

Policy

ELECTRICAL LICENSING BOARD

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

Objective

The objective of this policy seeks 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 restoring a restricted electrical licence for refrigeration and air-conditioning equipment.

Scope

This policy applies to all applications made for the restoration of a restricted electrical licence for refrigeration and air-conditioning equipment under regulation 56 of the Electricity (Licensing) Regulations 1991 (the ELR), issued with one the following scopes of work:

Refrigeration/Airconditioning Equipment Licence (2 scope)

1. Occupational health and safety procedures
2. Disconnect and reconnect fixed wired equipment

Refrigeration and Air-conditioning Licence (3 scope)

1. Disconnect/reconnect R&AC equipment
2. Locate and rectify faults associated with the R&AC 'package'
3. Locate and rectify electrical faults in control and power circuits associated with R&AC 'package'

Refrigeration and Air-conditioning Mechanic's Licence (5 scope)

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 restoration of a restricted electrical licence for refrigeration and air-conditioning equipment under regulation 56 and 22 of the ELR.

Background

The Board may renew the registration of a licence on an application made no earlier than 90 days before and no later than 30 days after the date of expiry of the licence. Once the licence has been expired for more than 30 days, it can no longer be renewed and is required to be restored.

Regulation 56(3) of the ELR prescribes that the name of a person may be restored to the relevant register upon application by that person and payment of the prescribed fee.

Further regulation 56(4) of the ELR prescribes that before restoring the name of a person to a register, the Board may require the person to satisfy the matters referred to in regulation 22.

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) of the ELR 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.

The training requirements for the restoration of a restricted electrical licence for refrigeration and air-conditioning equipment are dependent on how long a licence has been expired.

Expired up to two years

Where a restricted electrical licence for refrigeration and air-conditioning equipment has been expired for up to two years, no further training is required to restore the licence.

Expired more than two years and up to 10 years

Where a restricted electrical licence for refrigeration and air-conditioning equipment has been expired for more than two years and up to ten years, the applicant must:

- Hold a current equivalent licence from another Australian State or Territory or New Zealand.

OR

- Successfully complete and provide evidence of an assessment on the following modules with a Board approved Registered Training Organisation as per (a) or (b):

(a) Refrigeration/Airconditioning Equipment Licence (2 scope) or Refrigeration and Air-conditioning Licence (3 scope):

- 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

As a person applying for the restoration of a 2 scope restricted electrical licence is required to complete the same modules as a 3 scope restricted electrical licence, once the 2 scope REL has been restored it will be converted to a 3 scope.

(b) Refrigeration and Air-conditioning Mechanic's Licence (5 scope)

- 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. DC
- MEM13015 - Work safely and effectively in manufacturing and engineering

Expired more than 10 years

Where a restricted electrical licence for refrigeration and air-conditioning equipment has been expired for more than 10 years, the applicant must:

- Hold a current equivalent licence from another Australian state or territory or New Zealand.

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 restricted electrical work carried out on refrigeration and air-conditioning equipment 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 knowledge and/or experience in the industry, then the applicant must complete the more than five 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: 	
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