



TRAINING LOGBOOK

**For Trainee Pest Management Technicians & Trainee Timber Pest Technicians
in NSW**

Satisfies the requirements of Div. 3 – Subdivision 2 of the NSW Pesticide Regulations 2017

Name: _____

Company: _____

Trainee Type:

- Pest Management Trainee (trainee permit holder)
- Licenced Pest Management Technician progressing to a Timber Pest Technician



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INFORMATION AND INSTRUCTIONS

WHO IS THIS BOOK FOR?

If you carry out pest control work you must either:

- Hold a Pest Management Trainee Permit and/or are progressing towards securing a Pest Management Technician Licence
- Hold a Pest Management Technician's Licence and are progressing to a Timber Pest Technician

If you are a Trainee at work, there are strict requirements on you, your employer and your supervisor. This logbook is to be used to record and monitor your work while you are a trainee.

Explanatory note: Wherever "Certificate 111" appears in this document, it denotes PRM30204 Certificate III of the National Pest Management Competency Standards in Asset Maintenance (Pest Management Technical).



WHAT ARE YOU REQUIRED TO DO?

When training at work you must be supervised by a person holding a current Pest Management Technician Licence. This supervision must be direct (ie. within sight and sound of the supervisor) unless the supervisor of the trainee or the person responsible for the trainee has established that the trainee's competence in doing the pesticide work does not require direct supervision. Supervision is still required but can be to a lesser degree as long as it does not endanger the health or safety of the trainee or any other person.

You, as a trainee are required to:

- Enrol in, and attend as soon as possible, a TAFE Institute or alternative registered training organisation that provides the minimum competencies required for a Pest Management Technician licence, or better, from the approved Certificate III course.
- Follow the directions of your supervisor regarding your training and comply with the requirements of the Pesticide Regulations in NSW and any conditions on your trainee permit.
- Keep a written record of training that includes:
 - Your details
 - The date you performed this work
 - The address/location where you performed the work
 - A description of the work you are undertaking (which pests & what type of customer eg: domestic, commercial, food premises, industrial)
 - The duration of the job/service in hours
 - Type of supervision (direct or indirect)
 - The supervisor's name and licence number
 - The supervisor's signature
- This logbook is your record of training.

You must make an entry in this logbook every day that you perform work as a trainee.

You need to be able to provide a copy of your logbook to NSW Environmental Protection Authority (EPA) or the equivalent Pest Industry Licensing Authority in your state or territory when requested or with your application for issue of a Pest Management Technician licence or for an extension of your trainee permit.

NB. Copy, scan and file this training logbook electronically – always keep a copy on file for your records. The original, or a copy of the original must be kept at the employer company office by the respective HR Manager, General Manager or equivalent.



MAINTAINING THE LOGBOOK

This logbook is an important record of your training. You should keep this document with other important papers. The logbook will be used as evidence of your training and you may be asked to produce it by an EPA Authorised Officer (inspector). Failure to keep this logbook up to date and accurately completed may result in the cancellation of your permit.

WHAT DO I NEED TO GET A FULL LICENCE?

In order to obtain a full Pest Management Technician licence, you will need to:

- Pass the relevant units of Cert III as required by the NSW Environmental Protection Authority
- Secure a Pest Control Trainee Permit (issued by NSW EPA) to work in the industry while you are being trained.
- Should have a minimum of at least six (6) months industry experience
- Keep a log of your direct supervision by a licenced supervising pest control technician
- Be a fit and proper person
- Be 18 years of age or older

NB. Other states may vary in above requirements. Check your respective licensing body for details.

WHAT DO I NEED TO DO TO BECOME TIMBER PEST QUALIFIED?

- Pass Units 8 & 10 of Certificate III at a TAFE Institute or equivalent approved and accredited Registered Training Organisation (RTO) and gain the relevant certificate of qualification. These are mandatory in a number of states.
- Complete at least 40 timber pest inspections under the supervision of a qualified Timber Pest Inspector and provide 3 of your hand written or electronically generated reports.
- Assist a qualified Timber Pest Technician with at least 40 Post Construction (existing buildings/structures) Treatments for termite management, comprising a combination of preventative and active termite jobs, including both baiting and chemical treatments. At least 50% of these must be for ACTIVE termites.



- Complete proprietary termite management system and termiticide product Users Accreditation Courses (where available) before engaging in preventative and remedial termite treatments using those specific systems and products.
- Complete applicable accreditation courses for other proprietary termite management technologies and products where available and/or recommended by product manufacturers before engaging in preventative and remedial termite treatments using those specific systems and products.
- Complete proprietary Termite Baiting & Monitoring System Accredited Installer's Training Course before engaging in preventative/monitoring and remedial termite treatments using those specific systems and products.
- Keep a log of all of the above work and have each entry signed off by the supervising timber pest technician

SECTIONS OF THE LOGBOOK TO BE COMPLETED

TRAINEE DETAILS

Please complete these details for your records. If you change these details during your training, please record the amended employer details in this document or start a new Training Log book to continue on from the previous Logbook(s). Ensure details are printed clearly.

Name: _____

Address: _____

_____ Post code: _____

Email: _____ Mobile: _____

Trainee Permit No: _____

Trainee's Signature: _____



SUPERVISOR DETAILS

Please complete these details for our records. If you change supervisors or employers during your training each employer and supervisor must be listed. Ensure details are printed clearly and the supervisor puts a clear signature on the page.

Supervisor's Name: _____

Company: _____

Address: _____

_____ Post Code: _____

Pest Management Technician Licence No (if applicable): _____

Email: _____ Mobile: _____

COMPANY/EMPLOYER DETAILS

Company Name: _____

Manager's Name: _____

Company Position: _____

Address: _____

_____ Post Code: _____

Pest Management Technician Licence No (if applicable): _____

Email: _____ Mobile: _____

Employer/Manager's Signature: _____



DAILY TRAINING ENTRIES IN LOGBOOK

When you carry out any work be sure you fill in all the details requested on these pages. Enter:

- The date you performed the work
- The address/location of the work performed
- The pests you treated for
- The type of treatments / services / methods you performed on that job
- The number of hours spent on each job
- That it was direct supervision (direct or indirect)
- Your supervisor's name, pesticide licence number and signature

GOVERNMENT AUTHORITIES AND USEFUL PHONE NUMBERS

New South Wales

Environmental Protection Authority

Phone: 13 15 55

<http://www.epa.nsw.gov.au/>

South Australia

Government of SA Phone:

(08) 8226 7117

<http://www.sa.gov.au/>

Western Australia

WA Health Department Phone:

(08) 9285-5500

www.public.health.wa.gov.au/

Northern Territory

NT Government Phone:

(08) 8922 7341

www.nt.gov.au/

Queensland

QLD Health Phone: (07)

3328 9310

<http://www.health.qld.gov.au/>

Victoria

Victoria Health Department

Phone: 1300 887 090

<http://www.health.vic.gov.au/>

Tasmania

Department of Primary Industries,
Parks, Water and Environment

Phone: (03) 6336 5332



Any changes to your employment, supervisor details or enrolment / attendance at TAFE, or your other approved training program, must be notified to EPA NSW in writing, within 14 days of the change (other states vary in this requirement, see your state/ territory pest licensing authority for information).

For NSW trainees, you must provide copies of your course results to EPA NSW as soon as they are available.

In regards to EPA NSW, failure to:

- notify changes to your training, supervision or employment,
- provide results when requested; and / or:
- comply with any conditions on your permit

May result in your permit being cancelled, suspended or refused.



DATE	PESTS	ADDRESS OF TREATMENT (street & suburb)	TYPE OF TREATMENT / SERVICES PERFORMED	DURATION OF SERVICE	SUPERVISION (DIRECT or INDIRECT)	NAME OF SUPERVISOR & LICENCE NO.	SUPERVISOR'S SIGNATURE



DATE	PESTS	LOCATION OF TREATMENT	TYPE OF CUSTOMER / PREMISES	DURATION OF SERVICE	SUPERVISION (DIRECT OR INDIRECT)	NAME OF SUPERVISOR & LICENCE NO.	SUPERVISOR'S SIGNATURE



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