

Policy

ELECTRICAL LICENSING BOARD

Training requirements for the issue of an electrician's licence endorsed electrical fitting work only

Objective

The objective of this policy is to guide members of the Electrical Licensing Board (the Board), and departmental officers delegated by the Board, in making appropriate, consistent and legally valid decisions when issuing an electrician's licence endorsed electrical fitting work only.

Scope

This policy applies to all applications made for the issue of an electrician's licence endorsed electrical fitting work only under regulation 22 of the Electricity (Licensing) Regulations 1991 (the ELR).

Purpose

The purpose of this policy is to set out the electrical training requirements established by the Board for the issue of an electrician's licenced endorsed electrical fitting work only under regulation 22 of the ELR.

Background

Regulation 22(1) of the ELR prescribes that an electrical worker's license endorsed as an electrician's licence shall not be issued to a person unless that person:

- (a) Has successfully completed –
 - a. an apprenticeship under the *Industrial Training Act 1975* approved by the Board for electricians before the repeal of that Act; or
 - b. a course or skills training programme approved by the Board for electricians and accredited by the Training Accreditation Council under the *Vocational Education and Training Act 1996* before the Training Legislation Amendment and Repeal Act 2008 Part 2 came into operation; or
 - c. an approved VET course defined in the *Vocational Education and Training Act 1996* section 5(1) that the Board determines is suitable for training electricians.

Further, regulation 22(2) of the ELR prescribes that the Board shall not issue a licence to a person unless that person has passed such examinations or other kinds of assessment as are required or recognised by the Board in the kind of electrical work authorised by the licence to be carried out or has been exempted by the Board from the requirement to pass such examination or assessment.

Policy Principles and Implementation

This policy does not limit or inhibit the Board's discretion in taking a decision outside these principles, based on the individual circumstances of an applicant.

To meet the training requirements for an electrician's licence endorsed electrical fitting work only, an applicant is required to provide the following documents relevant to the apprenticeship type.

Completion of apprenticeship within the last two years

Where an apprenticeship has been completed within the last two years, an applicant is required to provide:

Electrical fitting apprenticeship

- Trade Certificate endorsed Electrical Fitting issued within the last two years by the Department of Training and Workforce Development (DTWD);
- Certificate III in Electrical Fitting issued by a [Board approved Registered Training Organisation](#) (RTO); and
- Letter of confirmation from the RTO, dated within the last two years, confirming that the Electrical Fitting Capstone Assessment has been completed; or
- Record of Results from the RTO, issued within the last two years, stating that the unit UEENEEG199A – Conduct compliance and functional verification of electrical apparatus and existing circuits has been completed.

OR

Completion of an Electrotechnology – Electrical Fitter apprenticeship within the Australian Defence Force

Where an apprenticeship has been completed within the Australian Defence Force (ADF):

- Certificate of Proficiency issued by the Commissioner for Vocational Training of NSW within the last two years confirming the completion of an apprenticeship in Electrotechnology – Electrical Fitter;
- Certificate III in Electrical Fitting issued by an RTO contracted by the ADF to deliver Electrical Trade Training; and
- Letter from a [Board approved RTO](#) supporting the equivalency of their qualifications.

Apprenticeship completed between two and five years ago

Where an application is submitted, between two and five years after completing the apprenticeship, the applicant must provide evidence of their qualifications and:

- Evidence of being employed by the ADF as an electrician endorsed electrical fitting work only since the completion of apprenticeship, where an electrician's licence was not required; or
- Successfully complete the three-hour theory and four-hour practical Electrical Fitting Exams at a [Board approved RTO](#); or
- Undertake the Electrical Fitting Revision Program and successfully complete the three-hour theory and four-hour practical Electrical Fitting Exams at a [Board approved RTO](#).

Apprenticeship completed between five and 10 years ago

Where an application is submitted, between five and ten years after completing the apprenticeship, the applicant must provide evidence of their qualifications and:

- Provide evidence of being employed by the ADF as an electrician endorsed electrical fitting work only since the completion of apprenticeship, where an electrician's licence was not required; or
- Undertake the Electrical Fitting Revision Program and successfully complete the three-hour theory and four-hour practical Electrical Fitting Exams at a [Board approved RTO](#).

Apprenticeship completed more than 10 years ago

Where an application is submitted, ten years after completing the apprenticeship, the applicant must:

- Provide evidence of being employed by the ADF as an electrician endorsed electrical fitting work only since the completion of apprenticeship, where an electrician's licence was not required; or
- Provide a submission to the Board demonstrating a continuity of knowledge and experience in electrical fitting. This may include the following:
 - Evidence of completing a relevant apprenticeship;
 - Evidence of any related training or continual professional development;
 - A written submission detailing the type and location of any electrical fitting work being carried out after the apprenticeship was completed;
 - Evidence, if applicable, of a similar electrical fitting licence being held in another Australian state or territory or country; and/or
 - Any other information the applicant finds relevant to demonstrate their ability to carry out electrical fitting work.

If the Board is satisfied that the applicant has continuity of knowledge and/or experience in the industry, they are required to complete the between five and ten year requirements.

Policy Implementation

Departmental officers delegated by the Board will process applications in a manner that conforms to this policy and will inform applicants of this policy.

Other relevant policies and documents

Nil items.

Governance

Electrical Licensing Board Approval	
Meeting date: 23 January 2025	Item number: 3.5.1
Chairperson signature: 	
Next review: January 2028	