

# Policy

## ELECTRICAL LICENSING BOARD

### Training requirements for the conversion 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 converting a restricted electrical licence for refrigeration and air-conditioning equipment.

#### Scope

This policy applies to all applications made under regulation 22 of the Electricity (Licensing) Regulations 1991 (the ELR) for the conversion of a Refrigeration/Airconditioning Equipment Licence (2 scope or 3 scope) to a Refrigeration and Air-conditioning Mechanic's Licence (5 scope).

Current Licence Scope	Converted Licence Scope
<b>Refrigeration/Airconditioning Equipment Licence (2 scope)</b> <ol style="list-style-type: none"><li>Occupational health and safety procedures</li><li>Disconnect and reconnect fixed wired equipment</li></ol>	<b>Refrigeration and Air-conditioning Mechanic's Licence (5 scope)</b> <ol style="list-style-type: none"><li>Disconnect/reconnect R&amp;AC equipment</li><li>Fault find R&amp;AC power and control circuits</li><li>Modify, replace or repair within the R&amp;AC "package"</li><li>Modify R&amp;AC control circuits in switchboards/panels</li><li>Assemble factory supplied cable between R&amp;AC split system components (up to 4kW)</li></ol>
<b>Refrigeration and Air-conditioning Licence (3 scope)</b> <ol style="list-style-type: none"><li>Disconnect/reconnect R&amp;AC equipment</li><li>Locate and rectify faults associated with the R&amp;AC 'package'</li><li>Locate and rectify electrical faults in control and power circuits associated with R&amp;AC 'package'</li></ol>	

#### Purpose

The purpose of this policy is to set out the training requirements established by the Board for the conversion of Refrigeration/Air-conditioning Equipment Licence (2 scope) or a Refrigeration and Air-conditioning Licence (3 scope) to a Refrigeration and Air-conditioning Mechanic's Licence (5 scope) under regulation 22 of the ELR.

## Background

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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 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

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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.

A Refrigeration/Airconditioning Equipment Licence (2 scope) or a Refrigeration and Air-conditioning Licence (3 scope) can only be converted to a Refrigeration and Air-conditioning Mechanic's Licence (5 scope) if an applicant successfully completes the following modules and provides evidence from a Board approved Registered Training Organisation.

- MEM10003 - Install and test electrical wiring and circuits up to 1000 volts a.c. and 1500 volts d.c.; and
- MEM12004 - Perform precision electrical/electronic measurement.

## 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

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Nil.

## Governance

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