

# Supervision

Appropriate and effective supervision is vital for apprentices and trainees while undertaking their qualification and employment. Supervision standards and ratios have changed to provide flexibility, within a determined ratio, to identify the level of supervision required, based on the skills and experience of the apprentice or trainee.

## What is Supervision

Employers are responsible for supervising and ensuring oversight and coordination of on-job training of an apprentice or trainee. On-job training must be by a skilled or qualified person in the competencies laid out in the agreed Training Plan. The work should be work relevant and appropriate to the trade or declared vocation.

If an employer delegates or assigns the responsibility of supervising or providing on-job training to any staff member (or contractor), the employer must make sure they understand and adhere to the requirements of the standard.

## Supervision ratios

Some apprentices or trainees need more supervision than others. To make sure that all apprentices or trainees are adequately supervised, employers must not exceed the supervision ratios that apply to them.

Each apprenticeship and traineeship has been assessed as either high, medium or low risk for supervision. The ratios are published in the [Traineeship and Apprenticeship Pathways \(TAP\) Schedule](#).

Where a supervisor is responsible for supervising apprentices or trainees with different prescribed supervision levels, the employer must apply the supervision ratio for the highest of those levels.

SUPERVISION LEVEL RATING	MAXIMUM SUPERVISION RATIO
<b>HIGH</b>	1:3 A single supervisor may not supervise any more than 3 apprentices or trainees at any one time.
<b>MEDIUM</b>	1:6 A single supervisor may not supervise any more than 6 apprentices or trainees at any one time.
<b>LOW</b>	1:10 A single supervisor may not supervise any more than 10 apprentices or trainees at any one time.

An employer must not exceed these supervision ratios unless they have applied for and received written approval from the Commission.

## Types of supervision

An apprentice's or trainee's supervision may be:

<b>Direct</b>	The default type of supervision, which employers must provide until such time as they can demonstrate that they have assessed that apprentice or trainee as being able to work under indirect supervision for limited periods.
<b>Indirect</b>	An employer may provide indirect supervision for an apprentice or trainee performing a task if: <ul style="list-style-type: none"><li>• it is reasonable in the circumstances and having regard to any health and safety risks, that they undertake the task independently</li><li>• before the task is undertaken, the employer can demonstrate that a supervisor has assessed them as having the required skills, technical knowledge and experience to safely, correctly, effectively and autonomously perform the task without risk to their safety or the safety of others.</li></ul>
<b>Remote</b>	Remote supervision, where a supervisor is not present at the site where the apprentice or trainee works. Remote supervision cannot occur without the written approval of the Commission.

Employers should start from the assumption that an apprentice or trainee has minimal or no capability or awareness of the work to be undertaken or the risks associated with it.

For apprentices and trainees who commence an apprenticeship or traineeship while they are at school, constant and direct supervision, unless a risk assessment determines otherwise, while they are still enrolled in school.

An employer must be able to demonstrate that they made their assessment of the apprentice or trainee, and the task, before permitting indirect supervision. They must keep records of that assessment.

A supervisor may find themselves with some apprentices or trainees who require direct supervision, and others who they have assessed as requiring indirect supervision.

Refer to the [South Australian Skills Standards](#) for full details about Supervision.

For more detailed information, please contact Skills Infoline **1800 673 097**.