



APPLICATION KIT FOR APPLICANTS FOR APPROVAL TO COMMENCE TRAINING FOR A Restricted Electrical Licence

IN WESTERN AUSTRALIA

- This application kit is provided to assist persons making application for a restricted electrical licence. The package contains:
 - information about restricted electrical licences
 - an application form for approval to commence training to qualify for a restricted electrical licence
 - an application check sheet
 - a fact sheet about proof of identity.
- Before making application for a licence, please read the information provided to ensure that the application is for the licence type that is relevant to the work for which the licence is required.
- Please submit all required documentation as listed in the 'Application Check Sheet' provided in this package.
- The Electrical Licensing Board considers all licence applications at its scheduled meetings. The Board usually meets fortnightly.
- The Licensing Office will advise of the outcome of the Board meeting in writing date.

ISSUED: MAY 2014

Energy Safety

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Licence types

To assist applicants, administration staff and the Electrical Licensing Board to administer the Restricted Electrical Licensing Policy, four types of restricted licence have been created. When making application to train to obtain a restricted electrical licence, an applicant has the option of one of the following licence types. **Should more than one licence be required, a separate application for each licence must be submitted.**

The four licence types are:

1. Domestic Appliances Licence (includes stoves)
2. Disconnect and Reconnect Licence
3. Plumbing Worker's Licence
4. Plumbing and Gasfitting Worker's Licence

Details of the allowable scope of work for each licence type are in this document.

Please note that as a result of the changes to the Electricity (Licensing) Regulations 1991, that took effect from 1 July 2008, restricted electrical worker's licences are no longer required for electrical work carried out on equipment connected by a flexible cord and plug.

Application for a Restricted Electrical Licence (REL)

An applicant must be able to provide answers to the following questions in his or her application:

- (a) Environment the electrical work is to be carried out (eg warehouse, factory, plumbing and/or gas fitting industry or reticulation equipment?
- (b) On what equipment will be electrical work be performed?
- (c) The components within the equipment that is to be replaced on a like-for-like basis.
- (d) What voltages will the equipment operate at?
- (e) What is the scope of the electrical work to be carried out?
- (f) How regularly will the electrical work be performed?
- (g) How will the "on-the-job" supervision part of the training be carried out?

Each question is important in respect of the safety (competency) requirements for licensing. The information thus obtained by the Board about the occupation and work of the applicant is to be used only in that safety context.

In respect of (a) to (e) above, the important issue is that the applicant must clearly identify the type of electrical work to be carried out, the equipment involved and the work environment. Therefore, if a person states that he or she is a mechanical fitter and intends to operate as a free-lance contractor carrying out industrial plant repair and servicing work, including disconnect/reconnect of motors, then supporting the application with details of the earlier training as a mechanical fitter is useful (but not essential – the issue is the electrical work, not the other type of work).

The Board will not place any emphasis on whether the restricted electrical work to be carried out is electrical work "*incidental to the person's trade or calling*".

In respect of (f) above, applicants need to explain how often they expect to perform the proposed electrical work, so that competency is maintained. The Board does not have any formal benchmarks in this respect, but if a licence holder performs (say) restricted electrical work only two or three times per year or less, it is likely to be seen as insufficiently supporting skills maintenance, or assuring safety outcomes. This is consistent with the existing policy.

In respect of (g) above, the application also needs to include advice from the employer (or self-employed person) setting out how the training and on-the-job supervision will be achieved. As a matter of general policy, supervision must be carried out by a licence holder of same or greater licence scope, in the same Work Area Category. An alternative is to be supervised by an electrical worker endorsed as 'Electrician'.

Training modules

Licences that are granted have a realistic scope for the specified work area category. The scopes of work on the licences have matching training Units of Competence (UoC) to ensure the appropriate training is received for the specified scope of work as approved by the Board.

Summaries of the training UoC that match the scope of work that the Board may approve an applicant to train for or be assessed for are as follows:

- 1 Occupational safety and health (OSH) procedures associated with electrical work are followed (mandatory for each application)
- 2 Fixed wired equipment, which is connected to a supply of up to **1000 volts**, is disconnected and reconnected

Work Area Categories (WAC)

The REL system is based on applicants being trained to achieve standardised UoC corresponding to the Scope of Allowable Work for the types of restricted licences, and being permitted to apply this competence in designated Work Area Categories (WACs) (eg Industrial Equipment or Commercial Equipment). Details on the licences describe the scope of allowable work that can be performed within the approved WAC.

Generally, licences will initially be endorsed with only one WAC. An exception would be where applicants claim and can substantiate that they are required to perform REL work in more than one WAC, or they are self-employed offering services to more than one WAC.

A licence with one WAC can be later endorsed with an additional WAC, up to a maximum of two WACs, providing applicants can demonstrate having had at least 15 hours training and are competent in the additional WAC. Where applicants apply for licences to have an additional WAC and have more than one existing WAC, they will be required to surrender the other WAC(s).

The rationale for this policy position is that, whilst the basic skill and knowledge for a particular kind of work (such as “disconnect/reconnect”) is generic and transferable from one WAC to another WAC (such as commercial environment to the industrial environment), there is a need to ensure:

- Licence holders are familiar with the work environment of each WAC specified on licences, as the detail of work practices may differ (eg the type of equipment or cabling types may be different); and
- That sufficient time is allowed for on-the-job skills to adapt to the new work environment.

A minimum period of 15 hours (2 days) is generally considered sufficient for adapting to the basics of a new WAC environment, although it needs to be seen as a minimum as some applicants may require longer supervision.

This policy approach is considered equitable in that it recognises generic skills and knowledge for REL work that can be successfully transferred from one work environment to another, although given the limited training that restricted licence holders receive, some additional training under supervision is required.

As the NREL system has been superseded by the REL system, NREL holders applying for additional WACs or required to perform addition REL work will have their licences converted to a comparable REL system.

In order to meet the requirements for an additional WAC and/or to perform additional REL work, applicants are required to apply for approval to undertake the training whilst under supervision of either a restricted licence holder with the relevant WAC and UoC/Scope of Allowable Work OR an Electrician.

To assist with the understanding and maintaining consistency applying to WACs, the following definitions apply as part of the REL policy framework:

- Commercial Equipment – includes retail outlets and warehouses; and
- Industrial Equipment – includes factories, industrial plants and mines.

Licence Type Descriptions

Domestic Appliances Licence (includes stoves)

A “Domestic Appliances Licence” allows the licence holder to perform the scope of work as stated below.

Scope of allowable work:

1. Disconnect and reconnect fixed wired cooking appliances only (*training module 2*)
2. Locate and replace faulty electrical components on a like-for-like basis in 240 V fixed wired cooking appliances only

The licence does not authorise the holder to install or alter fixed wiring.

The training modules that are applicable to this licence type are 1 & 2. The training module that is relevant to each part of the scope of work is stated in brackets.

The work area category that is applicable to this licence type is:

- Domestic Equipment

An applicant is required to indicate this work area category when applying for the licence.

Disconnect and Reconnect Licence

A “Disconnect and Reconnect Licence” allows the licence holder to perform the scope of work as stated below.

Scope of allowable work:

1. Disconnect and reconnect fixed wired equipment up to 1000 V, limited to like-for-like replacement of motors, solenoids, pressure switches and LV to ELV isolating transformers (*training module 2*)

However, the Disconnect and Reconnect licence does not cover the locating and rectifying of faults in the equipment itself, other than to identify that a piece of equipment (eg a motor) has failed and requires replacement on a like-for-like basis (as outlined in the current policy ESWA R020).

The licence does not authorise the holder to install or alter fixed wiring.

The training modules that are applicable to this licence type are 1 & 2. The training module that is relevant to each part of the scope of work is stated in brackets.

The work area categories that are applicable to this licence type are:

- **Industrial Equipment**
- **Commercial Equipment**
- **Office Equipment**
- **Communication/Computing Equipment**
- **Laboratory Scientific Equipment**

An applicant is required to indicate which work area category best suits their work when applying for the licence.

Eligible applicants include (but are not limited to) mechanical fitters, irrigation repairers, fuel bowser repairers.

Plumbing Worker's Licence

This licence type requires evidence that the applicant is currently licensed in Western Australia as a plumber.

A "Plumbing Worker's Licence" allows the licence holder to perform the scope of work as stated below.

Scope of work:

1. Disconnect and reconnect fixed wired hot water systems and evaporative air conditioners up to 1000 V, limited to like-for-like replacement of heating elements, thermostats, solenoids and motors (*training module 2*)

The licence does not authorise the holder to install or alter fixed wiring.

The training modules that are applicable to this licence type are 1 & 2. The training module that is relevant to each part of the scope of work is stated in brackets.

The work area category that is applicable to this licence type is **Water Services Equipment**.

Eligible applicants MUST be a currently licensed WA plumber.

Plumbing and Gasfitting Worker's Licence

This licence type requires evidence that the applicant is currently licensed in Western Australia as a plumber and gas fitter.

If the applicants are gas fitters only, they do not qualify for this type of licence.

A "Plumbing and Gasfitting Worker's Licence" allows the licence holder to perform the scope of work as stated below.

Scope of work:

1. Disconnect and reconnect fixed wired hot water systems and evaporative air conditioners up to 1000 V, limited to like-for-like replacement of heating elements, thermostats, solenoids and motors (*training module 2*)

The licence does not authorise the holder to install or alter fixed wiring.

The training modules that are applicable to this licence type are 1 & 2. The training module that is relevant to each part of the scope of work is stated in brackets.

The work area category that is applicable to this licence type is **Water and Gas Services Equipment**.

Eligible applicants MUST be a currently licensed WA plumber **AND** gas fitter.



**Application for Approval to Commence Training
 to Qualify for a Restricted Electrical Worker's Licence**

(This form is valid until 30 June 2015)

	Please print neatly in BLOCK LETTERS with a black or blue pen only
	<p>Applicant Details</p> <p>Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss</p> <p>Surname: _____</p> <p>Given Names: _____</p> <p>Date of Birth: _____</p>
Provide details of current residential address	<p>Residential Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
If same as above address, write "as above"	<p>Postal Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
Provide email address details if available	<p>Home Phone: _____ Work Phone: _____</p> <p>Mobile Phone: _____ Facsimile: _____</p> <p>Email: _____</p>
Please provide details of current employment situation	<p>Current Employment</p> <p><input type="checkbox"/> Currently employed <input type="checkbox"/> Currently self-employed</p> <p>Current Occupation: _____</p> <p>Name of Employer: _____</p>
Employer's current business address	<p>Employer's Business Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
If same as above address, write "as above"	<p>Employer's Postal Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
Include email address details if available	<p>Employer's Phone: _____ Employer's Fax: _____</p> <p>Email: _____</p>

<p>Scope of Work</p> <p>This question must be answered</p> <p>The scope of work must be supported by a reference from your employer</p> <p>Please attach additional pages if required</p>	<p>Please use the table below to describe the electrical work that you will be required to perform.</p> <p>Please note that if you are currently employed, your application must be supported by a reference from your current employer, confirming the scope of work as described below.</p>			
	<p>List the <u>Equipment</u> or <u>Appliances</u> to be disconnected from fixed wiring</p>	<p>State the Voltage/s (AC/DC)</p>	<p>Single or Three Phase</p>	<p>State the <u>Components</u> within the <u>Equipment</u> or <u>Appliances</u> that is to be replaced on a like-for-like basis.</p>
	<p>If the electrical work to be carried out in not completed in the following format your application cannot be submitted to the Electrical Licensing Board and will be returned to you to complete.</p>			
	<p><i>(for example) Lathe</i></p>	<p><i>240V</i></p>	<p><i>Single Phase</i></p>	<p><i>Disconnect and reconnect 240V single phase fixed wired lathe (ie Equipment/appliance) to replace a motor and pressure switches (ie the components) on a like-for-like basis</i></p>

<p>Frequency of electrical work to be performed</p> <p>This question must be answered</p>	<p>How often do you expect to perform the electrical work (eg daily, weekly, monthly)?</p> <p>The information provided will be referred, as it appears on this application, to the Electrical Licensing Board.</p> <p>Note: The information provided must clearly indicate that competence will be maintained. To answer “once or twice a year” is not sufficient to meet the Board’s requirements.</p> <hr/> <hr/> <hr/> <hr/>
<p>Types of licence that can be obtained</p> <p>Please note that if more than one of these types of licence is required, a separate application is required for each licence type</p>	<p>Licence Details</p> <p>Using the Licence Type Descriptions attached to this application, please indicate below the type of licence that is applicable to the electrical work for which a licence is required.</p> <p><input type="checkbox"/> Domestic Appliances (including stoves)</p> <p><input type="checkbox"/> Disconnect and Reconnect</p> <p><input type="checkbox"/> Plumbing Workers (EVIDENCE MUST BE PROVIDED OF A CURRENT WA PLUMBER’S LICENCE)</p> <p><input type="checkbox"/> Plumbing and Gasfitting Workers (EVIDENCE MUST BE PROVIDED OF A CURRENT WA PLUMBER’S LICENCE AND WA GASFITTING PERMIT)</p>
<p>Refer to the Licence Type Descriptions to ensure that the work area category applied for relates to the licence type selected above</p>	<p>Work Area Categories</p> <p>Using the Licence Type Descriptions attached to this application, please indicate below the Work Area Category that is applicable to the electrical work for which a licence is required and for the licence type being applied for.</p> <p><input type="checkbox"/> Office Equipment <input type="checkbox"/> Communication/Computing Equipment</p> <p><input type="checkbox"/> Domestic Equipment <input type="checkbox"/> Water and Gas Services Equipment</p> <p><input type="checkbox"/> Commercial Equipment <input type="checkbox"/> Water Services Equipment</p> <p><input type="checkbox"/> Industrial Equipment <input type="checkbox"/> Laboratory/Scientific Equipment</p>
<p>Nominated Supervisor</p>	<p>Supervisors are responsible for providing adequate and timely training. The following points need to be considered:</p> <ul style="list-style-type: none"> • The supervisor accepts overall responsibility for the applicant’s supervision. This means that the supervisor must supervise on-the-job training on a direct and constant basis. This direct supervision must continue until the applicant is licensed. (Please note that general supervision does not apply during training). • The applicant shall not carry out any electrical work unless adequately supervised in accordance with Regulation 50 of the Electricity (Licensing) Regulations 1991. • Failure to comply with Regulation 50 may result in prosecution. • The maximum penalty for a breach of the regulations is \$50,000 for an individual and \$250,000 for a corporation. • The Electrical Licensing Board may also take disciplinary action against licensed persons who fail to comply with Regulation 50.

Supervisor's details	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Surname: _____ Given Names: _____ Home Phone: _____ Work Phone: _____ Mobile: _____ Fax: _____ Email: _____
Provide details of current residential address	Residential Address: _____ Suburb: _____ State: _____ Postcode: _____
If same as above address, write "as above"	Postal Address: _____ Suburb: _____ State: _____ Postcode: _____
Supervisor's electrical licence details	Supervision must be carried out by a licence holder of the same or greater licence scope. Supervisor's EW No: _____
Details of supervision Please attach additional pages if space provided is insufficient	How will the 'on-the-job' supervision part of the training be carried out? The application must include advice from the employer (or self-employed person) setting out how the training and direct and constant on-the-job supervision will be achieved. Please provide as much detailed description and precise information as possible to support the application. The information provided will be referred, as it appears on this application, to the Electrical Licensing Board. _____ _____ _____ _____
Supervisor to sign and date before submitting application	Supervisor Declaration I have read and understood the obligations and responsibilities associated with agreeing to undertake the task of supervising and assessing the applicant _____ and undertake to perform these duties in the manner prescribed. I further understand that if I provide the Electrical Licensing Board with false information regarding the supervision/assessment, I may be called before the Board under Regulation 59 of the Electricity (Licensing) Regulations 1991 and may face disciplinary proceedings. Signature: _____ Date: _____
Employer to sign and date before submitting application	Employer Declaration In accordance with regulation 59 of the Electricity (Licensing) Regulations 1991, I declare that the information in this application or any documentation attached by me is complete and true to the best of my knowledge. Signature: _____ Date: _____
Sign and date before submitting application	Applicant Declaration In accordance with regulation 59 of the Electricity (Licensing) Regulations 1991, I declare that the information in this application or any documentation attached by me is complete and true to the best of my knowledge. Signature: _____ Date: _____

<p>Credit card details submitted as payment remain confidential at all times</p>	<p>Payment Details</p> <p><input type="checkbox"/> A non-refundable application fee of \$41.00</p> <p><input type="checkbox"/> Cash payment (please do not send cash through Australian Post)</p> <p><input type="checkbox"/> Cheque enclosed (made payable to Department of Commerce)</p> <p><input type="checkbox"/> Credit Card payment <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa</p> <p>Please Note: Application forms with credit card payment authorities can only be sent by Australia Post to Energy Safety Locked Bag 14 Cloisters Square WA 6850 and are <u>not</u> to be sent by email or facsimile.</p> <p>Card Number _____ / _____ / _____ / _____ Expiry Date <input type="text"/> / <input type="text"/></p> <p>Cardholder's Name: _____ Amount \$ <input type="text"/></p> <p style="text-align: center;"><small>(PLEASE PRINT)</small></p> <p>Cardholder's Signature: _____</p>
<p>Licensing Office Use Only</p>	<p>Reference Number:</p> <p>EW _____</p>

APPLICATION CHECK SHEET

THIS CHECK SHEET IS TO BE COMPLIED WITH IN FULL

This Check Sheet is provided to help an applicant comply with the requirements of making application to obtain a restricted electrical licence through on-the-job training.

<p>To make application to obtain a Western Australian Restricted Electrical Worker's Licence, you are required to comply with the following requirements under the Electricity (Licensing) Regulations 1999.</p> <p>Note that this application for a restricted electrical worker's licence will not be considered unless all requirements of the Check Sheet have been met.</p>		
REQUIRED	COMMENT	SUPPLIED
Application form	Duly completed application form completed including all relevant details and signatures of all relevant parties to the licence.	<input type="checkbox"/>
Application fee	Non-refundable application fee of \$41.00 included. Cheques to be made payable to The Department of Commerce.	<input type="checkbox"/>
What will be the type of electrical work performed?	This question has been answered offering as much detail and precise information to support the application as is possible. The information provided is only in relation to electrical work .	<input type="checkbox"/>
Will the electrical work be performed regularly?	This question has been answered. The information provided clearly indicates that competence will be maintained .	<input type="checkbox"/>
How will the "on-the-job" supervision part of the training be carried out?	The application includes advice from the employer (or self-employed person) setting out how the training and on job supervision will be achieved . It offers as much detail and precise information to support the application as is possible.	<input type="checkbox"/>
Additional relevant documentation required by the Employer	The application is accompanied by a reference on company letterhead from your current place of employment supporting your claim for the type of restricted electrical licence applied for.	<input type="checkbox"/>
	The letter is signed by a person in management and preferably a person with an equivalent or greater licence than the one being applied for.	<input type="checkbox"/>
	The letter is to include a list of the equipment or appliances to be disconnected and reconnected from fixed wiring and the components within the equipment or appliances to be replaced on a like-for-like basis. Also include the voltages and whether the equipment is single-phase or three-phase.	<input type="checkbox"/>
Trade qualifications if applicable	Copies of all relevant training and trade qualifications (including permits and licences already held that support this application) are included as attachments to this application.	<input type="checkbox"/>
	Proof of identity as detailed in the attached Fact Sheet.	<input type="checkbox"/>
Referral to the Electrical Licensing Board	Your application to obtain a restricted electrical licence will be referred to the Electrical Licensing Board when your application is complete.	



Proof of identity of applicants for an electrical or gas worker's licence

Fact Sheet

The Licensing Office of EnergySafety maintains a database of licensed electrical and gas operatives and ensures that the information is accurate and confidential, protecting operatives against the possible fraudulent use of their name.

Applicants for an electrical or gas worker's licence in Western Australia must prove their identity. This fact sheet explains the requirements for an applicant to prove his or her identity.

Before an electrical or gas worker's licence will be issued, applicants must prove their identity by presenting as many documents from the following lists so as to score a minimum of 100 points. The documentation provided may be a photocopy of the original document.

Credit Cards, Debit Cards or Bank Statements cannot be accepted for proof of identification.

At least one document provided must show the signature of the applicant.

Name of the signatory verified from one of the following:

70 POINTS

- Birth Certificate / Birth Card issued by the Registry of Births, Deaths and Marriages
- Australian Citizenship Certificate
- International Travel Document / Current Passport
- Expired passport which has not been cancelled and was current within the preceding 2 years
- Other document of identity having the same characteristics as a passport
(Eg this may include some diplomatic documents and some documents issued to refugees)

Note: Additional points cannot be scored for more than one document.

Name of signatory verified from one of the following (but only where they **contain a photograph or signature** that can be matched to the signatory)

40 POINTS

- A licence or permit issued under a law of the Commonwealth, a State or Territory.
- An identification card issued to a public employee (with photo or signature)
- An identification card issued by the Commonwealth, a State or Territory as evidence of the person's entitlement to a financial benefit (with photo or signature)
- An identification card issued to a student at a secondary or tertiary education institution (with photo or signature)
- Australian drivers licence
- Police Clearance Certificates (issued within the past six months)

Name and Address of signatory verified from any of the following:

35 POINTS

- Document verifying employment (A current employer, or a previous employer within the last 2 years)
- Document from a rating authority (eg land rates)

Name of signatory verified from any of the following:

25 POINTS

Marriage Certificate (for maiden name only)

- Council Rates Notice
- Telephone Account
- Medicare Card
- Records of Public Utility
- Transperth Smartrider cards (for students only)

Name and Date of Birth verified from any of the following:

25 POINTS

- Records of primary, secondary or tertiary educational institution attended by the signatory within the last 10 years.
- Records of a professional or trade association of which the signatory is a member.
- Proof of Age Card
- Foreign Driver's Licence