# PLUMBERS LICENSING BOARD

## Qualifications required to obtain a tradesperson's licence, a tradesperson's licence (drainage plumbing) or a provisional tradesperson's licence

### Purpose

The purpose of this policy is to guide members of the Plumbers Licensing Board (the Board), and departmental officers delegated by the Board, in making appropriate, consistent and legally valid decisions when issuing tradesperson's licences under the Plumbers Licensing and Plumbing Standards Regulations 2000 (the Regulations).

The policy sets out how the Board will satisfy itself as to the plumbing qualification requirements for the granting of a tradesperson's licence, a tradesperson's licence (drainage plumbing) or a provisional tradesperson's licence under regulation 17 of the Regulations. This policy does not address a person's fitness or propriety to hold a licence. Those matters are covered in a separate Board policy.

### Scope

This policy applies to all applications for a tradesperson's licence, a tradesperson's licence (drainage plumbing) or a provisional tradesperson's licence made under regulation 15 of the Regulations and accepted for processing by the Board.

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

### Definitions

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| Act | Means the *Plumbers Licensing Act 1995*. |
| Apprentice | Has the meaning given by regulation 3A of the Regulations. |
| Apprenticeship and Traineeship Policy | Means the policy published by the Department of Training and Workforce Development that provides information and guidance to assist employers, apprentices, trainees and other stakeholders in the interpretation of the VET Act and VET Regulations. |
| Certificate III in Plumbing | Means a trade qualification in plumbing conferred by a registered training provider. |

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| Certificate II in Drainage | Means a trade qualification in drainage conferred by a registered training provider. |
| Department | Has the meaning given by section 3 of the Act. This is currently the Department of Local Government, Industry Regulation and Safety. |
| Offshore Technical Skills Record (OTSR) | Means a record of the technical skills demonstrated by an applicant against the relevant Australian VET qualification. It is the skills assessment outcome of OSAP Pathway 1. |
| Offshore Skills Assessment Program (OSAP) | Means the program overseen by TRA that determines whether an applicant can work in Australia at the required skill level for the nominated occupation. |
| Provisional tradesperson's licence | Has the meaning given by regulation 3 of the Regulations. |
| Registered training provider | Has the meaning given by section 5 of the VET Act. |
| Regulations | Means the Plumbers Licensing and Plumbing Standards Regulations 2000. |
| State or territory training authority | Means a training authority in another Australian state or territory equivalent to the Department of Training and Workforce Development. |
| Skilled migration outcome letter | Means the letter that can be presented by the applicant to the Department of Home Affairs for the purposes of applying for a skilled migration visa. It is the skills assessment outcome of OSAP Pathway 2. |
| Statement of attainment | Has the meaning given by clause 1 of Schedule 3 of the Regulations. |
| Trades Recognition Australia (TRA) | Means the assessing authority that provides skills assessment services for people with trade skills gained overseas and in Australia for nominated occupations under the Migration Regulations 1994. |
| Trade certificate | Has the meaning given by clause 5 of the Apprenticeship and Traineeship Policy.<br>A trade certificate is issued by the Department of Training and Workforce Development to eligible individuals who have achieved a Class A or Class B qualification with the training type 'apprentice', in addition to an Australian Qualifications Framework certificate. |
| Tradesperson's licence | Has the meaning given by regulation 3 of the Regulations. |
| Tradesperson's licence (drainage plumbing) | Has the meaning given by regulation 3 of the Regulations. |
| Training contract | Means a training contract for the purposes of the VET Act and the VET Regulations. |

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| Technical Skills Assessment Record (TSAR) | Means a record of the technical skills demonstrated by an applicant in relation to units of competency within Certificate III in Plumbing. It is a skills assessment outcome issued by a Board-approved registered training provider as an alternative to the OTSR. |
| VET Act | Means the *Vocational Education and Training Act 1996* (WA). |
| VET Regulations | Means the Vocational Education and Training (General) Regulations 2009 (WA). |

## Background

Regulation 17 of the Regulations sets out the matters about which the Board must be satisfied before issuing a licence following an application made under regulation 15.

In considering the issue of a tradesperson's licence, tradesperson's licence (drainage plumbing) or a provisional tradesperson's licence, regulation 17(1)(b) requires the Board to be satisfied that:

- an applicant for a tradesperson's licence meets the requirements prescribed in clause 3 of Schedule 3 of the Regulations;
- an applicant for a tradesperson's licence (drainage plumbing) meets the requirements prescribed in clause 4 of Schedule 3 of the Regulations; or
- an applicant for a provisional tradesperson's licence meets the requirements prescribed in clause 5 of Schedule 3 of the Regulations.

## Licence requirements under Schedule 3 of the Regulations

### Tradesperson's licence

Under clause 3 of Schedule 3 of the Regulations, the requirements for a tradesperson's licence are that –

(a) the applicant holds –

(i) a Certificate III in Plumbing attained by fulfilling the obligations of an apprentice under a training contract, as those terms are defined in the *Vocational Education and Training Act 1996* (the VET Act) section 60A; or

(ii) an equivalent Australian qualification, and equivalent practical experience, as determined by the Board; or

(b) the applicant holds, or has within the preceding 6 months held, a provisional tradesperson's licence and also holds –

(i) a Certificate III in Plumbing; or

(ii) an equivalent Australian qualification as determined by the Board.

### Tradesperson's licence (drainage plumbing)

Under clause 4 of Schedule 3 of the Regulations, the requirements for a tradesperson's licence (drainage plumbing) are that the applicant holds –

(a) a Certificate II in Drainage attained by fulfilling the obligations of an apprentice under a training contract, as those terms are defined in the VET Act section 60A; or

(b) an equivalent Australian qualification, and equivalent practical experience, as determined by the Board.

**Provisional tradesperson's licence**

Under clause 5 of Schedule 3 of the Regulations, the requirements for a provisional tradesperson's licence are that the applicant holds –

(a) an Offshore Technical Skills Record (OTSR), issued by the Commonwealth body called Trades Recognition Australia (TRA), that relates to units of competency within Certificate III in Plumbing; or

(b) an equivalent Australian qualification as determined by the Board.

## Applications for a tradesperson's licence

**Obtaining a tradesperson's licence by completing a plumbing apprenticeship**

Applicants seeking a tradesperson's licence under clause 3(a)(i) of Schedule 3 of the Regulations must provide the following information to the Board with their application:

1. Evidence that the applicant holds a Certificate III in Plumbing. The Board will accept as evidence:
    a. a document certifying that the applicant holds a Certificate III in Plumbing (with a course code of CPC32420, CPC32413, CPC32412, CPC32411, CPC32408 or BCP30103) conferred by a registered training provider;
    b. a statement of attainment of the units of competency required for a Certificate III in Plumbing; or
    c. an academic record issued by a registered training provider reflecting the applicant's successful completion of the units of competency required for a Certificate III in Plumbing; and
2. Evidence that the applicant attained the Certificate III in Plumbing by fulfilling the obligations of an apprentice under a training contract. The Board will accept as evidence:
    a. a trade certificate issued to the applicant recognising the successful completion of the training contract; or
    b. an official Australian apprenticeship document issued by a state or territory training authority confirming the successful completion of the training contract.

**Obtaining a tradesperson's licence through an equivalent Australian qualification and equivalent practical experience, as determined by the Board**

Applicants seeking a tradesperson's licence under clause 3(a)(ii) of Schedule 3 of the Regulations must satisfy the Board that they hold an equivalent Australian qualification, and equivalent practical experience, to an applicant seeking a tradesperson's licence under clause 3(a)(i) above.

For migrant plumbers, the Board will accept as evidence the applicant's skilled migration outcome letter which confirms that both the applicant's qualification and practical experience meet the requirements of TRA's Offshore Skills Assessment Program (OSAP) for the licensed occupation of Plumber (General).

The Board reserves its right to take a decision based on the individual circumstances of an applicant.

**Obtaining a tradesperson's licence by completing a Certificate III in Plumbing**

Applicants seeking a tradesperson's licence under clause 3(b)(i) of Schedule 3 of the Regulations must provide the following information to the Board with their application:

1. Confirmation that the applicant holds, or has within the preceding 6 months held, a provisional tradesperson's licence; and
2. Evidence that the applicant holds a Certificate III in Plumbing. The Board will accept as evidence:
    a. a document certifying that the applicant holds a Certificate III in Plumbing (with a course code of CPC32420, CPC32413, CPC32412, CPC32411, CPC32408 or BCP30103) conferred by a registered training provider;
    b. a statement of attainment of the units of competency required for a Certificate III in Plumbing; or
    c. an academic record issued by a registered training provider reflecting the applicant's successful completion of the units of competency required for a Certificate III in Plumbing.

**Obtaining a tradesperson's licence through an equivalent Australian qualification, as determined by the Board**

Applicants seeking a tradesperson's licence under clause 3(b)(ii) of Schedule 3 of the Regulations must provide the following information to the Board with their application:

1. Confirmation that the applicant holds, or has within the preceding 6 months held, a provisional tradesperson's licence; and
2. Evidence that the applicant holds an equivalent Australian qualification to a Certificate III in Plumbing. The Board will accept as evidence:
    a. a statement of attainment of the units of competency required for a Course in Migrant Plumbing (with a course code of 52915WA); or
    b. an academic record issued by a registered training provider reflecting the applicant's successful completion of the units of competency required for a Course in Migrant Plumbing (with a course code of 52915WA).

**Licence fee for applicants who currently hold a provisional tradesperson's licence**

Under regulation 26B(3) of the Regulations, if a tradesperson's licence is issued by the Board to a person who holds a provisional tradesperson's licence, the Board must refund to the person so much of the fee last paid for the provisional licence as the Board deems appropriate.

This is covered under a separate Board policy.

## Applications for a tradesperson's licence (drainage plumbing)

### Obtaining a tradesperson's licence (drainage plumbing) by completing a Certificate II in Drainage

Applicants seeking a tradesperson's licence (drainage plumbing) under clause 4(a) of Schedule 3 of the Regulations must provide to the Board:

1. Evidence that the applicant holds a Certificate II in Drainage. The Board will accept as evidence:
    a. a document certifying that the applicant holds a Certificate II in Drainage (with a course code of CPC20720, CPC20712, CPC20711 or CPC20708) conferred by a registered training provider;
    b. a statement of attainment of the units of competency required for a Certificate II in Drainage; or
    c. an academic record issued by a registered training provider reflecting the applicant's successful completion of the units of competency required for a Certificate II in Drainage.
2. Evidence that the applicant attained the Certificate II in Drainage by fulfilling the obligations of an apprentice under a training contract. The Board will accept as evidence:
    a. a trade certificate issued to the applicant recognising the successful completion of the training contract; or
    b. an official Australian apprenticeship document issued by a state or territory training authority confirming the successful completion of the training contract.

### Obtaining a tradesperson's licence (drainage plumbing) through an equivalent Australian qualification, and equivalent practical experience, as determined by the Board

Applicants seeking a tradesperson's licence (drainage plumbing) under clause 4(b) of Schedule 3 of the Regulations must provide to the Board any information requested by the Board to satisfy itself that the applicant holds an equivalent Australian qualification to that required to be held under clause 4(a) above.

## Applications for a provisional tradesperson's licence

### Obtaining a provisional tradesperson's licence through an OTSR that relates to units of competency within Certificate III in Plumbing

Applicants seeking a provisional tradesperson's licence under clause 5(2)(a) of Schedule 3 of the Regulations must provide to the Board an OTSR that relates to units of competency within Certificate III in Plumbing.

**Obtaining a provisional tradesperson's licence through an equivalent Australian qualification as determined by the Board**

Applicants seeking a provisional tradesperson's licence under clause 5(2)(b) of Schedule 3 of the Regulations must provide to the Board any information requested by the Board to satisfy itself that the applicant holds an equivalent Australian qualification to that required to be held under clause 5(2)(a).

For overseas-qualified plumbers who are not eligible for the OSAP, the Board will accept as evidence the applicant's Technical Skills Assessment Record (TSAR) issued by a Board-approved registered training provider which confirms that the applicant has been assessed as competent in relation to units of competency within Certificate III in Plumbing.

The Board reserves its right to take a decision based on the individual circumstances of an applicant.

## Policy principles and implementation

The Board's assessment of an applicant's qualifications as required under regulation 17 of the Regulations will be conducted as set out in this policy.

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

## Relevant documents

1. Trades Recognition Australia *Offshore Skills Assessment Program Applicant Guidelines* dated July 2026.
2. Department of Training and Workforce Development *Apprenticeship and Traineeship Policy version 2.1* dated 22 July 2020.
3. *Refunds of plumbers' fees policy* dated August 2024.
4. *Fit and proper person assessment criteria for the issue, renewal or re-issue of plumbing licences and permits policy* dated September 2025.

## Governance

| **Plumbers Licensing Board Approval** | | | |
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| **Meeting date:** | 24 August 2026 | **Item number:** | 6.2 |
| **Chairperson signature:** | Rebecca Johnston | | |
| **Keywords:** | Tradesperson's licence; tradesperson's licence (drainage plumbing); provisional tradesperson's licence; qualification; Certificate III in Plumbing; Certificate II in Drainage; Course in Migrant Plumbing; Offshore Technical Skills Record; OTSR; Technical Skills Assessment Record; TSAR | | |
| **Next review:** | August 2028 | | |