

## Appendix D: Guidelines for Supervising a Master Builders Apprentice Continued

### Levels of Supervision

The table below should be used as a guide for the minimum levels of supervision required for a Master Builders Apprentice.

	Year/Stage of Apprenticeship			
	1	2	3	4
<b>Supervision Level</b>	Direct	Direct	General	General
<b>Any High-risk Work</b>	Direct	Direct	Direct	Direct

*Table 2: minimum levels of supervision required.*

**Direct Supervision:** means the apprentice must be supervised at all times. This is on a direct and constant basis with visual contact and with the apprentice within audible range. The supervision is one-on-one and provides specific and constant guidance to the apprentice while keeping them in line of sight.

**General Supervision:** means the apprentice does not require the constant attendance of the Supervisor but is under the instruction and direction of the Supervisor for the tasks being performed. The Supervisor will provide the necessary instruction and direction for the tasks to be performed and will provide personal contact and progressive checks with the apprentice on a recurrent (periodic) basis.

Under General Supervision, the Supervisor must remain on the same work site as the Apprentice and be available to communicate with them directly when required (this does not mean by phone).

**On Large Commercial sites,** where a sub-contractor may be overseeing the daily tasks being performed by the Master Builders Apprentice, the following conditions will apply:

- The Host Employer must still appoint a permanent employee who is suitably qualified (and licensed trade where required) to supervise the apprentice (and the subcontractor).
- The appointed Host Employer Supervisor must be on the same worksite as the Master Builders Apprentice.
- The appointed Host Employer Supervisor must provide personal contact and progressive checks with the apprentice on a recurrent (periodic) basis and must provide personal and progressive checks with the sub-contractor to ensure they are providing the minimum levels of supervision for the Master Builders Apprentice as outlined in Table 2.

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- The Host Employer must ensure that the sub-contractor is aware of their role and responsibilities with regards to supervising the daily tasks of the Master Builders Apprentice and the Host Employer must provide Master Builders with the name, contact details and qualifications held by their appointed Host Employer Supervisor and appointed Sub-contractor Supervisor by completing the relevant section of Appendix A: Host Employer Contractual Agreement.
- The Training Employer must notify Master Builders in writing if there is a change to the subcontractor or the subcontractor appointed supervisor that is supervising the daily activities of the Master Builders Apprentice by completing and re-submitting the form attached to this document.

Master Builders reserves the right to remove a Master Builders Apprentice from site if it is found that the supervisory requirements and minimum levels of supervision have not been adhered to. It further reserves the right to prohibit a sub-contractor from supervising a Master Builder Apprentice or revoke approval status for a Host Employer where it has been deemed that the Master Builders Apprentice has been or will be put at risk.