

Electrical licensing eligibility guide

Electrical Safety Office

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Disclaimer

This guide should be read in conjunction with the *Electrical Safety Act 2002* (the Act) and the *Electrical Safety Regulation 2013* (the Regulation). Where any discrepancy arises, the Act and Regulation take precedence. The information provided may be subject to change at any time without notice.

While all care is taken in providing accurate information in this guide, the Office of 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 provided or for any resulting breach by you of your duties under the Act.

Introduction

The *Electrical Safety Act 2002* provides for the safety of all persons through the licensing and discipline of persons who perform electrical work or provide electrical services. The Electrical Safety Office (ESO), within the Office of Industrial Relations is responsible for the administration and management of electrical licences in Queensland.

A number of general, eligibility and insurance requirements, prescribed in the Regulation for the issue of an electrical licence, must be met to the regulator's satisfaction.

This guide outlines the eligibility requirements for electrical work licences (occupational) and electrical contractor licences (business) under the Act and Regulation.

It outlines conditions that are considered to satisfy the regulator that an applicant meets the general, eligibility and insurance requirements for an electrical licence and provides general advice on making an application for an electrical licence.

While the guide nominates the most common types of evidence and most recent qualifications submitted by applicants, other evidence or qualifications may be considered when determining the eligibility of an application.

Definitions

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

AS/NZS3000 (the Wiring Rules) – current edition of the Australian/New Zealand Standard Electrical Installations.

Calling – has the meaning given in schedule 1 of the *Further Education and Training Act 2014* and includes–

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

Regulator – means the regulator (Deputy Director-General, Office of Industrial Relations, within 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 as evidence of competence in the nominated area of electrical trade work.

Electrical equipment – has the meaning given in section 14 of the *Electrical Safety Act 2002 - Meaning of electrical equipment* 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 section 14(2) of the *Electrical Safety Act 2002*.

Electrical Safety Office (ESO) – is the Queensland electrical safety regulatory agency, located in the Office of Industrial Relations, 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 - Meaning of electrical work* and includes manufacturing, constructing, installing, testing, maintaining, repairing, altering, removing or replacing of electrical equipment. Activities not electrical work are defined in section 18(2) of the *Electrical Safety Act 2002*.

Electrical work training permit (EWTP) – is a class of electrical work licence and authorises the performance of electrical work as specified in section 40 of the *Electrical Safety Regulation 2013 - What electrical work training permit authorises*.

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.

Further Education and Training Act 2014 - Queensland legislation which “provides for vocational education, training and employment”.

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.

Offshore technical skills record (OTSR) – is a document issued by VETASSESS, Future Skills or the Victorian University under the *Migration Regulations 1994* (Cth) 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 43(6)(e) or 44(7)(c) of the *Electrical Safety Regulation 2013* for the issue of an electrical work training permit.

Registered training organisation (RTO) – has the meaning given in section 19 of the *Further Education and Training Act 2014* and includes a person whose details as a training organisation are registered.

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 2013* and means a relevant assessing authority under *the Migration Regulations 1994* (Cth).

Supervising registered training organisation (SRT0) – 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 *Further Education and Training Act 2014*.

The Act – the *Electrical Safety Act 2002*

The Regulation – the *Electrical Safety Regulation 2013*

1 When is an electrical licence required?

Electrical work licences

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.

External licence equivalents

Schedule 1 of the Regulation prescribes external (non-Queensland issued) Australian and New Zealand licences taken to be equivalent to particular Queensland electrical work licences. The holder of one of these licences is taken to hold an electrical work licence and is not legislatively required to apply for the equivalent Queensland licence to perform electrical work in Queensland. However, the external licence holder may apply for the equivalent Queensland licence on the basis of mutual recognition (See section 3).

Electrical contractor 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 (s56(3)(b) of the Act). (e.g. a licensed builder who intends to contract out the electrical installation work to a licensed electrical contractor).

Trade contractor licences

Section 64 of the Regulation provides that 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 and Construction Commission Regulation 2003*.

This section allows persons operating businesses licensed under the Queensland Building and Construction Commission (QBCC) legislation to carry out minor incidental electrical work without requiring to be licensed twice. (e.g. a licensed plumber will not require an electrical contractor licence to perform the electrical work component of repairs to a hot water system if they hold the relevant QBCC licence).

If you hold a QBCC trade contractor licence you may not need an ESO electrical contractor licence.

2 Electrical work licences

The Act provides for the following classes of Queensland electrical work licence:

- electrical mechanic
- electrical linesperson
- restricted electrical licence
- electrical fitter
- electrical joiner
- electrical work training permit.

The electrical work authorised by each of these licences is outlined in sections 35 to 38 of the Regulation. Licences are issued for five years, while permits are issued for twelve months.

General eligibility requirements for an electrical work licence

Section 42 of the Regulation provides general requirements that apply to all electrical work licences, other than electrical work training permits. In particular, applicants must:

- be able to adequately understand, read and write English without an interpreter,
- be trained in, and competent to carry out, resuscitation (CPR), and
- for electrical linespersons, be trained and competent in pole top or transmission tower rescue.

NOTE: Rescue and resuscitation training is not required for an electrical work training permit, but will be required when reapplying for the licence upon completion of the required training.

Rescue and resuscitation training must have been completed within twelve months prior to application. CPR courses must include a physical demonstration of CPR skills and knowledge on a manikin. Solely computer based systems do not fulfill this requirement.

Copies of rescue and resuscitation certificates are not required to be provided with an application but must be able to be provided if requested as part of auditing processes.

However, permit holders may need to be trained and competent in rescue and resuscitation under s28 of the Regulation or to act as a safety observer for energised electrical work.

Exemptions from rescue and resuscitation requirements are possible, but only on medical grounds that prevent the applicant from performing rescue or resuscitation but do not otherwise affect their ability to perform electrical work. Exemptions will only be granted if a medical certificate or other supporting documentation is provided with the application.

If an exemption is granted, the licence will be issued with a limitation printed on the licence detailing the exemption. The applicant must not act in a role that may require them to perform rescue and resuscitation, such as acting as a safety observer for energised electrical work.

Previous disciplinary history

Section 42 also provides that the regulator may consider an 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.

In considering previous electrical work performance, the regulator may consider:

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

3 Eligibility requirements for an electrical mechanic, linesperson, fitter, and jointer licences

Section 43 of the Regulation provides more specific requirements to be issued an electrical mechanic, linesperson, fitter, or jointer licence. In general the section provides three identified pathways.

Table 1 of this guide lists the most recent qualifications that provide eligibility for these classes of licences. Applicants holding other qualifications should contact the Electrical Safety Office on 1300 632 993 for further advice.

Section 43(3)

Section 43(3) requires the applicant to have:

1. completed a relevant trade apprenticeship in Queensland,
2. completed an approved course (qualification),
3. provided a written statement (verified by their registered training organisation (RTO) and employer) that they have finished their training and are competent in the trade work of their chosen trade, and
4. satisfied the regulator they are competent in the trade work of that trade.

This is the pathway most commonly used by applicants seeking a work licence upon completion of an apprenticeship in Queensland, such as an apprentice electrician seeking an electrical mechanic licence or a refrigeration and air conditioning apprentice seeking a restricted electrical licence.

Items 1 and 2 are generally satisfied by the apprentice successfully completing their apprenticeship and obtaining the qualification relevant to their apprenticeship (e.g. UEE30811 – Certificate III in Electrotechnology Electrician).

Completing Queensland apprentices do not need to provide copies of their qualification with their application.

An electrical work licence will not be issued until the Department of Education and Training (DET) has been notified by the RTO that the apprentice has completed their training.

Item 3 is generally satisfied by a completion statement (DET form ATF012) issued by the RTO. The completion statement must be completed and signed by the apprentice, the employer and the RTO. The information provided on the completion statement will generally determine the class of licence (and endorsement for restricted electrical work licences) issued to the applicant. The completion statement must be submitted by the RTO. The applicant cannot provide the completion statement with their application.

In most circumstances compliance with items 1 to 3 will result in a successful application. However item 4 allows the regulator to seek further information or request the applicant to provide additional evidence if not satisfied that the applicant is competent. (e.g. where an apprenticeship is completed in an unusually short period of time or where an apprentice may not have been exposed to an acceptable scope of work during the apprenticeship)

Section 43(4)

Section 43(4) requires the applicant to have:

1. completed an equivalent relevant trade apprenticeship outside Queensland,
2. completed an approved course (qualification),
3. provided a written statement (verified by their registered training organisation (RTO) and employer) that they have finished their training and are competent in the trade work of their chosen trade, and

4. satisfied the regulator they are competent in the trade work of that trade.

This is similar to s43(3) and provides a pathway for applicants who completed their apprenticeship outside Queensland but did not obtain a licence in that State or Territory.

Items 1 and 2 are generally satisfied by the apprentice successfully completing their apprenticeship and obtaining the qualification relevant to their apprenticeship (e.g. UEE30811 – Certificate III in Electrotechnology Electrician). Applicants may need to provide a certified copy of their qualification with their application.

Item 3 is generally satisfied by a completion statement (Form 39), available at www.electricalsafety.qld.gov.au, issued by the RTO. The completion statement must be completed and signed by the apprentice, the employer and the RTO. The information provided on the completion statement will determine the class of licence (and endorsement for restricted electrical work licences) issued to the applicant. The completion statement must be submitted by the RTO. The applicant cannot provide the completion statement with their application.

In most circumstances compliance with items 1 to 3 will result in a successful application. However item 4 allows the regulator to seek further information or request the applicant to provide additional evidence if not satisfied that the applicant is competent. (e.g. where an apprenticeship is completed in an unusually short period of time or where an apprentice may not have been exposed to an acceptable scope of work during the apprenticeship)

Additionally an applicant may need to explain why they did not seek a licence in the jurisdiction where they completed their apprenticeship.

Section 43(5)

Section 43(5) provides an eligibility pathway for a wide range of applicants such as:

- An electrical fitter seeking an electrical mechanic licence,
- An electrical mechanic seeking an electrical linesperson licence, an electrical fitter licence or an electrical jointer licence,
- A person seeking a licence based on training and/or qualifications gained in the Defence Forces, (see Section 7 of this guide)
- A person who has had their overseas qualifications assessed as equivalent to an Australian trade qualification (Offshore Technical Skills Record (OTSR)),
- Holders of licences expired longer than twelve months seeking to reinstate their licence,
- A person who has completed a relevant trade apprenticeship in Queensland but has not completed the course of instruction (qualification),
- The holder of a relevant tradesman's certificate seeking an electrical mechanic licence or an electrical fitter licence.

Depending on the type of application under s43(5) applicants may be required to undertake additional training before being issued the licence. In these circumstances applicants may be issued with an electrical work training permit and will be advised of the training requirements needed to obtain the licence. Applicants will need to liaise with an RTO to complete the training.

NOTE: This is not the pathway for persons seeking an electrical work licence on the basis of an existing interstate or New Zealand work licence under mutual recognition. For more information on mutual recognition, refer to section 6 of the guide.

4 Eligibility requirements for restricted electrical work licences

A restricted electrical work licence (a restricted licence) authorises the holder to perform electrical work only of a particular type stated in the licence. An applicant for a restricted licence must be able to demonstrate an occupational need to carry out restricted electrical work incidental to a particular trade or calling.

For example, a mechanical fitter may be eligible for a restricted licence to permit them to disconnect and reconnect an electric motor in order to realign a conveyor system.

Similarly, a plumber may be eligible for a restricted 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, the following:

- Refrigeration and air-conditioning equipment service person
- Instrumentation and process control technician/Instrument fitter
- Plumbers
- Gas fitters
- Fitter/Fitter and turner
- Electronics technicians

Trades or callings not listed above will be assessed on an occupational needs basis.

Tables 2 to 7 of this guide list common qualifications and trades that may support a restricted licence outcome.

Even for those trades/callings identified above, the scope of work permitted may vary. For example refrigeration and air conditioning tradespeople are most likely eligible for a greater scope of work within their particular class of endorsement than a mechanical fitter.

All applicants must provide evidence of successful completion of the relevant units of competency required for the particular licence sought. The units must have been completed within three years of the application. Evidence may be in the form of:

- a completion statement from the relevant RTO, or
- a statement of attainment (results) issued by the RTO.

Applicants who are unable to provide evidence of completion will be issued with a twelve month electrical work training permit to allow them to undertake the appropriate training. On completion of the training applicants will be eligible to reapply for the licence. Applicants who fail to complete the training within the twelve months will need to reapply as a new licence application.

Applications based on recognised qualification or trade

Underpinning eligibility for restricted licences may be recognised on the basis of the applicant holding a specific qualification. For example a person who has completed the Certificate III in Air Conditioning and Refrigeration (JEE32211) is entitled to a restricted licence within the *refrigeration and air conditioning* endorsement, (NREL 1 - 6). Applicants applying with this qualification do not need to provide additional support from their employer.

Other applicants may be granted a licence on the basis of successful completion of a specific qualification but will need to provide additional information, usually through a letter of support from their employer or a statutory declaration for self-employed persons, to demonstrate an occupational need for the licence and to establish the appropriate endorsement and scope of work required. For example:

- a person who has completed an Associate Diploma or Bachelor's Degree in electronics engineering seeking a restricted licence within the *electronics* endorsement.

The letter of support must detail:

- the type of equipment to be worked on,
- the voltage range of the equipment, and
- the type of work (e.g. disconnect reconnect/fault finding/plug and cord)

NOTE: Applicants seeking a licence on the basis of overseas qualifications must have the qualification assessed by an appropriate assessing authority to determine its equivalence to a similar Australia qualification.

Applications based on work experience only (no qualification or recognised trade)

Where a person does not hold a recognised qualification or trade they may be eligible for a restricted licence on grounds of five years' experience in the area of work for which they are seeking a licence. The previous experience is not experience of "electrical" work. The applicant needs to demonstrate they have an "equivalent" level of experience in work that would usually provide a pathway to obtaining a restricted licence. For example:

- a person who has spent five years repairing electronics equipment in a workshop but has no formal qualifications in the field of electronics seeking a restricted licence within the *electronics* endorsement.

The work does not need to have been continuous but must be recent enough to be relevant (within the last 10 years).

NOTE: Licences issued on the basis of work experience only will generally be more limited in the scope of work permitted than a licence obtained by a qualification or trade and will not provide the applicant with a licence to disconnect/reconnect electrical equipment under any endorsement.

To be eligible applicants need to provide:

- evidence of the previous experience, and
- demonstrate an occupational need,

The evidence of the five years previous experience must provide:

- a detailed explanation of the type of work carried out,
- when the work was carried out,
- the employer/business the applicant was working for when the work was carried out.

The work does not need to have been carried out in Australia but the applicant needs to be able to substantiate the evidence if further information is required.

The employer letter of support or statutory declaration must detail:

- the type of equipment to be worked on,
- the voltage range of the equipment, and
- the type of work (e.g. disconnect/reconnect/fault finding/plug and cord)

Important information for restricted licences based on employer support

Where a restricted licence is granted on the basis of a demonstrated occupational need, the licence may no longer be valid if the licence holder changes employers.

Employers of restricted licence holders or self-employed persons may also require an electrical contractor licence if performing electrical work for others as part of a business or undertaking.

Restricted electrical licensing framework

Restricted licences are issued for seven work area categories (endorsements) relating to work on particular types of equipment.

- Refrigeration/Air conditioning
- Instrumentation/Process control
- Plumbing/Gas
- Electronics
- Composite equipment
- High voltage electrical propulsion
- Electric motor

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

Within each endorsement licence holders may be limited to work on specific equipment within the endorsement (e.g. *medical equipment or automatic doors*) and/or specific voltage levels (e.g. *equipment not exceeding 250 Volts*).

The type of work permitted under the licence may also be limited and will be identified by the NREL units listed on the licence (e.g. *disconnect/reconnect only*).

NREL 1	Occupational health & safety (All applicants require this unit)
NREL 2	Disconnect/reconnect low voltage fixed wired equipment
NREL 3	Locate and rectify faults in low voltage equipment up to 250V
NREL 4	Locate and rectify faults in low voltage equipment up to 1000V
NREL 5	Attach flexible cord and plug to low voltage equipment up to 250V
NREL 6	Attach flexible cord and plug to low voltage equipment up to 1000V

Restricted electrical work licence Units of Competency

UEENEEE101A	Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEEP010A	Disconnect - reconnect appliances connected to low voltage installation wiring
UEENEEP011A	Disconnect - reconnect neon signs connected to low voltage installation wiring
UEENEEP012A	Disconnect - reconnect composite appliances connected to low voltage installation wiring
UEENEEP013A	Disconnect - reconnect control devices connected to low voltage installation wiring

UEENEOP014A	Disconnect - reconnect water heaters connected to low voltage installation wiring
UEENEOP015A	Disconnect - reconnect motors connected to low voltage installation wiring
UEENEOP016A	Locate and rectify faults in low voltage appliances using set procedures
UEENEOP017A	Locate and rectify faults in low voltage composite appliances using set procedures
UEENEOP018A	Locate and rectify faults in low voltage control devices using set procedures
UEENEOP019A	Locate and rectify faults in low voltage water heaters using set procedures
UEENEOP020A	Locate and rectify faults in low voltage motors using set procedures
UEENEOP021A	Disconnect - reconnect explosion-protected appliances and control devices connected to low voltage installation wiring
UEENEOP022A	Disconnect - reconnect 3.3 kV electric propulsion components of self-propelled earth moving vehicles
UEENEOP023A	HV Flexible Cables and Plugs
UEENEOP024A	Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply
UEENEOP025A	Attach cords, cables and plugs to electrical equipment for connection to 1000 Vac or 1500 Vdc supply
UEENEOP026A	Conduct in-service safety testing of electrical cord connected equipment and cord assemblies

5 Eligibility requirements for an electrical work training permit

Electrical work training permits (permits) allow persons, other than apprentices, to perform electrical work as part of on-the-job training required to complete training with an RTO, necessary to meet the eligibility requirements for a work licence.

An apprentice undertaking a relevant trade apprenticeship, for example an electrical or instrumentation apprenticeship, does not require an electrical work training permit to perform electrical work.

Examples of persons who may require a training permit include:

- a licensed electrical fitter seeking an electrical mechanic licence,
- a licensed plumber seeking a restricted licence to disconnect and reconnect hot water systems, or
- the holder of an Offshore Technical Skills Record (OTSR) undertaking Australian minimum gap training to obtain an electrical mechanic licence.

Persons issued with a permit do not initially need to meet all the same eligibility requirements as those for an electrical work licence. However s45(1) of the Regulation states that for a person to be issued a permit they must demonstrate they have a **relevant qualification** under sections 43(6) or 44(7) of the Regulation.

Relevant qualifications for section 43(6)

The applicant:

- holds a current electrical fitter licence and is seeking an electrical mechanic licence
- holds a current electrical mechanic licence and is seeking an electrical linesperson licence, an electrical fitter licence or an electrical jointer licence
- held a relevant expired licence that was issued under the Act
- served an apprenticeship in a relevant trade under the Further Education and Training Act 2014, but did not complete the relevant course of instruction
- holds a tradesman's certificate within the meaning of the *Tradespersons' Rights Regulation Act 1946 (Cth)* and is seeking an electrical mechanic or electrical fitter licence
- holds an Offshore Technical Skills Record (OTSR)

Relevant qualifications for section 44(7)

The applicant

- holds a tradesperson's certificate within the meaning of the *Tradespersons' Rights Regulation Act 1946 (Cth)* in a calling that the regulator has decided requires the tradesperson to perform electrical work
- holds a tradesperson's certificate issued by a *corresponding training department* in a calling that the regulator has decided requires the tradesperson to perform electrical work
- holds an Offshore Technical Skills Record (OTSR) for an occupation that is or includes a calling that the regulator has decided requires the holder to perform electrical work
- has equivalent qualifications or experience in a calling that the regulator decides requires the person to perform electrical work.

A *corresponding training department* means a department of government of another State responsible for a law corresponding to the *Further Education and Training Act 2014*.

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

Under s45(2), the regulator may also consider:

- 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.

The following factors may be considered when assessing an applicant's previous activities:

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

When a permit holder completes their training, and applies for an electrical licence, they must meet eligibility requirements for that class of licence (see sections 3 and 4 of this guide).

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

- The holder must complete a structured training program with an RTO relevant to the class of electrical work licence for which the person intends to apply; and
- The holder may only perform electrical work under supervision of an appropriately licensed electrical worker.

Electrical work training permits are issued for twelve months. In certain circumstances, additional permits may be granted to provide more time to complete on-the-job training. Applicants seeking additional permits will need to demonstrate genuine reasons for being unable to complete the training under the original permit. Fees apply for each additional permit.

6 Mutual recognition

Under mutual recognition laws, a person who holds current registration in another Australian State or Territory or New Zealand to perform an electrical occupation, trade, profession or calling may apply for a Queensland electrical licence on the basis of mutual recognition.

NOTE: The licence must be current. Applicants holding an expired business or occupational licence should contact their issuing jurisdiction to have the licence re-instated.

The relevant legislation for mutual recognition is the *Mutual Recognition (Queensland) Act 1992* (MRQA 1992), the *Trans-Tasman Mutual Recognition (Queensland) Act 2003*, the *Mutual Recognition Act 1992* (TTMRQA 2003) - 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, linespersons, restricted electrical licences and individual unrestricted electrical contractor licences, subject to any conditions, limitations or restrictions. These Ministerial declarations are available at on the Australian Government Federal Register of Legislation at www.legislation.gov.au

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 regulator in accordance with the MRQA 1992 or the TTMRQA 2003.

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 that may not be required in the issuing jurisdiction. For example electrical contractors will need hold insurance as required in Queensland.

A Queensland licence issued under mutual recognition will include any conditions or restrictions that apply to the licence, registration, or authority of the issuing jurisdiction. Furthermore where there is no "direct" Queensland equivalent licence class, applicants will be issued with the licence class that most closely aligns.

Where conditions or restrictions are imposed or a different class of licence is issued, applicants will be advised of further training they could undertake to have these removed.

Applicants must satisfy the regulator 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.

7 Serving and ex-defence force applicants

Applicants who undertook trade training in the Australian Defence Force and were issued with a relevant qualification, may need to have their skills and qualification assessed to meet Queensland eligibility requirements.

Applicants who were not issued a qualification may need to apply to an RTO for a qualification based upon recognition of prior learning (RPL).

All applicants are required to meet Queensland specific requirements such as current resuscitation and rescue requirements.

Pending the application outcome, the applicant may be required to undertake additional training with an RTO to qualify for a work licence. To allow applicants to complete the necessary training to obtain the licence an electrical work training permit may be issued.

In certain circumstances, conditions or restrictions may be placed on an issued Queensland licence to ensure the licence aligns with the equivalent qualification or competency of the applicant. Where conditions or restrictions are imposed, applicants will be advised of further training that they could undertake to have these removed.

Common defence force qualifications that may be eligible for an electrical work licence include:

- Army ECN 418 (Certificate III in Engineering (Electrical/Electronics)
 - (MEM30405, MEM30498, or equivalent)
- Army ECN 125 (Certificate III in Electrotechnology Electrician)
 - (UEE30811, UEE30807, UTE31199, or equivalent)

Applicants will need to contact Scientific Management Associates, the defence force RTO, to provide a completion statement)

8 Overseas applicants

Applicants seeking to obtain an electrical work licence based on trade training and qualifications completed in countries other than Australia and New Zealand will need to have their skills and qualification assessed by a relevant assessing authority, such as:

- Future Skills International
- VETASSESS, or
- Victoria University

Successful applicants will be issued with an Offshore Technical Skills Record (OTSR) for the relevant trade (e.g. electrician).

Applicants holding an OTSR will be issued with an electrical work training permit and will need to liaise with an RTO to undertake the Australian minimum gap training required to obtain the licence.

Once a completion statement is provided from the RTO confirming the gap training is complete and the applicant meets additional requirements such as resuscitation and rescue training the applicant will be eligible for the issue of a licence.

Applicants holding an Australian Recognised Tradesman's Certificate (ARTC) for an electrical mechanic and/or an electrical fitter are also eligible for a licence subject to completing any additional gap training requirements.

For more information visit: www.tradesrecognitionaustralia.gov.au

9 Transitional provisions for electrical linespersons and electrical jointer

Apprenticeships for electrical linespersons and electrical jointers have been introduced since 2001. Transitional provisions are provided in s293 and s294 of the Regulation to ensure persons who gained their qualification within Australia, other than through an apprenticeship, are not disadvantaged by the introduction of new legislation.

The transitional provisions apply to applicants with two years relevant Australian work experience and relevant qualifications who were entitled to be issued with a licence under the *Electricity Regulation 1994* prior to 1 October 2002.

To be eligible for an electrical jointer or electrical linesperson licence under transitional provisions, the applicant must:

- have been employed as an assistant in electrical jointing work or electrical linesperson work for at least two years in Australia,
- have satisfactorily finished a course of theoretical and practical training,
- provide a certificate from the applicant's employer outlining the applicant's experience,
- provide a certificate from an electrical engineer or electrical jointer/linesperson that the person has 300 hours experience in the relevant trade work, and
- have satisfactorily completed any required examination

Suitable evidence will include letters of support from current or past employers and certified copies of relevant training certificates or qualifications.

10 Applying for an electrical work licence

Regardless of the class of licence being applied for or the eligibility pathway taken, an application must:

- be made in the approved form (available on the ESO website at www.electricalsafety.qld.gov.au), and
- comply with requirements prescribed in the Regulation, and
- be accompanied by the appropriate fee (Schedule 8 of the Regulation).

Tables 1 to 7 list current or most recent qualifications for the particular licence class. Older qualifications not listed may still be accepted.

Submitting documents with an application

Copies of proof of identity documents must be certified by a Justice of the Peace (qualified) or a Commissioner of Declarations. Other documents, for example a copy of a qualification, are not required to be certified.

Do not provide original copies of your documents

Documents may be submitted in electronic form in accordance with the *Electronic Transactions (Queensland) Act 2001*.

Statutory declarations made in Queensland in support of an application must comply with the requirements of *Oaths Act 1867* (Qld) or corresponding requirements of the State or Territory in which the declaration is made.

Payment

If you have opted to pay by cheque or money order you must submit the cheque or money order with your application. If you have opted to pay by credit card, the ESO will contact you by phone to arrange for payment of your licence. **Do not provide your credit card details on your application.**

Further information on payment options is provided on the relevant application form. Applications will not be processed without payment.

Proof of identity

Depending on the type of application you may be required to provide proof of your identity. For example a person applying for their licence as a completing apprentice will require proof of identity whereas a person seeking to re-instate an expired licence will not be required to provide proof. Where proof is required you will need to provide certified copies of the documents with your application. Proof of identity requirements will be detailed on the relevant application form.

Typical forms of acceptable identification are listed below. You are required to provide three certified copies of matching evidence of identity documents. The three documents can be made up of one category A + two category B OR two category A + one category B documents. At least one category A document must be photographic and show a full name and date of birth (DOB).

Do not provide original copies of your documents

Category A documents	Status
<ul style="list-style-type: none"> • Australian Birth Certificate - full (not an Extract or a Commemorative Certificate) • Bicentennial Birth Certificate (born in 1988) • Australian Citizenship Certificate/Naturalisation Certificate • Department of Immigration and Border Protection (DIBP) <ul style="list-style-type: none"> • Certificate of Evidence of Resident Status • Visa Evidence Card (with PLO56 Visa) • Queensland or Federal police officer photo identity card. • Queensland High Risk Work licence (photographic) 	Current
<ul style="list-style-type: none"> • Australian Passport (including Australian Document of Identity) • Foreign Passport • Australian photo driver licence • Queensland Accreditation/Authorisation (laminated) <ul style="list-style-type: none"> • Driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant certificate • Bus; taxi; limousine driver 	Current or expired less than two years
<ul style="list-style-type: none"> • DIBP - ImmiCard; Temporary or Resident Visa; Document for travel to Australia. Note: Electronic Travel Authority (ETA) is not accepted. 	Valid up to five years after issue
<ul style="list-style-type: none"> • Queensland Card 18+ (laminated) 	Issued after 01/01/1992
Category B documents – must be Australian issued documents	Status
<ul style="list-style-type: none"> • Australian Defence Force photo identity card (excluding civilians) • Australian Firearm Licence (with photo) • Australian Security Guard/Crowd Controller Licence (with photo) • Department of Veterans' Affairs/Centrelink Pensioner Concession Card (including • Healthcare card) • Education institution student identity document (must include photo and/or signature) • Financial institution debit/credit card (must include signature and embossed/printed name) • NOTE: If you provide a credit/debit card as evidence of identity you must obscure the card number and expiry date. • Medicare card (Green, Blue or Yellow) • Interstate government-issued or government-approved Proof of Age Card 	Current

Making an application

Completing apprentices (Form 10)

For applicants who have completed an apprenticeship in Queensland in the last three years.

You need to arrange for your RTO to submit a "Completion Statement" to the Electrical Safety Office (ESO) on your behalf. You cannot submit the completion statement yourself.

You need to provide **certified copies** of your proof of identity documents.

You need to have completed CPR training within the last twelve months.

If you are applying for an electrical linesperson licence you need to have completed pole-top or transmission tower rescue training within the last twelve months. You do not need to provide copies of your CPR/PTR certificates but must be able to provide them on request.

The class of licence issued will depend on the qualification obtained through your apprenticeship, for example:

- UEE30811 - electrical mechanic
- UEE33011 – electrical fitter
- UEE32211 – restricted electrical licence; endorsed for refrigeration
- UEE31211 - restricted electrical licence; endorsed for instrumentation/process control.

The scope of work permitted under a restricted electrical licence will be determined by the units of competency completed during the apprenticeship.

NOTE: If you have completed an apprenticeship in Queensland more than three years ago or completed an apprenticeship in another state or territory and have never obtained a licence, you need to submit a Form 11 application.

New Zealand and interstate licence holders (Form 16A)

For applicants who hold a licence, certificate or other authorisation issued by another state or territory or New Zealand, including restricted electrical work licences.

You need to provide **certified copies** of your proof of identity documents. You are not required to provide copies of your New Zealand or Interstate licence. However you may be asked to need to provide it at a later stage as part of the assessment process.

The class of licence issued will depend on either:

- the Ministerial Declarations made under s32 of the *Mutual Recognition Act 1992*. For more information visit: www.licencerecognition.gov.au
- the external equivalency provisions in Schedule 1 of the *Electrical Safety Regulation 2013* (Qld).

Where a licence is not referred to in either of these schedules the ESO will assess the scope of work permitted under the interstate licence and issue a Queensland licence that aligns as closely as possible. Applicants need to be aware that this may result in a narrower scope of permitted work.

Restricted electrical work licences (Form 21)

For applicants seeking restricted electrical work licence other than applicants who have completed an apprenticeship in Queensland in the last three years.

You need to provide **certified copies** of your proof of identity documents.

If you are not applying on the basis of a licensed trade you need to provide a copy of your trade qualification (e.g. Certificate III in Engineering – Mechanical Fitting) and a letter of support from your employer demonstrating your occupational need for the licence.

You need to have completed CPR training within the last twelve months.

Note: you will not need CPR training for the purpose of a permit but you will need have it when you reapply after completing your training.

All other application types (Form 11)

For applicants seeking an electrical mechanic, electrical fitter, electrical linesperson or electrical jointer licence as the holder of:

- a current Queensland electrical work licence applying for an additional class on that licence, or
- an electrical work licence expired longer than 12 months, or
- a tradesperson's certificate, or
- a certificate of proficiency, or
- a certificate or qualification obtained through an apprenticeship completed outside of Queensland, or
- an Offshore Technical Skills Record (OTSR), or
- having completed an apprenticeship in Queensland greater than three years ago.

You need to arrange for your RTO to submit a "Completion Statement" to the Electrical Safety Office (ESO) on your behalf. You cannot submit the completion statement yourself.

You need to provide **certified copies** of your proof of identity documents.

You need to have completed CPR training within the last twelve months.

If you are applying for an electrical linesperson licence you need to have completed pole-top or transmission tower rescue training within the last twelve months. You do not need to provide copies of your CPR/PTR certificates but must be able to provide them on request.

11 Completion statements

To be eligible for an electrical work licence, sections 43(3), 43(4) and 44(2) of the Regulation require the applicant to provide a written statement declaring the applicant:

- is competent in the trade work of the relevant trade, verified by the RTO that issued the applicant their qualification or statement of attainment, and
- has finished the training for the apprenticeship or training plan, verified by their employer

This written evidence is provided by the RTO submitting a completion statement on the applicant's behalf. Completion statements must be submitted on the relevant ESO or DET form:

- DET Form ATF-012 for completing Queensland apprentices
- ESO Form 39 for all other applications

Completion statements are current for a period of three years for all licence classes

Where completion statements exceed these times, an electrical work training permit may be required to facilitate the attainment of a current completion statement as confirmation of continued competence in the relevant trade work.

12 Skills maintenance

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 regulator as confirmation of continued competence in the relevant trade work.

Skills maintenance assessments is in two parts. These are:

- Part A - Legislation, risk management, and live work
- Part B - Electrical installation testing.

There are a number of options for providing evidence of skills maintenance. The two main options are completing the online skills maintenance assessment or undertaking a skills maintenance course with an RTO approved by the Electrical Safety Board or completing UEENEEG197A - Apply currency of safe working practices and compliance verification of electrical installations.

The two parts of skills maintenance do not need to be completed in the same way. For example, a person may decide to complete one part online and go to an approved registered training organisation to complete the second.

Skills maintenance via online assessment

The ESO provides a free online self-paced skills maintenance assessment package which addresses all licence types. The online skills maintenance assessment is available on the ESO website at www.electricalsafety.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.

Skills maintenance via an approved registered training organisation

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

High Voltage Electric Propulsion

Skills maintenance courses for this class of electrical work licence for Part B are available through approved RTOs such as Komatsu Australia. Part A may be completed using the online self-paced skills maintenance assessment.

13 Electrical contractor licences

Who is eligible for an electrical contractor licence?

An electrical contractor licence can only be held by an individual, a partnership or a corporation. While an electrical contractor licence cannot be issued to a trust it 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.

Corporations

Where the applicant for an electrical contractor licence is a corporation, the corporation must be registered with the Australian Securities and Investment Commission (ASIC). The registration of the corporation will be verified by the department.

A certified copy of the ASIC Certificate of registration issued to the company must be submitted with the licence application.

Business names

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 ASIC. A certified copy of the ASIC Certificate of registration issued to the company will need to be submitted with the licence application.

Satisfying the eligibility requirements for an electrical contractor licence

Under s48 of the Regulation, to be issued with an electrical contractor licence, the applicant must:

- have at least one *qualified business person* (QBP) and one *qualified technical person* (QTP). (this can be the same person),
- satisfy the insurance requirements, and
- satisfy the regulator 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 (QTP and/or QBP) must be an individual who has the following relationship to the applicant (s7 - Meaning of *qualified business person* and *qualified technical person*).

For a contractor licence held by:

- an individual - the individual or an employee of the individual
- a partnership - a partner or an employee of the partnership
- a corporation - a director or employee of the corporation

Fit and proper person

To be eligible as a qualified person an individual must satisfy the regulator that they are fit and proper. In determining whether a person is fit and proper the regulator 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.

However, a person is not a fit and proper person to be a qualified technical person (QTP) 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 (s7(5)).

Nominated qualified persons are required to declare that they are 'fit and proper' on the application form. The following factors may be considered deciding whether a person is fit and proper.

For qualified technical persons (QTP):

- Ever been refused or disqualified from holding an electrical licence or registration in Queensland or any other jurisdiction.
- Had an electrical licence or registration cancelled or suspended in Queensland or any other jurisdiction.
- Ever been issued an Improvement, Infringement Notice or Electrical Safety Protection Notice under the *Electrical Safety Act 2002* for which payment is still outstanding or the nominated defect/s has not been rectified.
- Ever been subject to disciplinary action under the *Electrical Safety Act 2002* or as an electrical licence holder in a jurisdiction outside of Queensland.

For qualified business persons (QBP):

- Ever been bankrupt, or entered into a debt agreement under Part IX of the *Bankruptcy Act 1966* (Cth).
- Ever entered into a composition, deed of arrangement or deed of assignment under Part X of the *Bankruptcy Act 1966* (Cth).
- Been convicted of any criminal offence (excluding traffic offences) relating to honesty within the last ten years e.g. Fraud or stealing.
- Been convicted of an offence under s596 of the *Corporations Act 2001* (Cth).
- Ever been disciplined by any Committee, Tribunal or Court in relation to holding an electrical contractors licence in Queensland or any other jurisdiction.

The above factors do not automatically preclude a person from being able to nominate. Where a person declares any of the above, each application will be assessed on its merits.

Qualified Business Person (QBP)

Section 7 of the Regulation defines a qualified business person as an individual who:

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

Meeting eligibility for a qualified business person (QBP)

Nominated QBPs can demonstrate eligibility by any of the following options:

- The person has been a QBP for a Queensland electrical contractor licence within the last five years
- The person is endorsed on a current non-Queensland electrical contractor licence as the person competent to perform the business aspects of electrical work (only applies to applications made as an individual licence holder)
- The person has completed any of the following course/qualifications within the past five years:
 - BSBSMB401A – Establish legal and risk management requirements or equivalent
 - BSB40407 – Certificate IV in Business (Small Business Management) or equivalent
 - UEENEEG175 – Develop plans and compliance policies to conduct a contracting business
- The person holds another appropriate business qualification (diploma level or higher) deemed suitable. For example:
 - Diploma of Business Management
 - Bachelor of Accounting
 - Bachelor of Laws
- The person provides evidence of having operated a business for a period of, or periods totaling, five years. Evidence may include:
 - a statutory declaration from an accountant, financial institution officer, employer, or other applicable business officer detailing the person's experience in operating the business,
 - 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 of the Regulation defines a qualified technical person as an individual who:

- is a fit and proper person (see above); and
- either:
 - 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 regulator, and still holds, an electrical work licence, or
 - has held for at least a year, or a shorter period considered acceptable by the regulator, and still holds an external contracting authority, and
- is competent to perform electrical work as, or for, a licensed electrical contractor, and
- has satisfactorily finished a course of instruction, or an examination required by the regulator, on technical aspects of performing electrical work.

Persons who have not held their electrical work licence for more than one year will need to provide evidence of the person's previous experience and competence in the electrical industry. (This may include interstate and overseas experience)

The person may be eligible as a QTP on an electrical contractor licence with a reduced scope of work. For example, the holder of an electrical mechanic licence may be eligible as QTP for an electrical contractor licence restricted to electrical equipment maintenance work.

Meeting eligibility for a qualified technical person (QTP)

Unrestricted licence – (includes electrical installation work)

Nominated QTPs can demonstrate eligibility by any of the following options:

- The person holds a Queensland electrical mechanic licence (or recognised interstate or New Zealand equivalent in Schedule 1 of the Regulation) and has been a QTP on a Queensland electrical contractor licence within the last five years,
- The person holds a Queensland electrical mechanic licence (or recognised interstate or New Zealand equivalent in Schedule 1 of the Regulation) and is endorsed on a current non-Queensland electrical contractor licence as the person competent to perform electrical work,
- The person's electrical work licence was issued not more than five years ago based on completion of a Certificate III electrotechnology qualification,
- The person's electrical work licence was issued more than five years ago, but the person has completed either of the following courses within the last five years:
 - UEENEEG105 - Verify compliance and functionality of general electrical installations,
 - UEENEEG197A - Apply currency of safe working practices and compliance verification of electrical installations.

“Restricted” licence – (does not include electrical installation work)

Nominated QTPs for restricted electrical contractor licences can demonstrate eligibility by any of the following options:

- The person holds a current electrical work licence that permits the type of work to be carried out by the business, for example:
 - the holder of an electrical mechanic licence or electrical fitter licence may be eligible as QTP for a electrical contractor licence restricted to electrical equipment maintenance work,
 - the holder of an restricted electrical work licence may be eligible as QTP for a electrical contractor licence restricted to the endorsement and scope of work permitted under the licence,
- For electrical work where a work licence is not required, the person will need to provide evidence of their competence to perform the electrical work. For example:
 - Successful completion of UEENEEP026 or UEENEEP008 - Conduct in-service testing of electrical cord assemblies and cord connected equipment.
 - An electrical engineering degree.

Insurance requirements for an electrical contractor licence

Section 51 of the Regulation requires electrical contractors to have:

- public liability insurance for at least \$5,000,000 under a contract of insurance approved by the regulator, and
- consumer protection insurance for at least \$50,000 under a contract of insurance approved by the regulator.

Applicants are not required to provide certified copies of their insurance policy with their application. However they must declare on application form that they hold the relevant insurance and provide:

- the name of the insurer,
- the policy number, and
- the expiry date of the policy.

The insurance policy must be issued in the name of the legal entity applying for the licence.

For auditing purposes, electrical contractors may be required to provide certified copies of the policy at any time.

Making an application for an electrical contractor licence

Applicants need to submit a Form 18 and provide:

- certified copies of proof of identity documents for QTPs or QBPs where required
- Insurance policy information (a copy of the policy is not required at application)

14 Maintaining eligibility requirements

Licence holders 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 under Part 9 - *Disciplinary Action*, Division 1 - *Grounds for disciplinary action* of the Act. These apply to both electrical workers and electrical contractors (s106(e) and s107(1)(j) of the Act).

Additionally, s28 of the Act requires a person conducting a business or undertaking (PCBU) to 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.

15 Condition and restrictions on an electrical licence

Under s63 of the Act, the regulator can issue, renew or reinstate a licence with conditions or restrictions imposed on the licence.

Example of conditions or restrictions

- A restricted electrical work licence may be restricted to only performing electrical work for the employer with whom the licence holder was employed at the time of applying for and obtaining the licence.
- 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.
- An electrical contractor licence may be restricted to the performance of electrical work based on the class of electrical work licence held by the nominated qualified technical person. (e.g. an electrical contractor licence restricted to “*Composite equipment - Maintenance of domestic appliance up to 250V*”.

Where a licence is issued with a condition or restriction, the licence holder will be advised of the reasons for the condition or restriction being imposed. They will also be advised of what actions they can take to have it removed (e.g. complete an approved course of training).

16 Review of decision

Under Section 168 of the Act, a person may apply for a review of a decision made about their licence application. This may include, for example, where an applicant is refused a licence or where conditions or restrictions are imposed on the licence. Reviews of decision regarding electrical licences are considered by the Electrical Licensing Committee.

Applications must be:

- made in the approved form (Form 17 - Review of decision), and
- supported by enough information to enable the Electrical Licensing Committee to decide the application.

The application must be made within 14 days of receiving the notice of the decision (can be extended to two months in certain circumstances).

Section 172 of the Act further allows a person to apply to the Queensland Civil and Administrative Tribunal (QCAT) for a review of the Committee’s decision.

17 Renewing or reinstating an electrical licence

It is not necessary to provide evidence of all the eligibility requirements that were required with an original electrical licence application. For example, a completion statement or certified copies of qualifications provided with an original application are not required to renew or reinstate a licence. However you will need to demonstrate currency for certain eligibility requirements.

Electrical work licence

When renewing your electrical work licence you will need to have:

- completed skills maintenance within the last two years,
- completed CPR within the last twelve months, and for electrical linespersons, pole-top or transmission tower rescue within the last twelve months

Skills maintenance

If you are renewing your licence online and completed both parts of the skills maintenance online you will not need to provide further evidence.

If you are renewing your licence on-line and completed any part of the skills maintenance with an RTO you will need to provide evidence of this. A departmental officer will contact you for this information to complete your application.

If you are renewing your licence by submitting a paper based renewal (Form 12) you will need to provide either:

- a copy of your successful completion of your online skills maintenance (can be printed after you complete the assessment), or
- evidence from your RTO of successful completion of skills maintenance.

Rescue and resuscitation

You do not need to provide copies of CPR and rescue training documents but you must declare on the renewal application that your training is current and provide the expiry date of your current training.

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. Licences expired for more than 12 months will be processed as a new licence and issued a new licence number.

Electrical contractor licence

When renewing your electrical contractor licence you need to have current insurance and confirm the details of the nominated qualified persons for the licence.

You do not need to provide copies of current insurance policies but you must declare on the renewal application that your insurance is current and provide:

- the name of the insurer,
- the policy number, and
- the expiry date of the policy.

The insurance policy must be issued in the name of the legal entity applying for the licence.

Changes to details for the business and postal address, phone or fax numbers and email addresses can be made on the renewal application form without supporting documentation.

18 Privacy

The ESO collects your personal information in order to process your application for an electrical work licence or permit in accordance with the *Electrical Safety Act 2002*. The information collected will be used for the purpose of assessing your application and in accordance with the information privacy principles in the *Information Privacy Act 2009*.

The ESO may be required to disclose your personal information to other Australian and New Zealand electrical regulators or as otherwise required by law.

Your information will also be disclosed to a third party contractor to print and send you your licence card, and licence renewal advice. 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.

When assessing your application the ESO may also need to discuss your application with other parties nominated on the application form. For example, the ESO may need to consult with:

- the RTO who issued a completion statement,
- an employer who has provided a letter of support for a restricted licence application,
- a person nominated as a QTP or QBP for an electrical contractor licence.

For more information about the Queensland Government's privacy principles visit: www.rti.qld.gov.au

19 Cancellation of an electrical licence or training permit

The regulator has the discretionary power to cancel an electrical licence or permit where evidence is provided to the regulator that the licence or permit:

- should not have been issued, or
- the holder of the licence or training permit no longer meets eligibility criteria, or
- the applicant fails to comply with the conditions of the permit, or
- other circumstances decided by the regulator.

20 Related documents

<i>Electrical Safety Act 2002</i> <i>Electrical Safety Regulation 2013</i> <i>Mutual Recognition (Queensland) Act 1992</i> <i>Trans-Tasman Mutual Recognition (Queensland) Act 2003</i> <i>Further Education and Training Act 2014</i>	Available at www.legislation.qld.gov.au
<i>Mutual Recognition Act 1992 - Section 32 - Ministerial Declaration (09/02/2007)</i> <i>Mutual Recognition Act 1992 - Section 32 - Ministerial Declaration (08/05/2008)</i> <i>Migration Regulations 1994 (Cth)</i>	Available at www.legislation.gov.au
Licence application forms	Available at www.electricalsafety.qld.gov.au

Recommended by: Manager, Electrical Licensing Electrical Safety Office, Office of Industrial Relations Rod Cruice	Noted by: Director, Equipment Safety and Licensing Electrical Safety Office, Office of Industrial Relations Brian Richardson	Approved by: Senior Director Electrical Safety Office, Office of Industrial Relations Victoria Thomson
Date	Date	Date

Table 1 – Eligibility for electrical mechanic, electrical fitter, electrical linesperson and electrical jointer

Qualification	Outcome
UEE30811 - Certificate III in Electrotechnology – Electrician ¹	<i>Electrical mechanic²</i>
UEE33011 - Certificate III in Electrical Fitting	<i>Electrical fitter</i>
MEM30405 - Certificate III in Engineering	<i>Electrical fitter or Restricted electrical work licence depending on endorsement on completion statement Electrical work training permit may be issued if additional training is required</i>
UET30612 - Certificate III in ESI - Power Systems - Distribution Overhead	<i>Electrical linesperson - restricted to distribution</i>
UET30512 - Certificate III in ESI - Power Systems - Transmission Overhead	<i>Electrical linesperson - restricted to transmission</i>
UET30712 - Certificate III in ESI - Power Systems - Rail Traction	<i>Electrical linesperson - restricted to rail traction</i>
UET30812 - Certificate III in ESI - Power Systems - Distribution Cable Jointing	<i>Electrical jointer</i>

¹ Applicants must have completed the qualification no longer than three years prior to application. For qualifications older than three years refer to Table 8

² Applicants may also be eligible for *electrical fitter* if the units of competency also meet requirements of UEE33011

Table 2 - Restricted electrical work licences (Refrigeration and air conditioning)

Qualification/trade	Outcome
UEE32211 - Certificate III in Air Conditioning and Refrigeration MEM30205 - Certificate III in Engineering Mechanical Trade - Refrigeration & Air Conditioning Tradesperson's certificate as refrigeration mechanic	<ul style="list-style-type: none">• No employer support required• May be eligible for NREL 1 - 6

Table 3 - Restricted electrical work licences (Plumbing/gas)

Qualification/trade	Outcome
Current Queensland plumber's licence	<ul style="list-style-type: none">• No employer support required• Eligible for NREL 1, 2 and 3 only
Current Queensland gas installer/fitter licence Current Gas Work Authority issued by Queensland Gas Authority	<ul style="list-style-type: none">• Employer support required• May be eligible for NREL 1 – 6

Table 4 - Restricted electrical work licences (Instrumentation and process control)

Qualification/trade	Outcome
UEE31211 - Certificate III in Electrotechnology - Instrumentation Tradesperson's certificate in instrumentation	<ul style="list-style-type: none">• No employer support required for NREL 1 and 2 only• Employer support required for additional units

Table 5 - Restricted electrical work licences (Electric motors/HV electrical propulsion)

Qualification	Outcome
Electric motors	
Tradesperson's certificate in armature winding	<ul style="list-style-type: none"> • Employer support required • May be eligible for NREL 1 - 6
HV electrical propulsion	
Qualified auto electrician or diesel fitter with two years' experience with HV propulsion	<ul style="list-style-type: none"> • Employer support required • Eligible for NREL 1 and 2 only

Table 6 - Restricted electrical work licences (Electronics)

Qualification	Outcome
UEE30111 - Certificate III in Business Equipment	<ul style="list-style-type: none"> • Employer support required • May be eligible for NREL 1, 2, 3 and 5 only
UEE31011 - Certificate III in Fire Protection Control	<ul style="list-style-type: none"> • No employer support required • Must hold relevant QBCC licence • May be eligible for NREL 1, 2, 3 and 5 only
UEE21911 - Certificate II in Electronics Five years' experience in servicing and maintenance of electronic equipment	<ul style="list-style-type: none"> • Employer support required • Eligible for NREL 1, 3 and 5 only • Limited to equipment identified in employer letter of support
UEE30911 - Certificate III in Electronics and Communications MEM30405 Certificate III in Engineering (Electronics) Diploma qualification or higher in electronics or equivalent. (Applicant may need to provide confirmation from an RTO or other evidence of equivalency)	<ul style="list-style-type: none"> • Employer support required • May be eligible for NREL 1 - 6

Table 7 - Restricted electrical work licences (Composite equipment)

Examples include - engine driven welders/generators, automatic doors, compressors, white goods, business equipment, pumps

Qualification/trade	Outcome
UEE32111 - Certificate III in Appliance Service MEM30405 - Certificate III in Engineering – Electrical (Appliance Servicing)	<ul style="list-style-type: none"> • Employer support required • May be eligible for NREL 1 – 6 • Additional limitations may apply. (e.g. domestic appliances only)
Engineering tradesperson: <ul style="list-style-type: none"> • fitter, fitter and turner or equivalent • diesel fitter or motor mechanic • auto electrician or marine electrician 	<ul style="list-style-type: none"> • Employer support required • Eligible for NREL 1 and 2 only • (permits disconnection/reconnection of electric motors to enable tradesperson to perform work incidental to their trade) •
Five years' experience in: <ul style="list-style-type: none"> • servicing and repairing commercial equipment, or • servicing and repair of domestic white goods 	<ul style="list-style-type: none"> • Employer support required • Eligible for NREL 1, 3 and 5 only
Five years relevant industry experience in working on equipment specific to employer's assets only	<ul style="list-style-type: none"> • Employer support required • Eligible for NREL 1, 3 and 5 only • A restriction will be entered on the licence for the identified scope of work for the nominated employer.

Table 8 - Other applications

Qualification code	Requirements
Electrical mechanic seeking electrical fitter endorsement	<ul style="list-style-type: none"> • Must hold a current electrical mechanic licence • Must provide a completion statement from RTO • No electrical work training permit required
Electrical fitter seeking electrical mechanic endorsement	<ul style="list-style-type: none"> • Must hold a current electrical fitter licence • Electrical work training permit is required for on the job training • Must provide a completion statement from RTO dated within three years
Completed apprenticeship less than three years prior, but never applied for licence	<ul style="list-style-type: none"> • Qualification or statement of attainment proving completion of apprenticeship in the relevant trade work area • Must provide a completion statement from RTO dated within three years
Completed apprenticeship more than three years prior never issued a licence	<ul style="list-style-type: none"> • Qualification, statement of attainment proving completion of apprenticeship in the relevant trade work area • Electrical work training permit will be required for on the job training required to meet eligibility • Must provide a completion statement from RTO dated within three years •
Completed apprenticeship more than three years prior never completed course of instruction	<ul style="list-style-type: none"> • Qualification, statement of attainment proving completion of apprenticeship in the relevant trade work area • Electrical work training permit will be required for on the job training required to meet eligibility • Must provide a completion statement from RTO dated within three years