

Policy

ELECTRICAL LICENSING BOARD

Training requirements for the issue of a restricted electrical licence for refrigeration and air-conditioning equipment

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 a restricted electrical licence for refrigeration and air-conditioning equipment.

Scope

This policy applies to all applications made for the issue of a restricted electrical licence for refrigeration and air-conditioning equipment under regulation 22(4) of the Electricity (Licensing) Regulations 1991 (the ELR), issued with the following scope of work:

Refrigeration and Air-conditioning Mechanic's Restricted Electrical Licence

1. Disconnect/reconnect R&AC equipment
2. Fault find R&AC power and control circuits
3. Modify, replace or repair within the R&AC "package"
4. Modify R&AC control circuits in switchboards/panels
5. Assemble factory supplied cable between R&AC split system components (up to 4kW)

Purpose

The purpose of this policy is to set out the training requirements established by the Board for the issue of a restricted electrical licence for refrigeration and air-conditioning equipment under regulation 22(4) of the ELR.

Background

Regulation 22(4)(b) of the ELR prescribes that the Board shall issue a restricted electrical licence to a person who has had such experience or training or both as the Board may require having regard to the electrical work authorised by the licence to be carried out.

Further, regulation 22(4)(c) prescribes that the Board shall issue a restricted electrical licence to a person who has passed, or been exempt by the Board from the requirement to pass, practical and written examinations or other kinds of assessment, as may be conducted by, or recognised by, the Board for the purposes of this paragraph in the kind of electrical work authorised by the licence to be carried out.

Policy Principles and Implementation

The 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.

Completion of Apprenticeship

To meet the training requirements for a restricted electrical licence for refrigeration and air-conditioning equipment, an applicant is required to provide:

- A Trade Certificate endorsed Refrigeration and Air Conditioning issued within the last two years by the Department of Training and Workforce Development;
- A Certificate III in Refrigeration and Air Conditioning issued by a Board approved registered training organisation (RTO); and
- A copy of an Academic Statement listing the following Units of Competency with a result of Competent (CO) or a letter confirming the applicant has successfully completed the following Units of Competency issued by the RTO within the last two years:
 - MEM10003 - Install and test electrical wiring and circuits up to 1000 volts a.c. and 1500 volts d.c.
 - MEM12004 - Perform precision electrical/electronic measurement
 - MEM18046 - Fault find and repair electrical equipment/components up to 1000 volts a.c./1500 volts d.c
 - MEM18049 - Disconnect/reconnect fixed wired equipment up to 1000 volts a.c./1500 volts d.c.
 - MEM13015 - Work safely and effectively in manufacturing and engineering

Apprenticeship completed between two and 10 years ago

Where an application is submitted between two and 10 years after completing the apprenticeship, the applicant must also:

- Successfully complete and provide evidence of an assessment on the following modules with a Board approved RTO:
 - MEM10003 - Install and test electrical wiring and circuits up to 1000 volts a.c. and 1500 volts d.c.
 - MEM12004 - Perform precision electrical/electronic measurement
 - MEM18046 - Fault find and repair electrical equipment/components up to 1000 volts a.c./1500 volts d.c.
 - MEM18049 - Disconnect/reconnect fixed wired equipment up to 1000 volts a.c./1500 volts d.c.
 - MEM13015 - Work safely and effectively in manufacturing and engineering

Apprenticeship completed more than 10 years ago

Where an application is submitted more than 10 years after completing the apprenticeship, the applicant must provide a submission to the Board demonstrating a continuity of knowledge and experience in the industry. 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 refrigeration and air-conditioning electrical work carried out after the apprenticeship was completed;
- Evidence, if applicable, of a similar restricted electrical 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 restricted electrical work on refrigeration and air-conditioning equipment.

If the Board is satisfied that the applicant has continuity of relevant knowledge and/or experience in the industry, then the applicant must complete the more than two years and up to ten years training 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.

Governance

Electrical Licensing Board Approval	
Meeting date: 21 August 2025	Item number: 3.5.1
Chairperson signature: 	
Next review: 21 August 2028	