydney metropolitan area and will be based at Enfield.

electrogroup is an equal employment opportunity employer.

Please email your resume to getajob@egt.com.au or fax to (02) 4960 8766

Applications close 5 May 2014. ARTC is a drug and alcohol free workplace.

Like · Comment · Share

Marketing

Effective use of Social Media, our own website and our recruitment data-base



Electrical and Plumbing Apprenticeships and Data Traineeships

You want to make your dreams and ambitions happen – So do we

You want the experiences that help you succeed – We create them with you.
... See More



Selection

Employers choose the level of their involvement

Induction

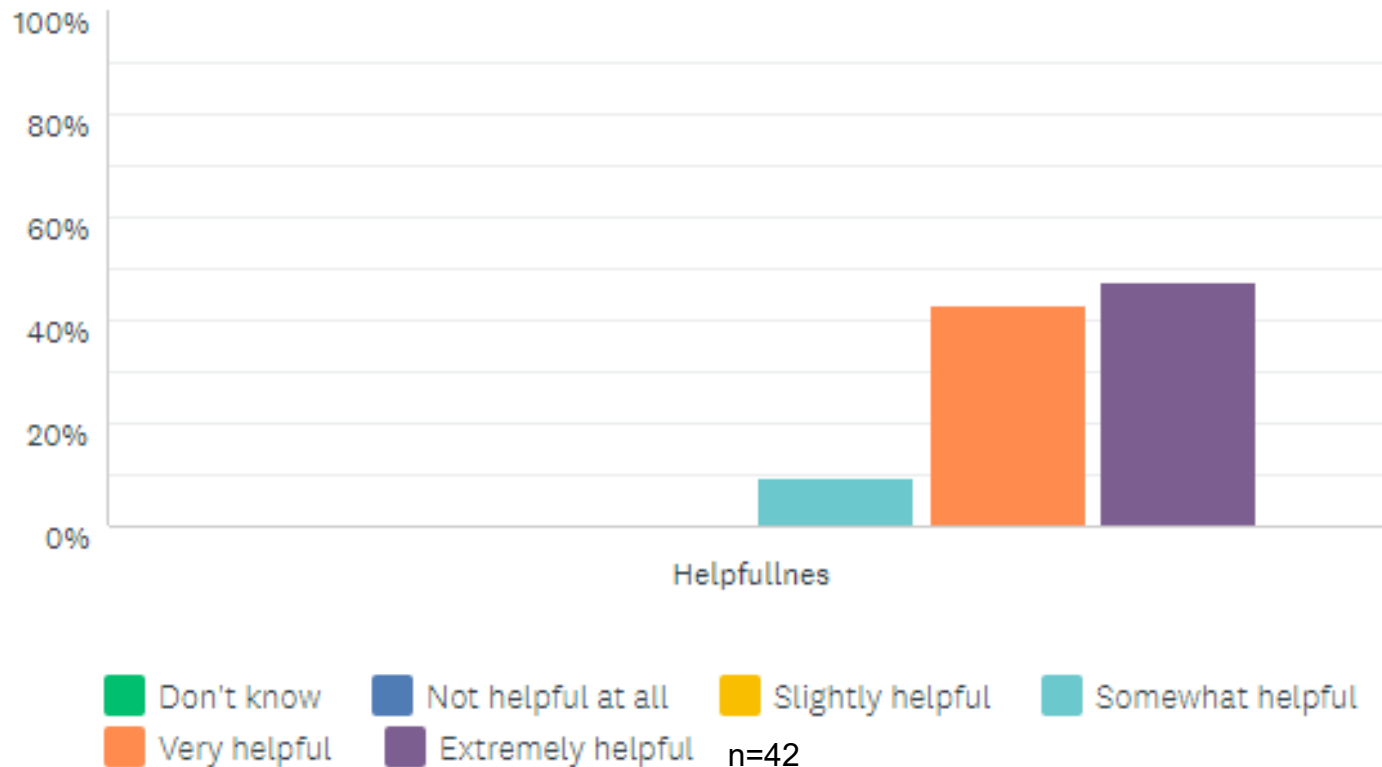
A key point of difference for **electrogroup**

Recruitment tailored to specific needs



A Productive Partnership - Host Satisfaction Survey March 2019

How helpful is your electrogroup Field Officer in responding to your operational needs?



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For further information please contact –

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SYDNEY

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P: 1300 837 513

NEWCASTLE

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Room JG 39
266 Maitland Rd
Tighes Hill NSW 2297
P: 1300 837 513

CANBERRA

25 - 27 Darling Street
Mitchell ACT 2911
P: 1300 837 513



electrogroup – Apprentices

BECOME AN APPRENTICE

- Earn while you Learn - As you increase your skills during your apprenticeship your wages increase.
- Our client base ensures you are employed in a variety of exciting and interesting roles.
- You will receive the best training available, mentored and monitored by experienced and highly specialised Field Officers.
- **electrogroup** Apprentices are keenly sought after by employers.

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