

Electrical Safety Office		ESO/PLCY/04/01
Name – Eligibility and other requirements for an electrical licence		Date approved – January 2004
Change control		
<i>Version</i>	<i>Description of changes</i>	<i>Date</i>
1	Amend section 5 to align with operational practice, formatting changes Attachment H	16 January 2004
2	Amendments to align operational practices, policy decisions and changes to legislation/training frameworks	September 2004
3	Amendment to Attachment G to include Yeronga Institute of TAFE as an RTO	October 2004
4	Amend section 9, standard to satisfy the chief executive of insurance	December 2004
5	Amendment to section 3 to include electronic information, Attachment C to reflect policy intent and Attachment G to update approved courses	April 2005
6	Inclusion of hardship provision	September 2006
7	Remove hardship provision (15), add a disclaimer, add definitions for 'calling', 'ESO', 'NTIS', 'QTIS' and COAG Declaration, add new defence force section (2), add new cancellation section (15), amendments to sections 3,7,8 and 10 and Attachments A & B (COAG Ministerial Declaration), section 4 (identification requirements for companies), section 10 (business experience for QBPs and ex-ESO inspectors experience relevant to QTPs), sections 12 and 13 (medical exemptions), section 14 (IS42 and use of personal information), machinery of government changes, minor other information updates and general formatting changes.	May 2007
8	Add eligibility requirements for EWTP (6), amendment to transitional provisions (9 and Attachment C and F) and other amendments to align operational practices, policy decisions and changes to legislation/training frameworks.	February 2008
8a	Minor amendment to section 10 to clarify policy intent in relation to QTP eligibility.	March 2008
9	Add provisions for overseas skills assessment and scope of work, amended restricted electrical licence categories, and other minor amendments to align with recent legislation changes.	September 2008

Disclaimer

Information and requirements in this policy and attachments is provided to assist in determining the eligibility and other requirements of applicants for an electrical work licence and electrical contractor licence under the *Electrical Safety Act 2002*. Information and requirements in this policy should be read in conjunction with the *Electrical Safety Act 2002* and the *Electrical Safety Regulation 2002*, and where any discrepancy arises, the *Electrical Safety Act 2002* and the *Electrical Safety Regulation 2002* take precedence. Information and requirements stated in this policy may be subject to change at any time without notice.

Whilst all care is taken in providing accurate information in this policy and attachments, the Queensland Department of Employment and Industrial Relations and its staff will not be liable for any errors or omissions or for any loss or damage suffered by you or any person which arises (directly or indirectly) from reliance on the information in this policy or for any resulting breach by you of your obligations under the *Electrical Safety Act 2002*.

Scope

This policy relates to the eligibility and other requirements for an electrical work licence (occupational) and electrical contractor licence (business) under the *Electrical Safety Act 2002* ('the Act') and *Electrical Safety Regulation 2002* ('the Regulation').

It outlines standards which are considered to satisfy the chief executive that the applicant meets the general, eligibility, financial and insurance requirements for an electrical licence.

The policy nominates evidence most commonly submitted by applicants. Evidence submitted by applicants which is not identified in the policy should be referred to the Principal Licensing Officer, Electrical Safety Office or delegate for a decision.

Rationale

The Act provides for the safety of all persons through the licensing and discipline of persons who perform electrical work or provide electrical services. A number of general, eligibility, financial and insurance requirements, prescribed in the *Electrical Safety Regulation 2002* for the issue of an electrical licence, must be met to the chief executive's satisfaction.

A comprehensive policy outlining standards which are considered to meet the chief executive's satisfaction will ensure a consistent and transparent approach in the consideration of licence applications, improve efficiencies in the administration process, and enhance industry and stakeholder confidence in the electrical licensing regime.

Purpose

To guide Departmental officers in making consistent and transparent decisions about the eligibility of electrical licence applicants, and provide information to other interested stakeholders such as supervising registered training organisations.

Definitions

Approved form – a form approved by the chief executive under section 208 of the *Electrical Safety Act 2002*.

AS/NZS 3000 Wiring Rules – current edition of the Australian/New Zealand Standard Electrical Installations.

Calling – has the meaning given in schedule 3 of the *Vocational Education, Training and Employment Act 2000* and includes–

- (a) a craft, manufacture, occupation, trade, undertaking or vocation; or
- (b) a section of something mentioned in paragraph (a).

Chief executive – means the chief executive (Director-General) of the department responsible for the administration of the *Electrical Safety Act 2002*.

Completion statement – document signed by apprentice/trainee, the employer (where applicable) and a nominated representative of the supervising registered training organisation that states the apprentice/trainee has completed the training required for the apprenticeship/traineeship and is entitled to be issued a qualification or statement of attainment for the apprenticeship/traineeship. A completion statement is accepted by the Department of Employment and Industrial Relations as evidence of competence in the nominated area of electrical trade work.

Corresponding training department – a department of government of another State in which a law corresponding to the *Vocational Education, Training and Employment Act 2000* is administered.

Electrical equipment – has the meaning given in section 14 of the *Electrical Safety Act 2002* and includes *any apparatus, appliance, cable, conductor, fitting, insulator, material, meter or wire used for controlling, generating, supplying, transforming or transmitting electricity at a voltage greater than extra low voltage; or operated by electricity at a voltage greater than extra low voltage; or that is, or forms part of, a cathodic protection system.* Equipment not considered electrical equipment is defined in s.14(2), *ESA 2002*.

Electrical Safety Office (ESO) – is the Queensland electrical safety regulatory agency, located in the Department of Employment and Industrial Relations (DEIR), which is responsible for the administration of the *Electrical Safety Act 2002*.

Electrical work – has the meaning given to it in section 18 of the *Electrical Safety Act 2002* and includes *manufacturing, constructing, installing, testing, maintaining, repairing, altering, removing or replacing of electrical equipment.* Activities not electrical work are defined in s.18(2), *ESA 2002*.

Electrical Work Training Permit (EWTP) – is a class of electrical work licence and authorises the performance of electrical work as specified in section 31 of the *Electrical Safety Regulation 2002*.

External licence – means a current licence, permit, certificate or other authority –

- a) issued under a law of the Commonwealth, another state or New Zealand; and
- b) authorising the holder to perform work of a type the holder of electrical work licence is authorised to perform.

Mutual Recognition Act 1992 - Section 32 - Ministerial Declaration (09/02/2007) (also *MD 09/02/2007*) – This Declaration sets out a range of equivalent registered occupations across States and Territories in relation to and including electricians, electrical fitters, cable jointers, linespersons and restricted electrical workers.

Mutual Recognition Act 1992 - Section 32 - Ministerial Declaration (08/05/2008) (also *MD 08/05/2008*) – This Declaration sets out equivalent registered occupations across States and Territories in relation to an individual unrestricted electrical contractor.

National Training Information Service (NTIS) – was developed by the federal and state governments to provide access to current and emerging training market information and products in vocational education and training. Currently, the NTIS comprises a database of VET accredited courses, competency standards, training packages and training providers and text information on a range of complementary issues. NTIS can be accessed at www.ntis.gov.au.

Offshore Technical Skills Record (OTSR) – is a document issued by VETASSESS under the the *Migration Regulations 1994* (Cwlth) after a successful assessment against the relevant Australian trade qualification. It lists the technical skills demonstrated in the practical assessment and the gap in the Australian skills or knowledge component which needs to be bridged to achieve the full certificate III qualification. An OTSR is a ‘relevant qualification’ under sections 34(6)(d), 35(6)(d), 36(6)(d), 37(6)(d), or 38(7)(c) of the *Electrical Safety Regulation 2002* for the issue of an electrical work training permit.

Principal Licensing Officer – positions within Electrical Safety Office, Equipment Safety and Licensing division, responsible for expert assessment of electrical licence applications to determine eligibility. These include the Director - Equipment Safety and Licensing, the Manager - Licensing and the Principal Licensing Officer.

Queensland Training Information Service (QTIS) – is the Queensland version of NTIS and can be accessed at www.trainandemploy.qld.gov.au.

Registered training organisation (RTO) – has the meaning given in section 19 of the *Vocational Education, Training and Employment Act 2000* and includes a person whose details as a training organisation are registered. For example a TAFE college that has its details as a training organisation registered with the National Training Information Service.

Registration – has the meaning given in section 4(1) of the *Mutual Recognition (Queensland) Act 1992* and includes *the licensing, approval, admission, certification (including by way of practising certificates), or any other form of authorisation, of a person required by or under legislation for the carrying on of an occupation.*

Reinstatement – re-establish currency of a licence within one year of the licence expiry.

Relevant assessing authority – has the meaning given in Schedule 9 of the *Electrical Safety Regulation 2002* and means a relevant assessing authority under the *Migration Regulations 1994* (Cwlth).

Supervising registered training organisation (SRTO) – registered training organisation that delivers training or assessment, within their scope of registration, to an apprentice, trainee or other student, and issues a qualification or statement of attainment when satisfied the training or assessment has been completed. This definition is for the purposes of electrical licensing only and does not affect or restrict the application of the *Vocational Education, Training and Employment Act 2000*.

The Act (also ESA 2002) – the *Electrical Safety Act 2002*

The Regulation (also ESR 2002) – the *Electrical Safety Regulation 2002*

Vocational Education, Training and Employment Act 2000 (also *VETEA 2000*) – Queensland legislation which “provides for vocational education, training and employment”.

Related documents

- *Electrical Safety Act 2002* – available at www.legislation.qld.gov.au or www.deir.qld.gov.au
- *Electrical Safety Regulation 2002* – available at www.legislation.qld.gov.au or www.deir.qld.gov.au
- *Mutual Recognition (Queensland) Act 1992* (also *MRQA 1992*) – available at www.legislation.qld.gov.au
- *Trans-Tasman Mutual Recognition (Queensland) Act 2003* (also *TTMRQA 2003*) – available at www.legislation.qld.gov.au
- *Mutual Recognition Act 1992 - Section 32 - Ministerial Declaration (09/02/2007)* (also *MD 09/02/2007*) – available at www.comlaw.gov.au
- *Mutual Recognition Act 1992 - Section 32 - Ministerial Declaration (08/05/2008)* (also *MD 08/05/2008*) – available at www.comlaw.gov.au
- *Migration Regulations 1994* (Cwlth) – available at www.comlaw.gov.au
- *Vocational Education, Training and Employment Act 2000* – available at www.legislation.qld.gov.au
- Approved application forms and guidelines for training permits and electrical work and contractor licences – available at www.deir.qld.gov.au

How to use this policy

It is **not** the intent of the policy to eliminate or reduce reference to the Act or the Regulation. Rather the document seeks to identify legislation relevant to the eligibility and other requirements for an electrical licence and then link the legislative requirements to the practical application i.e. the standard or evidence required to satisfy the chief executive of eligibility. To assist users, each section generally consists of three components distinguished by different formatting:

- General and background information – Times New Roman 12 point font
- *Legislative references* – Times New Roman italic 12 point font

- Application of the legislation – identified in boxes directly under the corresponding legislative provisions. The boxes are headed either ‘standard to satisfy the chief executive’, ‘considerations by the chief executive’, ‘examples’ or ‘note’. When a number of options are available to satisfy the eligibility criteria or eligibility can only be determined by working through a number of steps users are referred to a relevant attachment included at the end of the document.

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1. When is an electrical licence required?

Electrical work licence and external licence equivalents

Section 55 of the Act requires a person who performs or supervises electrical work to hold a current electrical work licence which authorises the person to perform the work. Section 55(3) prescribes the circumstances when an electrical work licence is not required.

*Schedule 1 of the Regulation prescribes external Australian and NZ licences taken to be equivalent to particular Queensland electrical work licences. A person performing electrical work within the authority of one of these current external licences is **taken to hold** an electrical work licence and is not legislatively required to apply for the equivalent Queensland licence. However, the external licence holder may apply for the equivalent Queensland licence on the basis of mutual recognition.*

Electrical contractor licence and recognition of other business licences

Section 56 of the Act requires a person who conducts a business or undertaking that includes the performance of electrical work to hold a current electrical contractor licence. Sections 56(2) and (3) of the Act prescribe circumstances included and excluded within the scope of a business or undertaking that includes the performance of electrical work.

Note that a person who contracts for the performance of work that includes electrical work does **not** require an electrical contractor licence if the electrical work is intended to be subcontracted to the holder of an electrical contractor licence (s.56(3)(b), ESA 2002). *For the conduct of a business or undertaking that includes the performance of electrical work, **other than electrical installation work, a person is taken to hold an electrical contractor licence to the extent that the work is a necessary part of, or is incidental to, the performance of work under a current trade contractor's licence issued under the Queensland Building Services Authority Regulation 2003 (s.55A, ESR 2002).*** This section seeks to ensure that persons operating businesses licensed under the Building Services Authority legislation that carry out minor incidental electrical work are not required to be licensed twice.

Example of application of s.55A, ESR 2002

A company which conducts the business of mechanical ventilation system maintenance will not require an electrical contractor's licence to perform the electrical work component of the repairs and maintenance if the business holds a refrigeration, air-conditioning and mechanical services licence issued by the Building Services Authority.

2. Serving and ex-defence force applicants

Applicants who undertook trade training in the Royal Australian Navy, the Australian Regular Army, or the Royal Australian Air Force, and who were issued with a relevant qualification, will need to have their skills and qualification assessed to meet Queensland eligibility requirements.

Standard to satisfy the chief executive

The relevant qualifications and evidence of examination requirements and competence vary with the type of applicant. Please refer to **Attachment C** for further information.

Defence force applicants who have not been issued a qualification or who are not mentioned in **Attachment C** may need to apply to Trades Recognition Australia for an Australian Recognised Tradesman's Certificate.

Trades Recognition Australia
Postal address: GPO Box 9879, Melbourne VIC 3001
Telephone: 03 9954 2537

Applicants will be required to meet Queensland requirements which are not equivalent e.g. resuscitation and rescue requirements. Pending the application outcome, the applicant may be required to undertake some additional training via a supervising registered training organisation with regards to their trade in order to qualify for a work licence/permit.

Conditions or restrictions may be placed on an issued Queensland licence to achieve equivalence. Applicants must be informed of further training which they could undertake to achieve competence allowing the removal of any conditions or restrictions.

3. Mutual recognition

A person who holds current registration in another Australian state or territory or New Zealand (NZ) to perform an electrical occupation, trade, profession or calling may apply for a Queensland electrical licence on the basis of mutual recognition. The relevant legislation for mutual recognition is the *Mutual Recognition (Queensland) Act 1992*, the *Trans-Tasman Mutual Recognition (Queensland) Act 2003*, the *Mutual Recognition Act 1992 - Section 32 - Ministerial Declaration (09/02/2007)* and *(08/05/2008)*.

The *MD (09/02/2007)* and *MD (08/05/2008)* give effect to mutual recognition of registered occupations including electricians, electrical fitters, cable jointers, lineworkers, restricted electrical licences and individual unrestricted electrical contractor licences, subject to any conditions, limitations or restrictions.

However the mutual recognition principle is subject to the exception that it does not affect the operation of laws that regulate the manner of carrying on an occupation in the second jurisdiction (in this case Queensland). Mutual recognition applicants will be required to meet Queensland requirements which are not equivalent e.g. electrical contractors will be required to hold financial and insurance requirements to the level prescribed under the Regulation.

A Queensland licence awarded under mutual recognition arrangements will include any conditions or restrictions that apply to the licence, registration, or authority of the other jurisdiction. Applicants must be informed of further training which they could undertake to achieve competence allowing the removal of any conditions or restrictions.

Applicants must satisfy the chief executive that they met any regulatory standards in the state where they previously performed the electrical work or conducted the electrical business. This may typically be evidenced by a current registration.

If a registration is not included in the *MD 09/02/2007* or *MD 08/05/2008*, or if the registration outcome depicted on a Schedule is the statement '*No equivalent declared*', the decision on recognition of registration will be made by the chief executive in accordance with the *Mutual Recognition (Queensland) Act 1992* or the *Trans-Tasman Mutual Recognition (Queensland) Act 2003*.

To satisfy the chief executive, applicants must provide a written notice and documentation covering the elements required in the *Mutual Recognition (Queensland) Act 1992* or the *Trans-Tasman Mutual Recognition (Queensland) Act 2003*. Registration on the basis of mutual recognition must be granted, postponed or refused within one month after the notice is lodged (*s.21, MRQA 1992*; *s.20, TTMRQA 2003*). Until such time, the person is deemed to be registered (*s.25, MRQA 1992*; *s.24, TTMRQA 2003*).

Application of mutual recognition to each class of electrical work licence and electrical contractor licences is discussed in the eligibility requirements sections.

Standard to satisfy the chief executive

Completed mutual recognition statutory declaration which addresses all the elements listed in section 19 of the *Mutual Recognition (Queensland) Act 1992* or section 18 of the *Trans-Tasman Mutual Recognition (Queensland) Act 2003*. This includes appropriate evidence that the person holds a current registration required by or under legislation as listed in either Schedules 9 to 13 of the *MD 09/02/2007* or Schedule 1 of the *MD 08/05/2008* or listed in **Attachment A**.

Acceptable mutual recognition statutory declarations covering the necessary elements are available at: www.deir.qld.gov.au

4. General criteria for electrical licence applications

With appropriate delegation from the chief executive, applications for the issue, renewal or reinstatement of an electrical licence are administered by the Department of Employment and Industrial Relations.

Application for the issue of an electrical licence must:

- *be made in the approved form*
- *comply with requirements prescribed in the ESR 2002, including the payment of fees (refer Schedule 7, ESR 2002); and*
- *be decided in reference to the eligibility requirements prescribed in the ESR 2002 for the issue of the licence (s.59, ESA 2002)*

Proof of identity

Although not specified in the legislation, proof of identity must be provided for new licence applicants and persons nominated as 'qualified persons' who do not hold a current Queensland electrical licence. Proof of identity is not required for renewal purposes.

Standard to satisfy the chief executive

An applicant will be considered as identified if they achieve 100 points of identification using the documents and points nominated on the application form, and the application form declaration is signed by an authorised person or the original documents are sighted by a Department of Employment and Industrial Relations employee.

If the contractor business is a corporation, applicants for new licences must also provide evidence of registration of the company.

Standard to satisfy the chief executive

Certificate of registration of a company issued by the Australian Securities and Investment Commission (ASIC).

If the business has held a Queensland electrical contractor licence under the same business/legal name within the last 12 months, submitting another certificate of registration as evidence along with the application may not be required, provided that:-

- a departmental officer verifies the original certificate of registration submitted with the original licence application; AND
- a departmental officer verifies the current registration status via the ASIC National Names Index at the time of processing, and attaches a printout showing all relevant details to the applicant's file as evidence.

A person using their own name (i.e. given names and/or initials followed by their surname without any addition), does not need to register their business name. All other business names, including names with additions such as JT Smith Electrical or JT Smith and Sons, are registrable under the *Business Names Act 1962*, and must be registered with the Office of Fair Trading. Applicants for new licences using a registrable business name must provide evidence of the business' registration.

Standard to satisfy the chief executive

Business name registration issued by the Office of Fair Trading (Queensland).

If the business has held a Queensland electrical contractor licence under the same business/legal name within the last 12 months, submitting another business name registration as evidence along with the application may not be required, provided that:-

- a departmental officer verifies the original business name registration submitted with the original licence application; AND
- a departmental officer verifies the current registration status via the ASIC National Names Index at the time of processing, and attaches a printout showing all relevant details to the applicant's file as evidence.

Documents submitted with an application

Documents submitted to evidence general and eligibility requirements must be verified or certified. A copy can be certified by a Justice of the Peace (qualified) or a Commissioner of Declarations, or verified by an authorised officer using the Document Declaration form, available on the Electrical Safety Office's website www.deir.qld.gov.au.

Documents may be submitted in electronic form in accordance with the *Electronic Transactions (Queensland) Act 2001* if all other requirements, such as certification/verification are met.

Statutory declarations made in support of an application are to be in DEIR's approved form available from the website, or an alternative form that includes all the elements required by the *Oaths Act 1867*.

5. General requirements for an electrical work licence

Several requirements apply generally for the issue of an electrical work licence, other than an electrical work training permit. (*s.33, ESR 2002 – General Requirements*)

s.33(2)(b), ESR 2002 - Proficiency in English

The applicant must demonstrate they can *adequately understand, read and write in the English language without the aid of an interpreter.*

s.33(3), ESR 2002 - Previous electrical work performance

The chief executive may consider the applicant's previous performance as a licensed electrical worker, including; any history of disciplinary action taken against the applicant under a law regulating the activities of licensed electrical workers; or any non-performance of an obligation under a law about electrical work and the reasons for the non-performance.

Standard to satisfy the chief executive

The following factors should be taken into account when considering previous electrical work performance:

- the extent of the disciplinary action i.e. reprimand, suspension or cancellation of licence
- seriousness of breaches of legislation and the actual or potential consequence
- timing of previous disciplinary action or non-compliance
- remedial action taken by the applicant to address any non-compliances

Applications with a prior history of disciplinary action should be referred to the Principal Licensing Officer for consideration.

s.33(4), ESR 2002 - Competence to carry out resuscitation

The chief executive must be satisfied the applicant has been trained in, and is competent to carry out, resuscitation on an individual who has stopped breathing or is unconscious because of electric shock.

Standard to satisfy the chief executive

Current statement or certificate of attainment issued by a registered training organisation or a statement of attendance or other equivalent document issued by another training provider stating the individual is competent in resuscitation.

Currency of resuscitation skills for all new licence applicants must continue for a minimum of one month past the application date, and a verified copy of the document must be provided as evidence along with the application.

s.33(5), ESR 2002 - Competence to carry out pole-top rescue and resuscitation

*For an application for an **electrical linesperson** licence the chief executive must also be satisfied that the applicant has been trained in, and is competent to carry out, resuscitation and rescue at a pole-top or transmission tower on an individual who has stopped breathing or is unconscious because of electric shock.*

Standard to satisfy the chief executive

Current statement or certificate of attainment issued by a registered training organisation or a statement of attendance or other equivalent document issued by another training provider stating the individual is competent in pole-top rescue and resuscitation.

Currency of resuscitation and rescue skills for all new licence applicants must continue for a minimum of one month past the application date, and a verified copy of the document must be provided as evidence along with the application.

6. Electrical work training permit

Electrical work training permits allow persons not listed in s.55(3), *ESA 2002* (i.e. persons who are not apprentices, trainees or students working under the supervision of teaching staff¹) to undertake a structured on-the-job training program, coordinated by a supervising registered training organisation, to gain the experience necessary to meet the eligibility requirements for a work licence.

Example of person who may require a training permit

A licensed electrical fitter wants to gain an electrical mechanic licence. The person has not completed an apprenticeship relevant to the trade work of an electrical mechanic, so they enter into a training plan with a supervising registered training organisation. An electrical work training permit must be issued to allow the person to perform the 'on-the-job' electrical work outlined in their training plan to gain the competence necessary to meet the licence eligibility requirements.

Persons issued with an electrical work training permit do not initially need to meet all the same eligibility requirements as those for an electrical work licence. However, some eligibility requirements apply for the issue of an electrical work training permit (*s.38A, ESR 2002 – Eligibility requirements for electrical work training permit*)

s.38A(1), ESR 2002 – Relevant qualification

For a person to be issued an electrical work training permit that allows the person to perform the electrical work stated in the permit, the person must demonstrate they have a relevant qualification under sections 34(6), 35(6), 36(6), 37(6) or 38(7) for the stated electrical work.

Standard to satisfy the chief executive

The person's relevant qualification must relate directly to the type of electrical work for which the electrical work training permit is to be issued.

The following are the accepted relevant qualifications for the issue of an electrical work training permit to allow the person to perform the 'on-the-job' electrical work outlined in their training plan to gain the competence necessary to meet the licence eligibility requirements.

- Electrical mechanic licence relevant qualification outlined in ESR s.34(6)
- Electrical linesperson licence relevant qualification outlined in ESR s.35(6)
- Electrical fitter licence relevant qualification outlined in ESR s.36(6)
- Electrical jointer licence relevant qualification outlined in ESR s.37(6)
- Restricted electrical work licence relevant qualification outlined in ESR s.38(7)

Example of a relevant qualification

An acceptable relevant qualification for a person who is to be issued an electrical work training permit for an electrical mechanic licence is that the person is the holder of a Queensland electrical fitter licence (*s.34(6)(a), ESR*).

¹ Refer to section 55(3), *ESA 2002* for full description of circumstances when apprentices, trainees and students are not required to hold an electrical work licence.

s.38A(2), ESR 2002 - Previous electrical work performance

The chief executive may also consider the following in relation to the applicant's activities; any history of disciplinary action taken against the applicant under a law regulating the activities of licensed electrical workers; or any non-performance of an obligation under a law about electrical work and the reasons for the non-performance.

Standard to satisfy the chief executive

The following factors should be taken into account when considering the applicant's previous activities:

- the extent of any disciplinary action i.e. reprimand, suspension or cancellation of licence
- seriousness of any breaches of legislation and the actual or potential consequence
- timing of any previous disciplinary action or non-compliance
- remedial action taken by the applicant to address any non-compliances

Applications with a prior history of disciplinary action should be referred to the Principal Licensing Officer for consideration.

When a training permit holder completes their training, and applies for an electrical licence, they must meet eligibility requirements for that class of licence. Therefore, **an electrical work training permit MUST not be issued unless a licensing outcome is possible.**

Example of determining whether a licensing outcome is possible

A person is intending to apply for a restricted electrical work licence. The person has not completed an apprenticeship or training recognised as meeting the eligibility requirements for a restricted licence. To show a relevant qualification, this person must be able to demonstrate that they have a trade or calling recognised by the chief executive as part of the eligibility requirements for the restricted licence before a training permit can be issued (refer to **Attachment D**). If they cannot demonstrate this, they will not be able to meet eligibility requirements and therefore must not be issued with a training permit.

Conditions or restrictions will be included on the electrical work training permit to ensure the proper performance of electrical work. The following two conditions will be included on all issued permits:

1. The holder must complete a structured training program coordinated by a registered training organisation relevant to the class of electrical work in which the person intends to apply for an electrical work licence; **and**
2. The holder may only perform electrical work under the supervision of an appropriately licensed electrical worker.

An electrical work training permit may be issued, renewed or reinstated for a maximum of one year (*s.39(2), ESR 2002*). If the Department receives a completion statement and an application for electrical work licence (permit holders) within six months of the permits issue date and the Department holds evidence of (or is included with the application) the applicant's current competence in resuscitation (and rescue if required), the applicant will not be required to pay a second application fee.

Before completion of the term of an electrical work training permit the holder may apply for renewal. Similarly within one year of the permit expiring the holder may apply for reinstatement. Fees will apply in each case. Applications for renewal or reinstatement of an electrical work training permit should be forwarded to the Principal Licensing Officer for consideration.

Considerations by the Principal Licensing Officer

In deciding whether to renew or reinstate an electrical work training permit the Principal Licensing Officer must give consideration to:

- compliance with the previous permit conditions
- time needed to complete the training authorised by the permit genuinely exceeds 12 months
- other factors which indicate the applicant's commitment to completing their training
- extenuating circumstances, such as illness, which prevented the person completing their training

The Principal Licensing Officer may forward details of renewed or reinstated permits to Electrical Safety Compliance to monitor compliance with any conditions placed on the permit, such as the work is being performed by the holder of the training permit under the supervision of a licensed electrical worker.

7. Eligibility requirements for an electrical mechanic, linesperson, fitter, and jointer licence

This section outlines the eligibility requirements for electrical mechanic, electrical linesperson, electrical fitter and electrical jointer licences. The electrical work authorised by each of these licences is outlined in sections 26 to 29 of the Regulation respectively. Each licence can be issued for a maximum of five years (*s.39, ESR 2002*). When a work licence is renewed or reinstated the licence expiry is five years from the previous expiry date.

Regardless of the class of electrical work licence, eligibility requirements are similar. To avoid repetition of the legislative provisions, eligibility requirements for an electrical mechanic, linesperson, fitter and jointer licence are collated in this section and grouped on the basis of the type of applicant – i.e. Queensland **and** non-Queensland electrical apprentice **or** relevant qualification application. Users are directed to the relevant attachments to identify standards of evidence relating to each licence class.

Application on the basis of mutual recognition

Applicants must satisfy the chief executive that they met any regulatory standards in the state where they previously performed the electrical work. This may typically be evidenced by a current electrical licence. However, not all required electrical work training and qualifications across Australia and NZ are tied to a licensing outcome. For instance, persons working as electrical jointers or linesperson in NSW are not required to hold a licence, but must meet appropriate qualifications and training requirements.

Standard to satisfy the chief executive

Completed mutual recognition statutory declaration which addresses all the elements listed in section 19(1) of the *Mutual Recognition Act 1992* or section 18 of the *Trans-Tasman Mutual Recognition Act 2003*. This includes evidence that the person holds a current registration required by or under legislation, as listed in either Schedules 9 to 12 of the *MD 09/02/2007* or listed in **Attachment A**.

Refer to section three – Mutual recognition for information on the process for applying on the basis of mutual recognition.

Satisfying the eligibility requirements

An applicant may satisfy the eligibility requirements for the issue of an electrical work licence in a number of ways. Each is described below.

Queensland electrical apprentice s.34(2); 35(2); 36(2); 37(2), ESR 2002; or non-Queensland electrical apprentice s.34(3); 35(3); 36(3); and 37(3), ESR 2002.

The applicant must have-

- a) *satisfactorily finished an apprenticeship under the Vocational Education, Training and Employment Act 2000, or an equivalent apprenticeship, to achieve competence in the relevant trade work; **and***
- b) *satisfactorily finished a course of instruction decided by the chief executive; **and***

Standard to satisfy the chief executive

Qualification, statement of attainment, certificate or completion statement that states the person has completed an apprenticeship or courses of instruction outlined in **Attachment B – Table 1**.

- c) *produced to the chief executive a written statement that*
- i) *states that the applicant is competent in the relevant trade work; **and***
 - ii) *is verified by the supervising registered training organisation, or equivalent non-Queensland training organisation that issues a qualification of statement of attainment for training delivered to the applicant under the apprenticeship; **and***

Standard to satisfy the chief executive

Completion statement completed and signed by a nominated representative of the supervising registered training organisation, or equivalent non-Queensland supervising training organisation.

- d) *produced to the chief executive a written statement that:*
- i) *for Queensland apprentices states that the applicant has finished the training to be delivered to the applicant under the training plan/s for the apprenticeship, and is verified either by the person who as an employer is party to the training plan under which the applicant finished the apprenticeship; **or***

Standard to satisfy the chief executive

Completion statement completed and signed by:-

1. a nominated representative of the supervising registered training organisation;
and
2. the employer under whom the applicant finished their apprenticeship; **and**
3. the apprentice or permit holder.

- ii) *for non-Queensland apprentices states that the applicant has satisfactorily finished the training to be delivered to the applicant under the apprenticeship, and is verified by the employer under whom the applicant finished the apprenticeship; **and***

Standard to satisfy the chief executive

Completion statement completed and signed by the employer under whom the applicant finished their apprenticeship.

- e) *satisfied the chief executive the applicant is competent in the relevant trade work.*

Usually satisfied for new licence applications if the applicant meets eligibility requirements (a) through (d).

Note: For electrical linesperson and joiner, an “equivalent apprenticeship” for non apprentice applicants means an arrangement where a person is bound to or put under the care of an employer for instruction in a trade. This is typically evidenced by a contractual arrangement including a formal training schedule and a formal assessment process.

Relevant qualification application s.34(4); 35(4); 36(4); and 37(4), ESR 2002

The applicant must -

a) *have a relevant qualification recognised as:*

- i) *a current electrical licence of a stated class; **or***
- ii) *served an apprenticeship to the calling of the relevant trade under the Vocational Education, Training and Employment Act 2000, but not finished the course of instruction; **or***
- iii) *a tradesman's certificate within the meaning of the Tradesmen's Rights Regulation Act 1946 (Cwlth) in the classification of electrical work relevant to the application; **or***
- iv) *an expired electrical work licence issued under the Act in the same class relating to their application; **or***
- v) *a certificate or other document issued by a relevant assessing authority stating that the holder's skills are suitable for an occupation, relating to a class of electrical licence identified in s.25(a) to (e) ESR 2002; **and***

b) *have complied with the chief executive's examination requirements; **and***

c) *be competent in the relevant trade work.*

Standard to satisfy the chief executive

Refer to **Attachment C** for relevant qualifications, examination requirements and evidence of competence in the relevant trade work which satisfy the eligibility requirement.

If the applicant fails to satisfy the chief executive of their eligibility they may be issued with an electrical work training permit to gain the skills and experience necessary to meet the eligibility requirements for a work licence.

8. Eligibility requirements for a restricted electrical work licence

A restricted electrical licence authorises the holder to carry out or perform electrical work only of a particular type stated in the licence s.30(1), ESR 2002.

The Department of Employment and Industrial Relations issues restricted licences in accordance with the National Restricted Electrical framework which consists of eight work area categories (endorsements) relating to work on particular types of equipment. An applicant for a restricted licence must be able to demonstrate a need to carry out restricted electrical work i.e. they must demonstrate a trade or calling.

Endorsements on a restricted licence can include:

1. Composite equipment
2. High voltage electrical propulsion
3. Plumbing/Gas
4. Electronics
5. Pre-assembled signs
6. Electric motor
7. Refrigeration/Air conditioning
8. Instrumentation/Process control

There are six units of competence with further subdivisions for two of the units (units 3 & 4). These units of competence may be grouped in various ways to match the skills needed by workers who are required to perform restricted electrical work. Restricted electrical licences are issued based on the units of competence achieved.

Unit of competence No.	Unit of competence descriptor in endorsed area only (e.g. endorsements 1 to 8 above)
1	Occupational health & safety
2	Disconnect and reconnect fixed wired equipment
3A	Locate and rectify faults in 250V equipment (motors)
3B	Locate and rectify faults in 250V equipment (water heaters)
3C	Locate and rectify faults in 250V equipment (appliances)
4A	Locate and rectify faults in 650V equipment (motors)
4B	Locate and rectify faults in 650V equipment (water heaters)
5	Attach flexible cord and plug to 250V equipment
6	Attach flexible cord and plug to 650V equipment

Application on the basis of mutual recognition

Applicants must satisfy the chief executive that they met any regulatory standards in the state where they previously performed the electrical work. This may typically be evidenced by a current electrical licence or certificate.

Standard to satisfy the chief executive

Completed mutual recognition statutory declaration which addresses all the elements listed in section 19(1) of the *Mutual Recognition (Queensland) Act 1992* or section 18 of the *Trans-Tasman Mutual Recognition (Queensland) Act 2003*. This includes evidence that the person holds a current registration required by or under legislation, as listed in either Schedule 13 of the *MD 09/02/2007* or listed in **Attachment A**.

Refer to section three – Mutual recognition for information on the process for applying on the basis of mutual recognition.

Queensland apprentice (s.38(2), ESR 2002); or non-Queensland apprentice (s.38(3), ESR 2002)

To be issued a restricted electrical work licence the applicant must have:

- a) *satisfactorily finished a course of training under the Vocational Education, Training and Employment Act 2000, or equivalent course of training outside Queensland, that the chief executive considers to be appropriate; and*
- b) *satisfactorily finished a course of instruction decided by the chief executive; and*

Standard to satisfy the chief executive

Refer to **Attachment B – Table 2** for courses of training and instruction considered appropriate or decided by the chief executive.

- c) *produced to the chief executive a written statement that:*
 - i) *states that the applicant is competent in performing electrical work the subject of the application; and*
 - ii) *is verified by the supervising registered training organisation, or equivalent non-Queensland training organisation that issues a qualification or statement of attainment for the course; and*

Standard to satisfy the chief executive

Completion statement completed and signed by a nominated representative of the supervising registered training organisation, or equivalent supervising non-Queensland training organisation.

- d) *if the course is training delivered to the applicant under a training plan or apprenticeship or traineeship - produced to the chief executive a written statement that:-*
 - i) *for Queensland apprentices/trainees states that the applicant has satisfactorily finished the training to be delivered to the applicant under the training plan/s, or*
 - ii) *for non-Queensland apprentices/trainees states that the applicant has satisfactorily finished the training to be delivered to the applicant under the apprenticeship or traineeship; and*
 - iii) *for Queensland apprentices is verified by the person who as an employer is party to the training plan; or*

iv) for non-Queensland apprentices is verified by the employer under whom the applicant finished the apprenticeship or traineeship; and

Standard to satisfy the chief executive

For apprentices, a completion statement completed and signed by:-

1. a nominated representative of the supervising registered training organisation or equivalent non-Queensland supervising training organisation;
- and**
2. the employer under whom the applicant finished their apprenticeship; **and**
3. the apprentice or permit holder; **or**

e) satisfied the chief executive the applicant is competent to perform electrical work the subject of the licence.

Usually satisfied for new licence applications if the applicant meets eligibility requirements (a) through (d).

Relevant qualification application (s.38(5), ESR 2002)

The applicant must have -

a) a relevant qualification defined as:

- i) a tradesperson's certificate within the meaning of the Tradesmen's Rights Regulation Act 1946 (Cwlth) in a calling that the chief executive has decided requires the tradesperson to perform the electrical work; **or***
- ii) a tradesperson's certificate issued by a corresponding training department in a calling that the chief executive has decided requires the tradesperson to perform the electrical work; **or***
- iii) a certificate or other document issued by a relevant assessing authority stating that the holder's skills are suitable for an occupation that is or includes a calling that the chief executive has decided requires the holder to perform electrical work; **or***
- iv) has equivalent qualifications or experience in a calling that the chief executive decides requires the person to perform electrical work; **or***
- v) the person held a restricted electrical licence (with the same endorsements they are applying for) issued under the Act that has expired; **and***

Standard to satisfy the chief executive

Refer to **Attachment D** for standards to satisfy the chief executive that a person has a trade or calling that **requires** the performance of **incidental** electrical work.

*b) satisfactorily finished a course of instruction decided by the chief executive; **and***

c) produced a written statement that-

- i) states that the applicant is competent in performing electrical work the subject of the application; **and***
- ii) is verified by the registered training organisation that delivered training to the applicant; **and***

- d) *if the course is training delivered to the applicant under a training plan- produced a written statement that states that the applicant has satisfactorily finished the training to be delivered under the training plan/s, and is verified by the person who as an employer is party to the training plan; **and***
- e) *satisfied the chief executive the applicant is competent to perform electrical work the subject of the licence.*

Standard to satisfy the chief executive

Completion statement completed and signed by supervising registered training organisation, or equivalent supervising non-Queensland training organisation, the applicant's employer (where applicable) and the applicant.

Refer to **Attachment E** for relevant qualifications, courses of instruction and on-the-job training programs accepted by the chief executive. Each is mapped to a licensing outcome.

9. Transitional provisions for electrical linespersons and electrical jointer

Apprenticeships for electrical linespersons and electrical jointers have been introduced progressively since 2001. Transitional provisions have been incorporated in the *Electrical Safety Regulation 2002* to ensure persons who gained their qualification other than through an apprenticeship are not disadvantaged by the introduction of new legislation.

Applicants with two years relevant Australian work experience are entitled to be issued with a new, renewed or reinstated licence if they complied with the qualification requirements under the *Electricity Regulation 1994* prior to 1 October 2002.

From 1 July 2007, any applicant whose experience and qualifications were obtained overseas must satisfy the chief executive that the applicant is eligible for a licence under section 35 or 37 of the *Electrical Safety Regulation 2002*.

Standard to satisfy the chief executive

Refer to **Attachment F** for evidence of qualifications accepted by the chief executive.

10. Eligibility requirements for an electrical contractor licence

Application on the basis of mutual recognition

As mutual recognition applies to individuals carrying on an occupation only individuals or partnerships consisting of individuals, who are registered in another state or territory or NZ in their own name may apply on this basis. Whilst mutual recognition is not applicable to companies, the qualified persons of interstate or NZ electrical contracting companies can be nominated as the qualified technical person (QTP) or qualified business person (QBP) on a Queensland electrical contractor licence application on the basis of mutual recognition.

Standard to satisfy the chief executive

Completed mutual recognition statutory declaration which addresses all the elements listed in section 19(1) of the *Mutual Recognition (Queensland) Act 1992* or section 18 of the *Trans-Tasman Mutual Recognition (Queensland) Act 2003*. This includes appropriate evidence that the person holds a current registration required by or under legislation listed in either Schedules 9 to 13 of the *MD 09/02/2007* or Schedule 1 of the *MD 08/05/2008* or listed in **Attachment A**.

Refer to section three – Mutual recognition for information on the process for applying on the basis of mutual recognition.

Who is eligible for an electrical contractor licence?

An electrical contractor licence can only be held by an individual, a partnership or a corporation (s.40-42, *ESR 2002*). An electrical contractor licence cannot be issued to a trust. An electrical contractor licence can be issued to the trustee of a trust. The trustee will have to satisfy the relevant eligibility requirements.

Australian Business Numbers

Australian Business Numbers (ABNs) are unique identifying numbers useful for government in validating a business' identity. There is no requirement under the Act for an applicant to hold and supply an ABN. However if an ABN is supplied it must correspond on the Australian Business Register (ABR) to the legal name provided on the application. Notifications of ABN cancellations should be verified by a check of the ABR. If an applicant advises that a supplied and current ABN no longer applies to an electrical contracting business verifying evidence, such as a statutory declaration or written confirmation from an accountant, must be provided.

Satisfying the eligibility requirements for an electrical contractor licence

Sections 40-42 of the ESR 2002 require that for an electrical contractor licence to be issued the applicant must:

- *have at least one qualified business person and one qualified technical person (this can be the same person);*
- *satisfy the prescribed financial and insurance requirements; and*
- *satisfy the chief executive that the electrical work is performed by a qualified technical person or supervised by a qualified technical person.*

Qualified persons

Depending on the structure of the business, a qualified person must be an individual who has the following relationship to the applicant: (s.7(3) ESR 2002)

<i>Individual</i>	<i>An employee of the individual</i>
<i>Partnership</i>	<i>A member or an employee of the partnership</i>
<i>Corporation</i>	<i>An executive officer, member or an employee of the corporation.</i>

To become a qualified person an individual must satisfy the chief executive that they are *fit and proper* (s.7(1)(a) and s.7(2)(a)). *The chief executive may only consider the standard of honesty and integrity demonstrated by the person in commercial and other activities in which the person has been involved; and any failure by the person to perform commercial or statutory obligations and the reasons for the failure (s.7(4)).*

Note that despite s.7(4), *a person who is an individual is not a fit and proper person to be a qualified technical person if the individual is disqualified from being a qualified technical person for the holder of an electrical contractor licence, because of disciplinary action taken by the licensing committee (s.7(5)).*

Considerations by the chief executive

QTP/QBPs are required to declare that they are ‘fit and proper’ on the application form. The following factors may be taken into consideration when deciding whether a person is fit and proper:

- previous licensing disciplinary action i.e. reprimand, suspension, cancellation of licence, or disqualification from being a qualified technical person for the holder of an electrical contractor licence;
- seriousness of breaches of commercial or statutory obligations and the actual or potential consequence;
- history of bankruptcy;
- timing of previous disciplinary action or non-compliance; **and**
- remedial action taken by the applicant to address any of the above events.

Instances of nominated qualified persons involved in previous disciplinary action should be referred to the Principal Licensing Officer for a decision. The Principal Licensing Officer will document details of the decision.

Qualified Business Person

Section 7(1) of the ESR 2002 defines a **qualified business person** as an individual who:

- a) *is a fit and proper person* (as above); **and**
- b) *is competent to perform the business aspects of performing electrical work as, or for, a licensed electrical contractor; and*
- c) *either -*
 - i) *has satisfactorily finished a course of instruction, or an examination required by the chief executive, on business aspects of performing electrical work; or*
 - ii) *has been operating a business for a period of, or periods totalling five years*

Standard to satisfy the chief executive

Evidence the nominated QBP has been a QBP on a Queensland electrical contractor licence within the last five years;

OR

Evidence the nominated QBP is the person endorsed on a non-Queensland electrical contractor licence as the person competent to perform the business aspects of electrical work;

OR

Qualification, statement of attainment or certificate signed by registered training organisation within the previous five years for:

- BSBSBM401A – Establish business and legal requirements; **or**
- BSB40401 – Certificate IV in Business (Small Business Management); **or**
- CNQ35C – Electrical contractor management skills; **or**
- CNQ35E – Electrical contractor management skills (Parts 2 & 3);

OR

Qualification, statement of attainment or certificate signed by registered training organisation within the previous five years for:

- EA102 – Establishing a contracting business; **and**
- EA103 – General legislative requirements; **and**
- EA105 – Financing and controlling;

OR

Evidence of another appropriate business qualification* with equivalent learning outcomes in business management, financial management, and legislative frameworks, such as a business diploma or accounting degree;

OR

Evidence of operating a business for a period of, or periods totalling, five years, such as: tax returns for a self-employed person or completed statutory declarations from an accountant, employer, or other applicable business officer.

* Business qualifications will be considered to have a currency of five years from date of issue. Outside of this period the QBP will be required to demonstrate skills maintenance through:

- a statement of attainment, certificate, or other document evidencing successful completion of structured training course or professional development in business, such as completion of a course in taxation law; **or**
- a statutory declaration from an employer or other business officer that the person has worked in a role principally responsible for the operation of a business.

Qualified Technical Person

Section 7(2) of the ESR 2002 defines a **qualified technical person** as an individual who:

- a) is a fit and proper person (as above); **and**
- b) either:
 - i. if the electrical work to be performed by the licensed electrical contractor may be performed only by the holder of an electrical work licence – has held for at least a year, or a shorter period considered acceptable by the chief executive, and still holds, an electrical work licence; **or**
 - ii. has held for at least a year, or a shorter period considered acceptable by the chief executive, and still holds an external contracting authority; **and**

Considerations by the chief executive

All applications for a shorter period will be considered on a case by case basis by the Principal Licensing Officer. The following factors may be taken into consideration when deciding whether a shorter period is acceptable:

- the scope of electrical work to be performed (for example, contracting work that is limited to the maintenance of electrical equipment)
- provision of a written statement, verified by a suitably qualified licensed person, of the person's experience and competence in performing the scope of electrical work
- the person's previous experience in the electrical industry
- the person's relevant experience within the last five years as an inspector appointed under the Act

The Principal Licensing Officer will document details of the decision.

Examples of matters for which the Principal Licensing Officer has exercised this discretion include the following:

- Evidence of holding an equivalent interstate or New Zealand electrical licence (External Licence as per Schedule 1 of ESR 2002) for not less than 12 months. Where the External Licence is the external equivalent of an electrical mechanic licence and has been held for five years or longer the person would need to have completed course 39093 QLD, or wait the 12 months.
- Evidence of being authorised for a period not less than three years to perform relevant electrical work in a country other than Australia or New Zealand and being qualified to perform the scope of work under an Authority, Scheme or Regulation of the country in which the work was performed. Where the work was performed more than five years before the application date the person would need to have completed course 39093 QLD, or wait the 12 months. For example, all the electrical mechanics arriving from these countries would have an ARTC and most would have completed course 39093 QLD to get a completion statement from the SRTO to obtain a Queensland electrical work licence.

Documents to satisfy this requirement include but are not limited to:

- Applicable sections of the appropriate Legislation/Regulation from that Country
- Licence, qualification, competency or authority that authorises the performance of the scope of work in that Country

- Evidence of 12 months experience being a supervisor on a Queensland BSA Refrigeration A/C licence and holding a Certificate III Qualification (or equivalent) and a restricted electrical licence for Refrigeration and Air-conditioning.

- c) *is competent to perform electrical work as, or for, a licensed electrical contractor; and*
- d) *has satisfactorily finished a course of instruction, or an examination required by the chief executive, on technical aspects of performing electrical work.*

Standard to satisfy the chief executive

Current electrical work licence relevant to the type of work to be carried out by the business; **or if a electrical work licence is not required**, evidence the person is competent to perform the electrical work, such as an electrical engineering degree, or statement of attainment issued by a registered training organisation within the last five years for UEENEPP008A ‘Conduct in-service safety testing of electrical cord assemblies and cord connected equipment’, or 30239QLD ‘Conduct in-service safety inspection and testing of electrical equipment (other than fixed wired equipment)’ or equivalent;

AND

Evidence the nominated QTP has been a QTP on a Queensland electrical contractor licence as the person competent to perform electrical work within the last five years;

OR

Evidence the nominated QTP is the person endorsed on a non-Queensland electrical contractor licence as the person competent to perform electrical work;

OR

Evidence the nominated QTP has relevant experience within the last five years as an inspector appointed under the Act;

OR

Qualification, statement of attainment or certificate issued by a RTO and dated within the previous five years for:

CNQ35E – Part 2; **or**

EA103 – General Legislative Requirements; **AND**

For businesses applying to conduct electrical installation work if the nominated QTP’s work licence was issued for the first time more than five years prior, evidence the QTP has relevant experience within the last five years as an inspector appointed under the Act, or a statement of attainment issued by a RTO and dated within the previous five years for:

- QEE010 – Electrical Requirements; **or**
- 39093QLD Electrical installations inspection and testing.

Where the qualified technical person and qualified business person is the same person they are required to satisfy both sets of requirements.

Satisfying the financial and insurance requirements for an electrical contractor licence

Section 43 of the ESR 2002 prescribes the financial and insurance requirements for an applicant for an electrical contractor licence:

- a) evidence of public liability insurance for at least \$5,000,000 under a contract of insurance approved by the chief executive; **and**

Standard to satisfy the chief executive

A DEIR 'Certificate of Currency' or another form of documented evidence from an insurer authorised under the *Insurance Act 1973* to carry on insurance business, i.e. an Australian Prudential Regulatory Authority (APRA) authorised insurer/s or Lloyd's underwriters, confirming a policy with broad form public and products liability with a limit of indemnity of \$5,000,000 (minimum). The evidence may be signed by the insurer or an authorised representative (for example an agent or broker for the insurer).

The alternative form of documented evidence **MUST**:

- include all the insurance details covered by the DEIR Certificate of Currency; **and**
- detail a policy including cover for goods in care, custody or control arising from:
 - liability arising from testing and certification of work;
 - resultant injury, loss or damage arising from faulty design work performed by the policy holder, where they did not charge a specific fee for the design work;
 - resultant injury, loss or damage arising from incorrect advice given by the policy holder; **and**
 - include consumer protection liability for \$50,000; **and**

(these details could equally be declared if the alternative form of documented evidence that states the insurance meets the requirements of a contract of insurance approved by the chief executive under section 43(2) of the Electrical Safety Regulation 2002 i.e. the above).

- note that insurance is provided for the purposes of meeting the insurance requirements for an electrical contractor licence under the *Electrical Safety Regulation 2002*; **and**
- verify the insurer's identity by for example letterhead or company stamp.

It is acceptable for two licensed APRA authorised insurers to combine to provide the complete package of insurance, with one insurer providing the consumer protection liability component and the other the rest. Each component must be evidenced by either the certificate of currency or another form of documented evidence.

State and local governments, statutory authorities and government owned corporations may provide another form of evidence that shows the same level of protection as the above Certificate of Currency.

For local governments, a statement signed by the Chief Executive Officer that the council has an equivalent level of protection by way, for example, of self insurance is a satisfactory form of evidence.

The statement may refer to an equivalent level of protection for only one insurance requirement of the DEIR Certificate of Currency as long as the remaining insurance requirements are confirmed by a Certificate of Currency.

Acceptable ‘name of insured’ - Nominates legal name as per the application

Nominates a “legal name t/a business name”. For example, if the company’s legal name is ABC Pty Ltd and their business name is Sparkies, the name of insured can be “ABC Pty Ltd trading as Sparkies”

Nominates a legal name but no business name where a business name exists on the application form, e.g. ABC Pty Ltd t/a Sparkies, but only ABC Pty Ltd is shown on the certificate of currency and no business name is nominated.

Nominates the legal name of the licence holder and another entity who is not a licence holder. This would be most commonly found when a company director includes themselves on the company’s insurance, e.g. Brown Pty Ltd and Phil Brown (their director number may be included).

When a licence is issued to a trustee the name of insured can be shortened to the individual, partnership or corporation. For example if the trustee’s full legal name is "Thomson Pty Ltd as trustee for the Thomson Family Trust", the name of insured can be Thomson Pty Ltd.

Not acceptable ‘name of insured’ - Nominates a business name only

Nominates the legal name incorrectly to the extent that it appears to be a different legal entity to the licence applicant. For example the legal name of the licence applicant is Greenfield Pty Ltd; the name of the insured is John Greenfield.

Nominates the legal name of more than one licence holder. Whilst the licence holders may approach an insurer to provide a single policy of insurance, their insurance must be evidenced separately.

b) if the applicant is an individual or partnership—

(i) evidence that the applicant has net realisable assets of \$5,000; or

(ii) evidence in a form approved by the chief executive, that the applicant has \$5,000 available for its disposal; and

c) if the applicant is a corporation—

(i) a document, in a form approved by the chief executive, stating that the applicant has net realisable assets of \$10,000; or

(ii) evidence in a form approved by the chief executive, that the applicant has \$10,000 available for its disposal.

Standard to satisfy the chief executive

Complete declaration of financial requirements as per application form.

Declarations are subject to audit. Appropriate evidence of net realisable assets or assets available for disposal includes:

- Bank statement issued by an authorised deposit taking institution (ADI) under the *Banking Act 1959* showing a \$5,000 or \$10,000 balance
- Credit card or overdraft statement issued by an ADI showing \$5,000 or \$10,000 available credit
- Mortgage statement issued by an ADI showing \$5,000 or \$10,000 available for redraw

11. Maintaining eligibility requirements

A licence holder must ensure they continue to comply with all the eligibility requirements applying to the licence during the term of the licence. Failure to do so is grounds for disciplinary action of both electrical workers and electrical contractors (refer to *s.106(e) and s.107(1)(j), ESA 2002*).

In addition, *an employer must ensure workers who are required to perform, or help in performing, electrical work are competent in rescue and resuscitation in accordance with recognised practices in the electricity industry (s.21, ESR 2002)*. One of the ways employers may satisfy themselves of workers' competence is by ensuring their workers maintain current qualifications, statement of attainments or certificates signed by the training provider stating the individual is competent. Currency in rescue procedures will be required by electrical linespersons.

12. Condition and restrictions on an electrical licence

An electrical licence, as issued, renewed or reinstated, may include conditions or restrictions necessary or desirable for the proper performance of electrical work (s.63, ESA 2002).

Example of condition

A condition that the licence holder satisfactorily finish a particular training course or examination.

Example of application of condition

The holder of an electrical work training permit must complete a structured training program coordinated by a supervising registered training organisation relevant to the class of electrical work in which the person intends to apply for an electrical work licence.

Examples of restrictions

A restriction that limits electrical work that may be performed under the licence to a kind stated in the licence.

Examples of application of restrictions

A restriction may be placed on an electrical contractor's licence that restricts the performance of electrical work to the type of electrical work authorised by the qualified technical person's electrical work licence. An electrical contractor licence may be restricted to conducting a business or undertaking limited to the performance of electrical work authorised by a restricted electrical work licence for domestic equipment up to 250V.

A restriction may be placed on an electrical work licence to restrict the licence holder from acting in a role for which it is a requirement that they be competent in rescue at a pole top or transmission tower and in resuscitation, including as a safety observer if the person gained the licence with a medical exemption for resuscitation and or rescue requirements.

A restriction that limits the electrical work that may be performed under the licence to a kind stated in the licence and for an employer stated in the licence.

Example of application of restriction

A condition on a restricted electrical work licence to restrict the person who gained the licence on the basis of a qualification or experience gained from their employer (i.e. a structured in-house training program) to only performing electrical work which is the subject of the licence for that employer.

13. Eligibility requirements for renewal or reinstatement of an electrical licence

The chief executive must be satisfied the applicant for the renewal or reinstatement continues to satisfy any general, eligibility, financial and insurance requirements applying for the issue of the licence.

It is not necessary to provide evidence of all the eligibility requirements which were required when the original electrical licence was issued. For example, the completion statement that states the person satisfactorily finished an apprenticeship under the *Vocational Education, Training and Employment Act 2000* would not need to be provided. However, evidence provided in the original application which has recognised currency or expiry will either:

- a. need to be provided, such as insurance and finance details; or
- b. declaration made by the applicant that they still meet the requirements e.g. competence in resuscitation and, if an electrical linesperson, also competence in rescue from a pole-top or transmission tower.

Exemptions for the resuscitation and or rescue at a pole-top or transmission tower requirements are possible, but may only be sought on medical grounds that expressly prevent the applicant from carrying out resuscitation and or rescue at a pole-top or transmission tower, but do not otherwise affect the applicant's ability to perform electrical work under the licence.

Exemptions may only be granted in particular circumstances, where it is reasonable to allow the applicant to carry out electrical work under the licence and only after assessment by the Department's Principal Medical Officer. Applications to be reviewed for exemption on medical grounds will be required to supply additional documentation including a signed 'consent to disclose medical information' form and a doctor's medical certificate as evidence along with the application.

Note that if an exemption is granted, the licence is subject to a restriction (printed on the licence) that the applicant must not act in a role for which it is a requirement that the applicant be competent in rescue at a pole top or transmission tower and in resuscitation, including as a safety observer.

Electrical work licence applicants must also demonstrate that they continue to be competent in the relevant trade work i.e. skills maintenance in the type of electrical work authorised by their licence. Skills maintenance assessment consists of three parts, these are typically; legislation; risk management and live work; and electrical testing.

Only skills maintenance undertaken during the previous two years will be recognised as evidence of continued competence in the relevant trade work.

Standard to satisfy the chief executive

Refer to **Attachment G** for skills maintenance courses accepted by the chief executive as evidence of ongoing competence.

Renewing licence holders will also be required to submit supporting documentation for some changes of details e.g. a certificate of registration, issued by the Office of Fair Trading will be required to evidence a change of business name. Changes to details for the business and postal address phone, mobile email and facsimile, can be made on the renewal application form and do not require any supporting documentation.

14. Privacy

The Department of Employment and Industrial Relations respects the privacy of clients, their families, its staff and business partners. The Department has a privacy plan that establishes standards for the management of personal information. Personal information is information about or used to identify individuals. It does not encompass information about businesses.

Privacy is broader than the traditional concept of confidentiality and includes the collection, use, disclosure, security, quality, access, correction and openness of personal information. It includes such things as informing individuals when information is collected about them and informing the community about the types of information collected.

Departmental officers must ensure compliance with the Department's Privacy Plan when managing **personal** information supplied in the application for an electrical licence. For example:

- details of the person's application should not be unlawfully provided to third parties;
- information should only be used for the purposes nominated in the privacy statement of the application form;
- information about electrical licences must be given in accordance with the inspection of entries in registers provisions of the legislation;
- all approved forms must include a Departmental privacy statement including details of information collection, use and disclosure;
- information provided is stored safely and securely, and
- only personal information directly related to fulfilling the eligibility and general requirements is asked for.

Information provided by applicants will be managed within the requirements of Information Standard 42. The Department may be required to disclose an applicants personal information to other government agencies, entities or persons as may be required by law or that are outsourced functions.

Information provided by applicants is for the purpose of applying for the issue of an electrical licence/permit and monitoring compliance under the *Electrical Safety Act 2002*. This includes publishing licence and any disciplinary action details on the Department's website which is accessible by the public. This information may also be used for statistical research, information provision and evaluation of our services. The Department will assume that it has the applicant's permission to do this unless advised otherwise by the applicant.

Further information or guidance on the Department's privacy policy is available at www.deir.qld.gov.au .

15. Cancellation of an electrical licence or training permit

The chief executive has the discretionary power to cancel an electrical licence or training permit. This may occur where appropriate evidence is provided to the chief executive that the electrical licence or training permit either should not have been issued, or where the holder of the licence or training permit no longer meets the eligibility criteria, or the applicant fails to comply with the conditions of the permit, or in other circumstances decided by the chief executive.

Noted by A/Director, Electrical Safety Policy Paul Lunney	Recommended by A/Director, Equipment Safety and Licensing Brian Richardson	Approved by A/Executive Director, ESO Tony James
Date 29 / 09 / 2008	Date 29 / 09 / 2008	Date 30 / 09 / 2008

Attachment A – Registrations recognised under mutual recognition^{1 2}

NOTE: Ensure the electrical licence or registration is current.

Table 1 – Electrical contractor, mechanic, fitter, linesperson and jointer licenses

QLD	WA	SA	VIC	NSW	ACT	NT	TAS	NZ
Electrical contractor licence ^{3 4}	Refer Schedule 1 <i>MD 08/05/2008</i> ; or Electrical contractor	Refer Schedule 1 <i>MD 08/05/2008</i> ; or Electrical contractor licence	Refer Schedule 1 <i>MD 08/05/2008</i> ; or Registered electrical contractor	Refer Schedule 1 <i>MD 08/05/2008</i> ; or Contractor licence endorsed - electrical wiring work (electrician)	Refer Schedule 1 <i>MD 08/05/2008</i> ; or Electrical contractor licence	Refer Schedule 1 <i>MD 08/05/2008</i> ; or Electrical contractor	Refer Schedule 1 <i>MD 08/05/2008</i> ; or Electrical contractor licence	N/A
Electrical mechanic licence	Refer Schedule 1 <i>ESR 2002</i> ; or Refer Schedule 9 <i>MD 09/02/2007</i>	Refer Schedule 1 <i>ESR 2002</i> ; or Refer Schedule 9 <i>MD 09/02/2007</i>	Refer Schedule 1 <i>ESR 2002</i> ; or Refer Schedule 9 <i>MD 09/02/2007</i>	Refer Schedule 1 <i>ESR 2002</i> ; or Refer Schedule 9 <i>MD 09/02/2007</i> ; or Contractor licence endorsed - electrical wiring work (electrician); or Qualified supervisor certificate - electrical wiring work (electrician)	Refer Schedule 1 <i>ESR 2002</i> ; or Refer Schedule 9 <i>MD 09/02/2007</i>	Refer Schedule 1 <i>ESR 2002</i> ; or Refer Schedule 9 <i>MD 09/02/2007</i>	Refer Schedule 1 <i>ESR 2002</i> ; or Refer Schedule 9 <i>MD 09/02/2007</i>	Refer Schedule 1 <i>ESR 2002</i> ; or Refer to PLO
Electrical fitter licence	Refer Schedule 1 <i>ESR 2002</i> ; or Refer Schedule 10 <i>MD 09/02/2007</i>	Refer to PLO	Refer to PLO	Refer to PLO	Refer to PLO	Refer Schedule 1 <i>ESR 2002</i> ; or Refer Schedule 10 <i>MD 09/02/2007</i>	Refer to PLO	Registration with EWRB NZ as electrician

¹ Applications on the basis of mutual recognition may only be successful where the relevant occupation is registered in another jurisdiction (i.e. by licensing, certification, or other form of authorisation) under legislation, and where that registration is wholly or partly dependant on the attainment or possession of some qualification (e.g. training, education, examination, experience, character, or being fit and proper).

² A registration granted in Queensland will be equivalent to the registration in the primary state (e.g. the scope of work authorised by the registration).

³ Mutual recognition is not available to companies, only sole traders or partnerships consisting of individuals.

⁴ To be the Qualified Technical Person for a Queensland electrical contractor licence, the person must hold either a Queensland electrical mechanic licence, or an external electrical licence equivalent to a Queensland electrical mechanic licence as specified in Schedule 1, *ESR2002*.

QLD	WA	SA	VIC	NSW	ACT	NT	TAS	NZ
Electrical linesperson licence	Refer to PLO	Refer Schedule 12 <i>MD 09/02/2007</i>	Refer to PLO	Refer to PLO	Refer to PLO	Refer Schedule 12 <i>MD 09/02/2007</i>	Refer to PLO	Registration with EWRB NZ as line mechanic tract/trans/dist
Electrical jointer licence	Refer to PLO	Refer Schedule 11 <i>MD 09/02/2007</i>	Refer to PLO	Refer to PLO	Refer to PLO	Refer Schedule 11 <i>MD 09/02/2007</i>	Refer to PLO	Registration with EWRB NZ as line mechanic endorsed cable jointer

Table 2 - Restricted electrical licenses

QLD	WA	SA	VIC	NSW	ACT	NT	TAS	NZ
Restricted electrical work licence	Refer Schedule 13 <i>MD 09/02/2007</i> ; or Refer to PLO	Refer Schedule 13 <i>MD 09/02/2007</i> ; or Refer to PLO	Refer Schedule 13 <i>MD 09/02/2007</i> ; or Refer to PLO	Refer Schedule 13 <i>MD 09/02/2007</i> ; or Refer to PLO	Refer Schedule 13 <i>MD 09/02/2007</i> ; or Refer to PLO	Refer Schedule 13 <i>MD 09/02/2007</i> ; or Refer to PLO	Refer Schedule 13 <i>MD 09/02/2007</i> ; or Refer to PLO	Registration with EWRB NZ as electrical service technician Refer to PLO

¹ Applications on the basis of mutual recognition may only be successful where the relevant occupation is registered in another jurisdiction (i.e. by licensing, certification, or other form of authorisation) under legislation, and where that registration is wholly or partly dependant on the attainment or possession of some qualification (e.g. training, education, examination, experience, character, or being fit and proper).

² A registration granted in Queensland will be equivalent to the registration in the primary state (e.g. the scope of work authorised by the registration).

Attachment B – Apprenticeships or course of instruction recognised by the chief executive

A qualification, statement of attainment, certificate or completion statement from an apprenticeship or course of instruction listed below will be considered as evidence of competence in the field of electrical trade work listed in under the column titled relevant area of trade work.

Apprenticeships and courses of instruction are deemed to have a five year currency from date of completion. When the completion date is greater than five years prior to application for a licence the applicant may need to satisfactorily finish a course of instruction or apply for the licence through the relevant qualification provisions (*see sections 34(4), 35(4), 36(4) and 37(4) of the ESR 2002*). For further information refer to the Principal Licensing Officer.

Table 1: Electrical mechanic, fitter, linesperson and jointer licence outcomes

Apprenticeship or course of instruction	Course code & streams	Relevant area of trade work
Certificate III in Engineering – (Electrical)	CN100	
Certificate III in Engineering - Installation Wiring Focus	EL.H1	Electrical fitter and/or mechanic
Certificate III in Engineering - Appliance Servicing Focus	EL.H2	Electrical fitter and/or mechanic
Certificate III in Engineering – Refrigeration Focus	EL.H3	Electrical fitter and/or mechanic
Certificate III in Engineering – Power Focus	EL.H4	Electrical fitter and/or mechanic
Certificate III in Engineering - Instrument/Control Focus	EL.K1 a,b,or c	Electrical fitter and/or mechanic
Certificate III in Engineering - Instrument/Electrical Focus	EL.K2 a,b, or c	Electrical fitter and/or mechanic
Certificate III in Engineering - Armature Winding	EL.L	Electrical fitter
Certificate III in Electro technology - Systems Electrician	UTE31199	Electrical fitter mechanic
Certificate III in Electro technology – Electrician	UEE30807	Electrical fitter and/or mechanic
Certificate III in Electro technology Maintenance - Systems & Instrumentation	39036QLD	Electrical fitter/mechanic

Apprenticeship or course of instruction	Course code & streams	Relevant area of trade work
Certificate III in Engineering	MEM30498 (competency 10.3AA not required) MEM30405 (competency 1000 3B not required)	Electrical fitter or restricted electrical depending on training agreement / employer's scope of work. Refer to PLO.
Certificate III in Engineering	MEM30498 (including competency 10.3AA) MEM30405 (including competency 1000 3B)	Electrical mechanic (must include capstone assessment)
Certificate III in Electrical Supply Industry - Cable Jointing Powerlines	UTT30301	Electrical jointer
Certificate III in Electrical Supply Industry – Cable Jointing	UET30406	Electrical jointer
Certificate III in Electrical Supply Industry – Distribution (Powerlines)	UTT30101	Electrical linesperson Restricted to distribution
Certificate III in Electrical Supply Industry – Distribution	UET30206	Electrical linesperson Restricted to distribution
Certificate III in Electrical Supply Industry – Transmission (Powerlines)	UTT30298	Electrical linesperson Restricted to transmission
Certificate III in Electrical Supply Industry – Transmission	UET30106	Electrical linesperson Restricted to transmission
Certificate III in Electrical Supply Industry – Rail Traction (Powerlines)	UTT30402	Electrical linesperson Restricted to rail traction

Apprenticeship or course of instruction	Course code & streams	Relevant area of trade work
Certificate III in Electrical Supply Industry – Rail Traction	UET30306	Electrical linesperson Restricted to rail traction
Certificate III in Electro technology – Assembly & Servicing	UTE30104	Electrical fitter or restricted electrical depending on training agreement / employer's scope of work.

Table 2 Restricted electrical licence outcomes (Endorsement to be nominated by SRTO)

Note: The “endorsements nominated by SRTO” in this table are indicative only and not an exhaustive list.

Apprenticeship or course of instruction	Course code & streams	Relevant area of trade work
Certificate II in Electro technology - Servicing	UTE20504	Restricted licence - Endorsement nominated by SRTO (units 1, 3 & 5)
Certificate II in Electro technology - Technical Support	UTE20699	Restricted licence - Endorsement nominated by SRTO (units 1, 3 & 5)
Certificate II in Electro technology – Technical Support	UTE20604	Restricted licence – Endorsement nominated by SRTO (units 1, 3 & 5)
Certificate III in Electro technology - Building Services (Security industry)	UTE30299	Restricted licence - Electronic equipment (units 1, 3 & 5)
Certificate III in Electro technology - Computer Systems	UTE30599	Restricted licence - Electronic equipment (units 1, 3 & 5)
Certificate III in Electro technology - Data Communications	UTE30699	Restricted licence - Electronic equipment (units 1, 2, 3, 5 & 6)
Certificate III in Electro technology - Entertainment & Servicing	UTE30702	Restricted licence - Electronic equipment (units 1, 3 & 5)
Certificate III in Electro technology - Instrumentation	UTE30899	Restricted licence - Instrumentation/process control (units 1, 2, 3, 5 & 6)
Certificate III in Electro technology - Refrigeration & Air Conditioning	UTE30999	Restricted licence - Refrigeration and A/C (e.g. units 1, 2, 3, 4, 5 & 6)
Certificate III in Electro technology – Refrigeration & Air Conditioning	UEE31307	Restricted licence – Refrigeration and A/C (e.g. units 1, 2, 3, 4, 5 & 6)

Apprenticeship or course of instruction	Course code & streams	Relevant area of trade work
Certificate III in Engineering Mechanical Trade - Refrigeration & Air Conditioning (Refrigeration & Air Conditioning stream)	MEM30298 MEM30205	Restricted licence - Refrigeration and A/C (e.g. units 1, 2, 3, 4, 5 & 6)
Certificate III in Engineering Mechanical Trade - Refrigeration & Air Conditioning not including electrical units of competence (Refrigeration & Air Conditioning stream established by non electrical units of competence nominated by Queensland Industry Skills Council Inc)	MEM30205	Electrical Work Training Permit - Refrigeration and A/C
<p>Statement of results from an RTO or SRTO derived from an RPL assessment against the qualification UTE 30999 or UEE31307 and identifying at least, achievement of all non electrical units of competence.</p> <p>Note: The statement of results must be accompanied by: advice from the RTO or SRTO to the effect that the units of competence listed in the statement of results would constitute a Certificate III in Electro technology - Refrigeration & Air Conditioning qualification if the electrical units of competence are completed, and advice that an assessment by the SRTO or RTO has identified that the applicant has the necessary underpinning knowledge and applied work practice for refrigeration and air conditioning work</p>	UTE30999 UEE31307	Electrical Work Training Permit - Refrigeration and A/C
Certificate III in Electrical Supply Industry – Distribution (Powerlines) including satisfactorily completed the unit of competency <i>UTTNTD311A</i> or <i>UETTD311A</i> . Must include a completion statement dated within two years attesting to their competence in the required metering work, and have employer advice outlining the occupational need for the metering work and the scope of metering work required to be performed, and have a current linesperson (distribution) licence (or have made a current viable application).	UTT30198 UTT30101 UET30206	Restricted licence - Composite equipment (restricted to whole current electrical energy meters and associated equipment)
Certificate III in Engineering - Appliance Servicing	EL.J Metals	Restricted licence - Category and units nominated by SRTO

Apprenticeship or course of instruction	Course code & streams	Relevant area of trade work
Certificate III in Engineering - Electronics	ER.G Metals	Restricted licence - Electronic equipment (Units nominated by SRTO)

Attachment C – Relevant qualifications, examination requirements and evidence of competence for electrical work licence - excluding restricted

Note: Trades Recognition Australia issue a Classification letter for the purposes of migration to Australia. This is NOT a Tradesperson’s Certificate and should NOT be accepted as a Tradesperson’s Certificate.

How to read this table:

This column describes the type of applicants	This column defines the relevant qualification the applicant will either have or could obtain	This column defines standard to satisfy the chief executive of compliance with any examination requirements and competence in the relevant trade work
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Row no.	Type of applicant	Relevant qualification	Evidence of examination requirements and competence
1	Defence Force – completed fitter/mechanic apprenticeship	Holder of a current interstate electrical mechanics licence and Certificate of proficiency for electrical fitter	NIL – issue Queensland electrical fitter mechanic
2	Army ECN 418 applying for fitter	Refer to PLO to check for certificate III in Engineering Tradesperson Electrical / Electronics MEM30498/MEM30405 or equivalent	Refer to PLO to check for completion statement from SRTO that applicant is competent in the relevant trade work (Applicant to liaise with Training Manager, Scientific Management Associates in Wodonga Victoria in relation to issuing a completion statement)
3	Army ECN 125 applying for mechanic	Refer to PLO to check for certificate III in Electrical – Systems Electrician UTE31199/UEE30807 or equivalent	Refer to PLO to check for completion statement from SRTO that applicant is competent in the relevant trade work (Applicant to liaise with Training Manager, Scientific Management Associates in Wodonga Victoria in relation to issuing a completion statement)

Row no.	Type of applicant	Relevant qualification	Evidence of examination requirements and competence
4	Army ECN 418 applying for fitter/mechanic	Refer to PLO Must first obtain Queensland Fitter licence, and then under a 12 month training permit obtain electrical mechanic competencies.	Refer to PLO to check for completion statement from Queensland SRTO that applicant is competent in the relevant trade work. Some gap training may be required. On-the-job training must be undertaken under the employ of a licensed Queensland electrical contractor.
5	Navy applying for fitter or fitter/mechanic	Refer to PLO to check for certificate III in Engineering Tradesperson (Electrical) or equivalent	Refer to PLO to check for completion statement from Queensland SRTO that applicant is competent in the relevant trade work. Some gap training may be required. On-the-job training must be undertaken under the employ of a licensed Queensland electrical contractor.
6	Navy with fitter licence applying to train up to mechanic	Refer to PLO to check for certificate III in Engineering Tradesperson Electrical / Electronics MEM30498/MEM30405 or equivalent	Refer to PLO to check for completion statement from Queensland SRTO that applicant is competent in the relevant trade work. Some gap training may be required. On-the-job training must be undertaken under the employ of a licensed Queensland electrical contractor.
7	RAAF applicant	Refer to PLO	Refer to PLO
8	Defence Force – completed fitter/ mechanic apprenticeship	Certificate of proficiency for electrical fitter/mechanic	Direct to home state for mechanic licence, then can apply under mutual recognition (Army applicants can also liaise with Training Manager, Scientific Management Associates in Wodonga Victoria who will assess and issue completion statement) Fitter added to QLD issued mechanic licence

Row no.	Type of applicant	Relevant qualification	Evidence of examination requirements and competence
9	Defence force - adult trainee	Tradesman's certificate in the relevant trade work issued Trades Recognition Australia	Completion statement from SRTO that applicant is competent in the relevant trade work (Army applicants can also liaise with Training Manager, Scientific Management Associates in Wodonga Victoria who will assess and issue completion statement) (Permit will be required for on the job training delivered as part of training plan)
10	Electrical mechanic licence holder seeking additional endorsement as electrical fitter	Holder of a current electrical mechanic licence	Completion statement from SRTO that applicant is competent in the trade work of electrical fitter (No permit required as a mechanic can perform the work of an electrical fitter) However, a permit may be issued to allow the applicant time to acquire a completion statement from the SRTO so the application does not go into withdrawn status
11	Expired interstate or New Zealand electrical licence	Mutual recognition from a current interstate or New Zealand licence, or an appropriate qualification (evidence and consultation with a Queensland SRTO will be required)	Current interstate or New Zealand licence in the issuing jurisdiction ¹ , or a Queensland SRTO issued completion statement
12	Interstate electrical mechanic seeking additional endorsement as electrical fitter	Holder of a current interstate electrical mechanic licence; AND Relevant qualification (refer to PLO for acceptance)	No examination requirements Mutually recognise mechanic licence and add fitter class

¹ Refer to section 3 on mutual recognition for more information.

Row no.	Type of applicant	Relevant qualification	Evidence of examination requirements and competence
13	(A) Electrical fitter licence holder seeking mechanic endorsement	Holder of a current electrical fitter licence	Completion statement from SRTO that applicant is competent in the trade work of electrical mechanic. SRTO to issue Certificate III UTE31199/UEE30807 or equivalent (Permit will be required for on the job training delivered as part of training plan)
14	(B) Electrical fitter licence holder seeking mechanic endorsement	Tradesman's certificate in the classification of electrical fitter Refer to PLO	Completion statement from SRTO that applicant is competent in the trade work of electrical mechanic. SRTO to issue Certificate III UTE31199/UEE30807 or equivalent (Permit will be required for on the job training delivered as part of training plan)
15	(A) Overseas applicant who has been classified as an electrical mechanic	Australian Recognised Tradesman's Certificate issued by TRA in the trade work area of electrical mechanic	Completion statement from SRTO that applicant is competent in AS/NZS 3000 Wiring Rules and installation testing guidelines, or successful completion of Electrical Installation Testing and Inspection Course 39093 QLD or QEE010 (Permit will be required for on the job training delivered as part of training plan)
16	(B) Overseas applicant who has been assessed as an electrical mechanic	Certificate or other document issued by a relevant assessing authority stating that the holder's skills are suitable for the occupation of an electrical mechanic	OTSR and completion statement from SRTO that applicant is competent in AS/NZS 3000 Wiring Rules, testing and AS/NZS 3760 and has successfully completed all gap training identified in the OTSR and has achieved a certificate III qualification for electrical mechanic as per Attachment B (Please note that an EWTP is issued based on the OTSR assessment – The EWTP will be required for the on-the-job training delivered as part of the training plan)

Row no.	Type of applicant	Relevant qualification	Evidence of examination requirements and competence
17	(A) Overseas applicant who has been classified as an electrical fitter	Australian Recognised Tradesman's Certificate issued by TRA in the trade work area of electrical fitter	Completion statement from SRTO that applicant is competent in AS/NZS 3000 Wiring Rules, testing and AS/NZS 3760 (Permit will be required for on the job training delivered as part of training plan)
18	(B) Overseas applicant who has been assessed as an electrical fitter	Certificate or other document issued by a relevant assessing authority stating that the holder's skills are suitable for the occupation of an electrical fitter	OTSR and completion statement from SRTO that applicant is competent in AS/NZS 3000 Wiring Rules, testing and AS/NZS 3760 and has successfully completed all gap training identified in the OTSR and has achieved a certificate III qualification for electrical fitter as per Attachment B (Please note that an EWTP is issued based on the OTSR assessment – The EWTP will be required for the on-the-job training delivered as part of the training plan)
19	(A) Overseas applicant who has been classified as an electrical cable jointer	Classification letter issued by TRA for the purposes of migration as electrical cable jointer	Apprenticeship leading to qualification is required (recognition of prior skills and experience may be awarded).
20	(B) Overseas applicant who has been assessed as an electrical cable jointer	Certificate or other document issued by a relevant assessing authority stating that the holder's skills are suitable for the occupation of an electrical cable jointer	OTSR and completion statement from SRTO that applicant is competent in AS/NZS 3000 Wiring Rules, testing and AS/NZS 3760 and has successfully completed all gap training identified in the OTSR and has achieved a certificate III qualification for electrical cable jointer as per Attachment B (Please note that an EWTP is issued based on the OTSR assessment – The EWTP will be required for the on-the-job training delivered as part of the training plan)

Row no.	Type of applicant	Relevant qualification	Evidence of examination requirements and competence
21	(A) Overseas applicant who has been classified as an electrical linesperson	Classification letter issued by TRA for the purposes of migration as electrical linesperson	Apprenticeship leading to qualification is required (recognition of prior skills and experience may be awarded).
22	(B) Overseas applicant who has been assessed as an electrical linesperson	Certificate or other document issued by a relevant assessing authority stating that the holder's skills are suitable for the occupation of an electrical linesperson	OTSR and completion statement from SRTO that applicant is competent in AS/NZS 3000 Wiring Rules, testing and AS/NZS 3760 and has successfully completed all gap training identified in the OTSR and has achieved a certificate III qualification for electrical linesperson as per Attachment B (Please note that an EWTP is issued based on the OTSR assessment – The EWTP will be required for the on-the-job training delivered as part of the training plan)
23	Electrical jointer applicant	Tradesman's certificate in the in the classification of electrical jointer <i>(The person may also qualify under transitional provisions – refer to Attachment F)</i>	Completion statement from SRTO that applicant is competent in the work of electrical jointer (Permit will be required if on the job training is delivered as part of training plan)
24	Completed apprenticeship more than five years prior but no licence ever issued	Qualification, statement of attainment or certificate proving completion of apprenticeship in the relevant trade work area	Completion statement from SRTO dated within two years that applicant is competent in the relevant trade work Please note that Capstone Tests NUE505A will be required with UTE31199. Other qualifications can be challenge or competency tested (Permit may be required if on the job training is delivered as part of training plan)

Row no.	Type of applicant	Relevant qualification	Evidence of examination requirements and competence
25	Completed apprenticeship less than five years prior, but never applied for licence	Qualification, statement of attainment or certificate proving completion of apprenticeship in the relevant trade work area	Completion statement from SRTTO that applicant is competent in the relevant trade work (dated within five years) (Permit may be required if on the job training is delivered as part of training plan)
26	Served an apprenticeship under the <i>Vocational Education, Training and Employment Act 2000</i> more than five years prior – but have not completed course of instruction	Completion of apprenticeship certificate or equivalent documentation proving the applicant served an apprenticeship under the <i>Vocational Education, Training and Employment Act 2000</i> more than five years prior	Completion statement from SRTTO that applicant is competent in the relevant trade work (dated within five years) (Permit will be required for on the job training delivered as part of training plan to determine on the job competence)
27	Queensland licence expired less than one year ago	Evidence the person previously held an electrical licence issued in Queensland of the same class	Evidence of current skills maintenance as listed in Attachment G (two year currency), current competence in CPR and if an electrical linesperson also current competence in rescue from a pole-top or transmission tower Please note that if renewing a licence that expired less than 12 months ago, the new expiry date will be the same as if the licence had been renewed on time
28	Queensland licence expired more than one year ago	Evidence the person previously held an electrical licence issued in Queensland of the same class	Evidence of current skills maintenance as listed in Attachment G (two year currency), current competence in CPR and if an electrical linesperson also current competence in rescue from a pole-top or transmission tower Please note that if renewing a licence that expired more than 12 months ago, the new expiry date will be five years from the renewal date

Attachment D – Trade or calling requiring a person to perform electrical work

Electrical work is the manufacture, construction, testing, maintenance, repair, alteration, removal or replacement of electrical equipment. Electrical equipment is any apparatus, appliance, cable, conductor, fitting, insulator, material, meter or wire using or operated by electricity at a voltage greater than extra low voltage. The chief executive must be satisfied that a person has a **trade or calling that requires** the performance of electrical work.

For example, a mechanical fitter would be eligible for a restricted electrical work licence if in the course of their trade they need to realign a conveyor system which requires disconnecting and reconnecting electrical motor connections. A plumber would also be eligible for a restricted electrical work licence if in the course of their trade they are required to disconnect and reconnect hot water systems.

Trades and callings that are recognised as having a legitimate requirement to perform incidental electrical work include, but are not limited to, those shown below. Claims of a trade or calling that fall outside of those recognised below shall be referred to the Principal Licensing Officer.

<ul style="list-style-type: none">• Aircraft maintenance engineer• Composite equipment service person• Data communications technician• Diesel fitter (in relation to electrical equipment coupled to engines)• Earth moving equipment mechanical fitter• Electric motor service person• Electronic equipment service person• Entertainment and servicing technician• First class machinist• Fitter and turner• Gas fitter• Injection moulding technician	<ul style="list-style-type: none">• Instrumentation/process control technician• Laboratory and scientific electrical equipment technician• Marine mechanic• Office equipment service person• Photographic equipment service person• Plumber and drainer• Pre-assembled/neon sign manufacturer• Refrigeration and air-conditioning equipment service person• Sewing machine technician• Systems and instrument technician• Telecommunication technician• Electrical linesperson licence (distribution)
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Applicants presenting with a tradesperson certificate issued by Trades Recognition Australia (TRA) in a trade or calling nominated above are not required to further satisfy the chief executive of their requirement to perform electrical work. This has already been established by TRA.

Applicants tendering an equivalent qualification or experience in a trade or calling as their relevant qualification must satisfy the chief executive that they are required to perform electrical work. Acceptable forms of evidence include statements from an employer or statutory declaration outlining the incidental electrical work to be performed, and the reasons why the incidental electrical work should be performed by the applicant.

All applicants must also provide evidence of their relevant qualification such as:

- Verified or certified copies of tradesperson's certificates;
- Verified or certified copies of equivalent qualification in a calling e.g. certificate II in electro technology (business equipment), a current Queensland plumber licence or an associate diploma in electrical/electronics; or
- Statements from employers outlining the five years experience in the calling.

Persons applying for more than one endorsement on a restricted licence will need to satisfy the chief executive of a concurrent and ongoing need to perform incidental electrical work across the endorsements.

Attachment E – Eligibility requirements for restricted electrical work licence

Note: In accordance with s.38(5)(d) of the *ESR 2002*, applicants will also be required to produce a written statement stating that the person is competent in performing the electrical work and is verified by the person who was the applicant’s employer when the applicant achieved competence. This may be included as part of the completion statement process if the applicant is trained by a SRTO.

In accordance with Section 6 of this policy, a person who is not an apprentice, trainee or student working under the supervision of teaching staff will require a permit to undertake a structured on-job training program, coordinated by a registered training organisation, to gain the experience necessary to meet the eligibility requirements for a restricted work licence.

The following list is not exhaustive. Relevant qualifications not appearing below should be referred to the Principal Licensing Officer.

How to read this table:

This column describes the type of relevant qualification held by the applicant	This column defines the course of instruction the person will be required to complete	This column nominates the endorsement of the restricted licence issued	This column describes the units of competence to be given on the restricted electrical work licence
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Row no.	Relevant qualification	Course of instruction	Endorsements of restricted licence	Units of competence
1	Five years experience in servicing and repair of domestic white goods	Document issued by SRTO that the person is competent in the NREL competencies	Composite equipment	Units of competence declared by SRTO (1, 3C & 5)
2	Rank Xerox training program	Document issued by SRTO that the person is competent in the NREL competencies	Electronics	Units of competence declared by SRTO (1, 3C & 5)
3	Five years experience in servicing and repairing office equipment	Document issued by SRTO that the person is competent in the NREL competencies	Electronics	Units of competence declared by SRTO (1, 3C & 5)

Row no.	Relevant qualification	Course of instruction	Endorsements of restricted licence	Units of competence
4	Five years experience in servicing and repairing commercial equipment	Document issued by SRTO that the person is competent in the NREL competencies	Composite equipment	Units of competence declared by SRTO (1, 3C & 5)
5	Current Queensland plumbers licence (either interim or open licence)	Document issued by SRTO that the person is competent in the NREL competencies (Applicants who completed training prior to 1 July 2003 are only required to produce course results demonstrating competence)	Plumbing/Gas	Units of competence declared by SRTO (1, 2 & 3B)
6	Current Queensland gas installers or serviceman's licence (either interim or open licence)	Document issued by SRTO that the person is competent in the NREL competencies	Plumbing/Gas	Units of competence required by employer and declared by SRTO (e.g. 1, 3C, 5 or 1, 2, 3C, 4A, 5 & 6)
7	Engineering tradesperson mechanical with a tradesperson's certificate as: <ul style="list-style-type: none"> - fitter - fitter and first class machinist - fitter and turner 	Document issued by SRTO that the person is competent in the NREL competencies	Composite equipment	Units of competence required by employer and declared by SRTO (e.g. 1, 3A, 5 or 1, 2, 3A, 4A, 5 & 6)
8	Qualified motor mechanic, auto electrician, marine electrician or diesel fitter with evidence of two years cross training as a mechanical fitter. Suitable evidence of cross training can include but is not limited to a statement from employer	Document issued by SRTO that the person is competent in NREL competencies	Composite equipment	Units of competence required by employer and declared by SRTO (e.g. 1, 2, 3A, 4A, 5 & 6)

Row no.	Relevant qualification	Course of instruction	Endorsements of restricted licence	Units of competence
9	Qualified auto electrician or diesel fitter with two years experience with HV propulsion	Document issued by SRTO that the person is competent in NRE competencies	High voltage electric propulsion	Units of competence declared by SRTO (NRE 1A & 5A)
10	Tradesperson's certificate as refrigeration mechanic	Document issued by SRTO that the person is competent in NREL competencies	Refrigeration/Air-conditioning	Units of competence declared by SRTO (1, 2, 3A, 4A, 5 & 6)
11	Five years experience in refrigeration and air-conditioning	Document issued by SRTO that the person is competent in NREL competencies (up to 250 volts only)	Refrigeration/Air-conditioning	Units of competence declared by SRTO (1, 3A, & 5)
12	Tradesperson's certificate in instrumentation	Document issued by SRTO that the person is competent in NREL	Instrumentation/Process control	Units of competence declared by SRTO (1, 2, 3, 4, 5 & 6)
13	Tradesperson's certificate as ground engineer radio or ground engineer instruments or ground engineer electrical	Document issued by SRTO that the person is competent in NREL competencies	Electronics	Units of competence declared by SRTO (1, 3C & 5)
14	Tradesperson's certificate as ground engineer radio or ground engineer electrical or ground engineer instruments - Remains employed in Aircraft Industry	Document issued by SRTO that the person is competent in additional NREL competencies	Electronics	Units of competence required by Aircraft Industry Employer and declared by SRTO (e.g. 2, 4 & 6)
15	Australian trade qualification in an electronics trade	Document issued by SRTO that the person is competent in NREL competencies	Electronics	Units of competence declared by SRTO (1, 3C & 5)
16	Australian trade qualification in an electronics trade	Document issued by SRTO that the person is competent in additional NREL competencies	Electronics	Units of competence required by Employer and declared by SRTO (e.g. 2, 4 & 6)

Row no.	Relevant qualification	Course of instruction	Endorsements of restricted licence	Units of competence
17	Associate diploma in electrical/electronics or equivalent qualification.	Document issued by SRTO that the person is competent in NREL competencies	Electronics	Units of competence declared by SRTO (1, 3C & 5)
18	Qualification (non-trade) in electrical/electronics (associate diploma or higher) plus evidence of 12 months experience with current restricted electrical work licence up to 250v	Document issued by SRTO that the person is competent in additional NREL competencies	Electronics	Units of competence required by Employer and declared by SRTO (e.g. 2, 4 & 6)
19	CETA or TESA training program	Document issued by SRTO that the person is competent in NREL competencies	Electronics	Units of competence declared by SRTO (1, 3C & 5)
20	Five years experience in electronic equipment	Document issued by SRTO that the person is competent in NREL competencies	Electronics	Units of competence declared by SRTO (1, 3C & 5)
21	Australian trade qualification as Telecommunications Mechanic / Technician	Document issued by SRTO that the person is competent in NREL competencies	Electronics	Units of competence declared by SRTO (1, 3C & 5)
22	Australian trade qualification as Telecommunications Mechanic / Technician	Document issued by SRTO that the person is competent in additional NREL competencies	Electronics	Units of competence required by Employer and declared by SRTO (e.g. 2, 4 & 6)
23	Five years experience in calling in telecommunications	Document issued by SRTO that the person is competent in NREL competencies	Electronics	Units of competence declared by SRTO (1, 3C & 5)
24	Five years experience in electronic laboratory and scientific equipment	Document issued by SRTO that the person is competent in NREL competencies	Electronics	Units of competence declared by SRTO (1, 3C & 5)

Row no.	Relevant qualification	Course of instruction	Endorsements of restricted licence	Units of competence
25	Certificate III electrical / electronics; or Associate diploma in electrical engineering or higher qualification	Document issued by SRTO the person is competent in NRE competencies	Composite equipment. Maintenance and testing of substation equipment.	Units of competence declared by SRTO (e.g. NRE 1A & 7A)
26	Certificate III in Electrical Supply Industry – Distribution (Powerlines), and satisfactorily completed unit of competency <i>UTTNTD311A</i> or <i>UETTDRIS 20A</i> .	Must include a completion statement attesting to competence in the required metering work, and have employer advice outlining the occupational need for the metering work and the scope of metering work required to be performed, and have a current linesperson (distribution) licence (or have made a current viable application).	Composite equipment. Electrical whole current energy meters and associated equipment.	Units of competence (NRE 1 & 2)

**Attachment F – Qualifications of an electrical jointer and linesperson under the
Electricity Regulation 1994 (s.214-215 and s.221-222, ESR2002)**

Qualifications, skills and experience required	Evidence required
<p><i>For electrical jointer:</i> Employed as an assistant in electrical jointing work for at least two years within Australia; or <i>For electrical linesperson:</i> Evidence that the person has been employed as an labourer or tradesperson’s assistant on overhead electrical line construction or maintenance for at least two years within Australia; <u>or</u> as a licensed electrical fitter or licensed electrical mechanic;</p> <p>and</p>	<p>Statement from applicant’s employer or employers verifying applicant’s employment in the relevant trade work Electrical mechanic or fitter licence (linesperson application only)</p>
<p>Satisfactorily finished a course of theoretical and practical training;</p> <p>and</p>	<p>Document from SRTO or other training provider evidencing that person has completed: Electrical cable jointer training course (Elements 1,3 & 4 Paper or 1, 2 &4 Polymeric) CNLW1 - linesperson C78 Line work for electrical mechanics - electrical mechanic</p>
<p>Certificate from the applicant’s employer outlining the applicant’s experience;</p> <p>and</p>	<p>Statement from applicant’s employer verifying applicant’s experience in the relevant trade work (satisfied below)</p>

Qualifications, skills and experience required	Evidence required
<p><i>For electrical jointer:</i> Certificate from electrical engineer or licensed electrical jointer that the person has 300 hours experience in jointing and terminating cables that are not energised; or</p> <p><i>For electrical linesperson:</i> Certificate from electrical engineer or licensed electrical linespersons that the person has 300 hours experience in working up a pole on dead line work; and states in the reasonable opinion of the engineer or licensed person that the applicant can and will perform electrical work in a safe and workmanlike manner;</p> <p>and</p>	<p>Statement from electrical engineer or relevant licensed person verifying applicant's experience in the relevant trade work Statement provided as per requirements</p>
<p>Satisfactorily completed any required examination</p>	<p>Document from SRTO or other training provider evidencing that person has completed: CNLW1 – linesperson C78 Line work for electrical mechanics - electrical mechanic</p>

Attachment G – Skills maintenance recognised by the chief executive

Skills maintenance is considered to have a two year currency, so only skills maintenance undertaken during the previous two years will be recognised by the chief executive as confirmation of continued competence in the relevant trade work.

Skills maintenance assessments are in three parts. These are typically: legislation, risk management and live work, and electrical installation testing.

There are a number of options for providing evidence of skills maintenance. The two main options are a statement of attainment of skills maintenance issued by a registered training organisation approved by the Electrical Licensing Committee, or completing the online skills maintenance assessment.

Not all of the three parts need to be completed in the same way. For example, a person may decide to complete two parts online and go to an approved registered training organisation to complete the third.

Skills maintenance via an approved registered training organisation

Skills maintenance courses for each class of electrical work licence are available through approved registered training organisations. A list of approved registered training organisations that provide skills maintenance courses is available on the ESO website at www.deir.qld.gov.au in the skills maintenance section.

Skills maintenance via online assessment

Alternatively, the ESO provides a free online self-paced skills maintenance assessment package (including a statutory declaration) which addresses all licence types. The online skills maintenance assessment is also available on the ESO website at www.deir.qld.gov.au.

The applicable skills maintenance assessment topics (relative to the licence type) are automatically displayed by the online package when the licence holder selects their licence type.

Information for registered training organisations

Registered training organisations wishing to submit skills maintenance programs for approval by the Electrical Licensing Committee should direct their correspondence to the Senior Industry Liaison Officer, GPO Box 69, Brisbane 4001. Their correspondence should include evidence of how the program delivers learning outcomes relative to legislation, risk management and live work, and testing.

