

Form 10.

# Application for electrical work licence (apprentice)

V16.07.2016

Electrical Safety Act 2002

**INSTRUCTIONS:** Read the guidelines when completing this application form. Details of supporting documents required are outlined in the guidelines. The guideline sections align with this form's section numbers. The relevant guidelines available at [electricalsafety.qld.gov.au](http://electricalsafety.qld.gov.au) or phone 1300 362 128. 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide licence no:		
Have you applied for and withdrawn a previous application, or been refused a Queensland electrical work licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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:	Unit/Building No.	Street No.	Street name
	Suburb/town/locality		State Postcode
Enter "as above" if postal address is the same as residential address.			
Postal address:	Unit/Building No.	Street No.	Street name/PO Box
	Suburb/town/locality		State Postcode
Phone:		Facsimile:	
Mobile:			
Email:			

## Section 2 - Proof of identification

If you have previously held a Queensland electrical work licence including a training permit go to section 3.

If you have not previously held a Queensland electrical work licence including a 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.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Birth or citizen certificate (only one) (70) | <input type="checkbox"/> Passport (70)             | <input type="checkbox"/> ID card issued to a public employee (40)               |
| <input type="checkbox"/> ID card issued by Centrelink (40)            | <input type="checkbox"/> Driver's licence (40)     | <input type="checkbox"/> Confirmation from employer (35)                        |
| <input type="checkbox"/> Store or Medicare card (25)                  | <input type="checkbox"/> Club membership card (25) | <input type="checkbox"/> Debit/credit card (one per financial institution) (25) |

### Declaration by the 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	SRTO student registration number:
If you require a completion statement please ensure that your SRTO will forward it directly to the department.	
<input type="checkbox"/> I have completed an apprenticeship in Queensland within the last five years. I have confirmed with my SRTO that my completion statement has been forwarded to this department.	
Name of SRTO: _____	
If you completed your apprenticeship in Queensland please provide your completion date:	
OR	
<input type="checkbox"/> I completed a Queensland apprenticeship but did not complete the course of training.	
Name of SRTO: _____	
<input type="checkbox"/> I have contacted an SRTO 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.	
<input type="checkbox"/> 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.	
CPR issue date of qualification/certificate/training:	
And (for an electrical linesperson only)	
<input type="checkbox"/> I have been trained in, and am competent to carry out, resuscitation and rescue at a pole-top or transmission tower (PTR) 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.	
PTR 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 2013.			
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 Electrical Safety Office may request you to provide evidence in support of this declaration. There are substantial penalties under the <i>Electrical Safety Act 2002</i> for making a statement to the department or providing a document to the Electrical Safety Office 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: or  
 Electrical Safety Office Licence Processing Services Fax: (07) 3874 7670  
 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 Electrical Safety Office 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 8 of the Electrical Safety Regulation 2013 which can be located at the Electrical Safety Office website: [electricalsafety.qld.gov.au](http://electricalsafety.qld.gov.au). For more details phone: 1300 362 128 (Aust only) or +617 3006 6714 (outside Aust).

#### Privacy statement:

The Electrical Safety Office 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 Electrical Safety Office may be required to disclose your personal information to the prescribed electricity entities in Queensland and other Australian and New Zealand electrical regulators or as otherwise required by law. 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 auditing purposes, for statistical research, evaluation and reporting of our services. This includes publishing your licence details on the Electrical Safety Office online register which is accessible by the public.

**Fees**

Your application will not be processed until the prescribed fee has been paid. Please refer to the "Fee Schedule" on the Electrical Safety Office website [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au)

Please indicate your preferred method of payment below.

Your receipt will be sent to the postal address provided. If you wish for your receipt to be sent to a different address, provide the alternate address below or advise the receipting officer at the time of payment.

The department will retain part of the fee paid to offset processing costs if an application is refused or withdrawn. The refundable amount of the fee paid is shown in schedule 8 of the *Electrical Safety Regulation 2013*, available on the Electrical Safety Office website at [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au). For further information phone: 1300 362 128 (Australia only) or +617 3006 6714 (outside Australia).

<input type="checkbox"/> I have enclosed a cheque or money order with this application. Cheques and money orders are to be made payable to "The Electrical Safety Office".			
<input type="checkbox"/> I wish to pay by credit card			
<b>NOTE: An officer from the Electrical Safety Office will contact you to arrange payment of your fees. To confirm their identity they will quote relevant details such as your name, date of birth, licence/permit details as per this application. If you are not provided this information do not proceed with the transaction.</b>			
Alternative receipting address	Unit/Building No.	Street No.	Street Name/PO Box
	Suburb/Town/Locality	State	Postcode

# 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 and 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 Electrical Safety Office 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 or training permit?

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 [electricalsafety.qld.gov.au](http://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.

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

The authorised person must tick the relevant boxes to indicate the documents provided by you to prove your identity then 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 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 two options:

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

If you have completed a Queensland apprenticeship *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 a Queensland apprenticeship *but did not complete* the course of training, you can tick the 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 guidelines).

### Section 4 - Resuscitation competence (CPR)

Section 42(4) of the Electrical Safety Regulation 2013

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 (PTR) on an individual who has stopped breathing or is unconscious because of electric shock.

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.

Exemption from resuscitation competence may be granted on medical grounds. Where an exemption is granted, the licence issued will have conditions, detailed on it, that the holder must not act in a role, for example as a safety observer, where they may be required to rescue or resuscitate a person.

### Section 5 - Declaration

You must sign **in the presence of a witness** the declaration on the form to accept the terms and conditions of the application. **The witness may be any person older than 18 years of age and they must sign and complete the appropriate section after you have completed and signed the form.** 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 or fax 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 Electrical Safety Office's Document Declaration form, available on [electricalsafety.qld.gov.au](http://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 Electrical Safety Office website [electricalsafety.qld.gov.au](http://electricalsafety.qld.gov.au)

The Electrical Safety Office 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 8 of the Electrical Safety Regulation 2013 which can be located at the Electrical Safety Office website.

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 Electrical Safety Office'. Credit card details are to be recorded on the application form. Please do not mail cash.

### Application checklist

- Electrical work licence details provided (if applicable)
- Applicant details provided
- 100 points achieved for proof of identity and declaration signed by an authorised person
- Confirm SRTO has forwarded your completion statement 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 Queensland Civil and Administrative Tribunal (QCAT).

### Need more information?

Contact: Electrical Safety Office Licence Processing Services.  
Telephone: 1300 362 128 (within Australia)  
Telephone: +617 3006 6714 (outside Australia)  
Facsimile: +617 3874 7670  
Website: [electricalsafety.qld.gov.au](http://electricalsafety.qld.gov.au)  
Email: [LPS@oir.qld.gov.au](mailto:LPS@oir.qld.gov.au)

### Electrical worker licensing fee guide

The below amounts are correct as of 1 July 2016 and are available online at [electricalsafety.qld.gov.au](http://electricalsafety.qld.gov.au)

Title of Form	Fee
Form 10 - Application for electrical work licence (apprentice)	\$75.70
Form 11 - Application for electrical work licence (other than apprentice)	\$75.70
Form 21 - Application for restricted electrical work licence/permit (other than apprentice)	\$75.70
Form 38 - Application for an additional Queensland electrical work permit	\$75.70
Form 12 - Application for renewal/reinstatement/recognition of an expired Queensland electrical work licence	\$75.70
Form 31 - Application for electrical work licence (permit holders)	\$75.70
Form 22 - Change of details/replacement/additional card	\$29.80