

ASP General Information

Organisational Capability



Alert Number: GI03_19

Subject: Simpler Booking Process for Ausgrid Training

16 January 2019

Dear ASPs

Ausgrid is continuing to simplify and improve processes relating to training for our external partners. This communication contains important updates on the following:

1. New booking process for Ausgrid training courses using a registration form
2. 2019 Training Schedule
3. Reminder: Externally available, non-Ausgrid specific training changes from 2019

1. New Booking Process for Ausgrid Training Courses

Following your feedback, Ausgrid has introduced a registration form (attached) as a simpler and more efficient way to book training.

Effective immediately, please use this registration form to book training with Ausgrid. Terms and conditions relating to booking and attendance at Ausgrid training courses have NOT changed and are specified in the short form contract.

Registration Form

The registration form has been designed in Excel to simplify the booking process. It contains **3 tabs**:

1. **Instructions:** Provides detailed information on how use the form
2. **Role Lookup:** Search by contract role titles to see pre-requisites and training requirements
3. **Registration:** Enter training booking details

Registration Process

- Review instructions on tab 1
- Use training requirements by contract role in tab 2 to conduct training gap analysis for all personnel
- Capture all training booking details in tab 3
- **NB:** Some fields in the "Form" (tab 3) are mandatory. Please ensure these fields are completed before sending the form in.
- Save the registration form with the following in the file name:
 - Company Name
 - Date
- Send the saved registration form to training@ausgrid.com.au

IMPORTANT NOTE: Use a blank registration form for new requirements – do not add to a previously submitted version

Ausgrid's training team will confirm registrations by email, attaching the short-form contract for signature and return

Registration Changes

Changes and replacements are only permitted up to 2 working days before the training begins. If you need to make a change to a submitted registration form, please email training@ausgrid.com.au to request the change.

For replacements, a new form will need to be submitted with the relevant training and individual's details included.

2. 2019 Training Schedule

A calendar of frequently requested courses is being developed to make it easier for our External Partners to plan training in 2019. The following courses are being scheduled and the calendar will be published and made available shortly.

NOTE: Additional courses may be arranged in addition to scheduled sessions.

Course	Location
Substation Entry (SC1200) – 2 days Ausgrid Electrical Safety Rules + Apply Access Procedures + Environmental + Working Near or Around U/G Cables + Substation Entry (SE1000/SC1000A/SC1100A)	Silverwater Wallsend
Initial ESR (SE1000) – 1 day Ausgrid Electrical Safety Rules + Apply Access Procedures + Environmental	Silverwater Wallsend
ESR refresher (RF0003) – ½ day Ausgrid Electrical Safety Rules + Apply Access Procedures + Environmental	Silverwater Wallsend

3. Reminder:

As of 1 January 2019, Ausgrid no longer delivers externally available, non-Ausgrid specific training to external partners.

In November 2018, External Partners were notified that Ausgrid is no longer providing nationally accredited training courses that are available from other RTOs (as per the table below), from 1 January 2019. This change was designed to increase the speed of External Partner mobilisation by providing increased availability of training, greater flexibility for scheduling by location, and reduced wait times for ASPs and contractors.

Courses no longer provided by Ausgrid	Unit Of Competency
CPR	HLTAID001
Low Voltage Rescue	UETTDRRF06B
ESI First Aid	UETTDRRF10B
Pole Top Rescue	UETTDRRF02B
EWP Escape	UETTDRRF03B
EWP Controlled Descent Escape	UETTDRRF08B
Testing of connections to LV electricity networks	UETTDRRF11A

Please refer to Training.gov.au for a comprehensive list of RTOs who are able to deliver these programs.

For more information on any of these topics, please contact training@ausgrid.com.au.

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