

Application for electrical work licence (apprentice)

FORM 10
V12.05-2012
Electrical Safety Act 2002

This form is to be completed in accordance with the relevant guidelines available at www.electricalsafety.qld.gov.au or phone 1300 650 662. Please make sure the form is completed and all relevant material is attached otherwise you may incur an administrative fee.

Do you hold or have you ever held a Queensland electrical work licence? Yes Licence No. _____ No

Have you applied for and withdrawn a previous application, or been refused a Queensland electrical work licence? Yes No

Section 1 - Applicant details

Please complete in **BLOCK** letters

Title Mr / Mrs / Ms / Miss / Other _____

Family name _____

Given name/s _____ Middle name/s _____

Date of birth _____

Residential address _____
Street No. Street Name

Suburb State Postcode

Postal address _____
Street No. Street / PO Box

Suburb State Postcode

Phone _____ Facsimile _____

Mobile _____

Email _____

Section 2 - Proof of identification

If you have previously held a **Queensland** electrical work licence or training permit **Go to section 3.**

If you have not previously held a Queensland electrical work licence or training permit then you will need to provide 100 points of identification to an authorised person (**refer to guidelines**). Indicate by ticking in the boxes below which documents you have used to prove your identity.

Points

70	Birth or citizen certificate (only one)
70	Passport
40	Driver's licence
40	ID card issued to a public employee
40	ID card issued by Centrelink

Points

35	Confirmation from employer
25	Debit/credit card (one per financial institution)
25	Store or Medicare card
25	Club membership card

Declaration by authorised person:

I am the person authorised (**refer to guidelines**) to complete this declaration and I have sighted original copies of the documents indicated in the document list above. The applicant has achieved 100 identification points and I am satisfied as to the person's identity.

Name: _____ (Please print) Occupation: _____ (As selected from the approved list in the guidelines)

Signature: _____ Contact number: _____

Section 3 – Completion statement for Supervising Registered Training Organisation

Completing apprentice must complete this section

Registration Number: _____

If you require a completion statement please ensure that your SRTTO will forward it directly to the department.

I have completed an apprenticeship in Queensland **within the last five years**. I have confirmed with my SRTTO that my completion statement has been forwarded to the department.

SRTTO _____

If you completed your apprenticeship in Queensland please provide your completion date: _____

OR

I have completed an apprenticeship in Australia but have not previously applied for an electrical licence.

SRTTO _____

I have contacted an SRTTO and require an electrical work training permit to complete the training necessary to obtain a completion statement.

OR

I completed a Queensland apprenticeship **but did not complete** the course of training.

SRTTO _____

I have contacted an STRO and require an electrical work training permit to complete the training necessary to obtain a completion statement.

In order to process your application the department also requires evidence that you have entered into an apprenticeship.

Section 4 – Resuscitation competence (CPR)

CPR certificate must have been issued within the last 12 months. CPR is not required for the issue of an electrical work training permit.

I have been trained in, and am competent to carry out, resuscitation on an individual who has stopped breathing or is unconscious because of electric shock. I am able to prove my competency by providing documentation which is current at the time of this application. I can make this documentation available for auditing purposes.

Issue date of qualification/certificate/training _____

And (for an electrical linesperson only)

I have been trained in, and am 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. I am able to prove my competency by providing documentation which is current at the time of this application. I can make this documentation available for auditing purposes.

Issue date of qualification/certificate/training _____

Section 5 – Declaration by the applicant

An un-witnessed declaration will not be accepted by the department.

I _____ am the applicant.

I meet the requirements for an electrical work licence. If issued an electrical work licence I will continue to meet the eligibility requirements for an electrical work licence under the *Electrical Safety Regulation 2002*.

I declare that the information contained in this application and all attachments are true and correct to the best of my knowledge.

Signature _____ Date _____

Witness signature _____ Date _____

Witness name _____

Note: The Department of Justice and Attorney-General may request you to provide evidence in support of this declaration. There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the department or providing a document to the department that you know is false or misleading in any material particular. Also supplying incorrect or misleading information and failing to comply with the eligibility requirements throughout the term of the licence are grounds for disciplinary action.

Section 6 – Lodging this form

You may lodge your application by mail to:



Department of Justice and Attorney-General
Electrical Safety Office Licence Processing Services
PO Box 820
Lutwyche Qld 4030

Note: A completed application form and the full fee must be received for your application to be accepted. If all supporting documentation is not received within 28 days of lodgement of your application you are taken to have withdrawn your application. The Department will retain part of the fee paid to offset processing costs if an application is refused or withdrawn. Any refundable amount of the fee paid is shown in *Electrical Safety Regulation 2002* which can be located at the ESO website: www.electricalsafety.qld.gov.au. For more details phone: 1300 650 662 (Qld only) or (07) 32474711 (outside Qld).

PRIVACY STATEMENT:

The Department of Justice and Attorney-General is collecting your personal information in order to process your application for an electrical work licence (apprentice) in accordance with the *Electrical Safety Act 2002*. The Department may be required to disclose your personal information to the prescribed electricity entities in Queensland, and other Australian electrical regulators. Your information will be disclosed to a third party contractor to print and send you your licence card, and licence renewal requests. This information may also be used to provide you with electrical safety updates, for statistical research, for auditing purposes, evaluation and reporting of our services. This includes publishing your licence details on the Department's online register which is accessible by the public.

Office use only

CPR
Pole top

Licensing decision:

Withdrawn
Refused
Approved

Fees paid
Receipt number

Section 7 – Fee

In order for your application to be accepted, the form must be completed correctly, all supporting documentation must be provided and payment of the prescribed fee MUST be included. Failure to do so will delay the processing of your application.

Fee is not subject to GST. Please refer to the 'Fee Schedule' on the Electrical Safety Office website www.electricalsafety.qld.gov.au

Please tick this box if a receipt is required.

Address receipt is to be sent to (if different from address stated in Section 1)

Street number	Street name	

Suburb	State	Postcode

Name on card _____

Cardholder's signature _____

I have enclosed a cheque or money order Please debit my credit card for the amount of \$ _____

Card: VISA Mastercard

Name on card _____

Card number

Expiry Date *Code/CVC

Cardholder's signature _____

Form 10 Guideline for the application for an electrical work licence (apprentice)

This guide is designed to assist you with your application for a Queensland electrical work licence on completion of your electrical apprenticeship, or an apprenticeship in refrigeration / air conditioning, instrumentation or electronics that includes units for disconnecting & reconnecting fixed wired electrical equipment and fault finding.

There are severe penalties under the *Electrical Safety Act 2002* for performing electrical work without a licence.

To be accepted, an application must include the completed form and the full fee. Reading and following these guidelines will ensure your application is completed correctly, reducing possible delays in processing. You must ensure that you meet the eligibility requirements for the licence before submitting your application. An incorrect or incomplete application may be considered as withdrawn and the department will retain a portion of the application fee to offset processing costs.

Do you hold or have you ever held a Queensland electrical work licence?

If you hold or have ever held a Queensland electrical work licence tick the “Yes” box, write your licence number in the space provided and complete the remainder of the form.

If you do not hold or have not previously held a Queensland electrical work licence tick the “No” box and complete the remainder of the form.

Have you applied for and withdrawn a previous application, or been refused a Queensland electrical work licence

If you have ever applied for and withdrawn a previous application, or been refused a Queensland electrical work licence or training permit tick the “Yes” box and complete the remainder of the form.

If you have not previously applied for and withdrawn a previous application or been refused a Queensland electrical work licence or training permit tick the “No” box and complete the remainder of the form.

THE APPLICATION FORM

The application form must be the current version of the Application for electrical work licence (Apprentice) (form 10). See www.electricalsafety.qld.gov.au.

Section 1 — Applicant details

Provide your personal details in the space provided. Failure to provide all required information may lead to delays in processing your application.

Section 2 — Proof of identification

If you have previously held or currently hold a Queensland electrical work licence then you do not need to complete this section. Ensure your licence number is filled in on the top of page one and go to section 3.

If you have not previously held a Queensland electrical licence proof of identification is required. Your personal details must be supported by 100 points of identification using the documents and points nominated on the form. You do not need to send the documents with this application.

Persons authorised to complete the proof of identity are listed below.

The authorised person must print and sign their name and provide a contact phone number and their occupation details (as selected from the list below) on the application form.

- Accountants (registered members of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants)
- Bank managers
- Barristers, solicitors or judges
- Clerks of the courts
- Commissioner for Declarations
- Commissioned officers currently serving in the regular defence forces
- Elected representatives of federal, state and territory parliaments and municipal, regional or shire councils
- Holders of statutory offices for which an annual salary is payable
- Justice of the Peace
- Police officers
- Postal managers
- Public servants (current full-time employee of commonwealth, state, territory or local government or statutory authorities, who have been employed continuously for at least five (5) years by their current employer)

Section 3 — Completion statement from Supervising Registered Training Organisation (SRTO)

Include your registration number from your Supervising Registered Training Organisation in the space provided.

There are three options:

- Completed an apprenticeship **within the last five years**.
- Completed an apprenticeship **more than five years ago**.
- Completed a Queensland apprenticeship but **did not complete** the course of training.

If you have completed a Queensland apprenticeship in the **within the last five years** you will need to confirm that your SRTO has forwarded your completion statement to the department before you submit your application. Write the name of your SRTO and your completion date in the space provided.

If you completed an apprenticeship **more than 5 years ago** but have not previously applied for an electrical licence you can tick the second box to confirm that as a result of contacting an SRTO you were advised that you require an electrical work training permit to complete your training. Write the name of your SRTO in the space provided.

If you completed a Queensland apprenticeship **but did not complete** the course of training, you can tick the third box to confirm that as a result of contacting an SRTO you require an electrical work training permit. You are also required to provide evidence of entering into an apprenticeship such as verified or certified copies of your apprenticeship papers (see Section 6).

Section 4 — Resuscitation competence (CPR)

Section 33 (4) of the *Electrical Safety Regulation 2002*

To be issued a licence other than an electrical work training permit, you must have been trained in, and declared competent to carry out, resuscitation on an individual who has stopped breathing or is unconscious because of electric shock.

Electrical linespersons must also have been trained in, and declared 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.

Exemptions for the resuscitation and or rescue at a pole-top or transmission tower requirements 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. Also, exemptions may only be granted in particular circumstances, where it is reasonable to allow the applicant to carry out electrical work under the licence. Note that if an exemption is granted, the licence is subject to a condition (also 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.

You can make a declaration of your competence on the application form by ticking the appropriate box and providing the issue date of your training certificate. **Please note; course competency must include physical demonstration of CPR skills and knowledge on a manikin. Solely computer based systems do not fulfil this requirement.** Training certificates must be issued within the last 12 months and be current at the time of application received by the department. You must have:

- a current statement or certificate of attainment, or
- another equivalent document stating that you are competent in resuscitation.

Section 5 — Declaration

You must sign the declaration on the form to accept the terms and conditions of the application.

The department may request you to provide evidence in support of any information you have provided in the application. By signing the application form you are declaring that all of the information provided on the form is true and correct to the best of your knowledge, and that you will maintain the eligibility requirements for the duration of the licence.

There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the department that you know is false or misleading in any material particular.

Section 6 — Lodging this form

Send the completed application form and required supporting documentation to the postal address provided on the form.

Providing documentation

Documentation in support of your application, e.g. evidence of relevant/other qualifications, should be sent with your application. If all supporting documentation is not received within 28 days of your application being submitted, you will be taken to have withdrawn your application.

You must provide copies that have been 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 department's Document Declaration form, available on the Electrical Safety Office's website www.electricalsafety.qld.gov.au.

Electrical Safety Office audits

In the interests of electrical safety the Electrical Safety Office is conducting random licence application audits to ensure that applicants are complying with the legislation. In the event of an audit you will be required to provide certified/verified evidence as detailed on your application.

Section 7 — Payment of fee

No application will be accepted unless full payment is received.

A list of fees can be located at the ESO website www.electricalsafety.qld.gov.au

The department will retain part of the fee paid to offset processing costs if an application is refused or withdrawn. Any refundable amount of the fee paid is shown in schedule 7 of the *Electrical Safety Regulation 2002* which can be located at the ESO website www.electricalsafety.qld.gov.au.

You can pay by completing the fee section of the form as per your payment details.

Please make cheques and money orders payable to 'The Department of Justice and Attorney-General'. Credit card details are to be recorded on the application form. Please do not post cash in the mail.

The relevant fees are attached as the last page of this document.

APPLICATION CHECKLIST

- Electrical work licence details provided if applicable
- Applicant details provided
- 100 points achieved for proof of identity
- Proof of identification declaration signed by an authorised person
- Completion statement forwarded to the department
- Competent in resuscitation (and pole top rescue for linespersons)
- Full fee is being sent in with application
- Declaration has been signed and signature of witness completed

APPLICATION FOR REVIEW OR APPEAL OF DECISION

Under Section 168 of the *Electrical Safety Act 2002* (the Act) a person (including a corporation or body corporate), whose interests are affected by a licensing decision can apply for a review of that decision. Under Section 172 of the Act a person (including a corporation or body corporate), whose interests are affected by a disciplinary decision, original decision or review decision may appeal against the decision to the industrial court.

NEED MORE INFORMATION?

Contact: Electrical Safety Office Licence Processing Services, Department of Justice and Attorney-General

Telephone: 1300 650 662 (within Queensland)
Telephone: (07) 3247 4711 (outside Queensland)
Facsimile: (07) 3247 9453
Website: www.electricalsafety.qld.gov.au

Electrical Worker Licensing Fee Guide

The below amounts are correct as of 13 July 2012 and are available online at www.electricalsafety.qld.gov.au

Title of form	Fee
Form 10 - Application for electrical work licence (apprentice)	\$ 66.00
Form 11 - Application for electrical work licence (other than apprentice)	\$ 66.00
Form 21 - Application for restricted electrical work licence/permit (other than apprentice)	\$ 66.00
Form 38 - Application for an additional Queensland electrical work permit	\$ 66.00
Form 12 - Application for renewal/reinstatement/recognition of expired electrical work licence	\$ 66.00
Form 31 - Application for electrical work licence (permit holders)	\$ 66.00
Form 22 - Change of details/replacement/additional card form	\$ 26.00