

Policy

ELECTRICAL LICENSING BOARD

Issue of a permit to complete gap training based on an Offshore Technical Skills Record endorsed Electrician (General and Special Class) or Technical Skills Assessment Record endorsed Electrician

Objective

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 issuing a permit.

Scope

This policy applies to all applications made for the issue of a permit under regulation 24(3) of the Electricity (Licensing) Regulations 1991 (the ELR), where the applicant has been issued an Offshore Technical Skills Record (OTSR) endorsed Electrician (General and Special Class) or Technical Skills Assessment Record (TSAR) endorsed Electrician.

An OTSR is issued after a person has had their overseas skills assessed for migration purposes by a Registered Training Organisation (RTO) approved by Trades Recognition Australia (TRA).

A TSAR is issued after a person has had their qualifications, gained outside of Western Australia, assessed by an RTO approved by the Board.

The permit will be issued with the following scope of work:

- To carry out electrical installing and fitting work under the general supervision of a licenced electrician, in accordance with regulation 50 of the ELR.

If a person holds or held a provisional electrician's licence to carry out electrical installing work under supervision prior to the implementation of this policy, the provisional electrician's licence is the equivalent to a permit and subject to the same requirements outlined in this policy.

Purpose

The purpose of this policy is to set out the electrical training requirements established by the Board, for the issuing of a permit under regulation 24(3) of the ELR.

Background

Regulation 24(3) of the ELR prescribes that the Board may, at its discretion, issue a permit for any class of electrical work for such period it may decide.

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.

A permit can be issued to an applicant who meets one of the following requirements:

- Holds an OTSR that has been issued by a TRA approved RTO within the last three years in the trade of Electrician (General and Special Class).

OR

- Holds a TSAR in the trade of Electrician that has been issued by a Board approved RTO within the last three years.

This permit is issued for two years to gain up to 12 months on-the-job practical experience under Western Australian conditions while undertaking the Course in Electrician – Minimum Australian Context Gap 11297NAT (OTSR only) or the Electrical Trades Licensing (ETL) Gap Training Course 52899WA (OTSR and TSAR).

Reapplying for an Additional Permit

If a person has not completed 12 months on-the-job practical experience under Western Australian conditions and the Course in Electrician – Minimum Australian Context Gap 11297NAT or the Electrical Trades Licensing (ETL) Gap Training Course 52899WA within two years, they may reapply to the Board for an additional consecutive one-year permit.

In making its determination, the Board will consider whether any extenuating circumstances exist that might explain why the applicant did not attain the requisite qualifications within the two-year period.

Extenuating circumstances may include, but are not limited to:

- Lack of availability of required training;
- Illness resulting in a person being incapacitated;
- Death or serious illness of a family member;
- Person being detained beyond their control;
- Mental or physical illness;
- Disorder or disability; and
- Natural or man-made disaster.

In considering whether an extenuating circumstance exists, the Board may take into account:

- The timing of the extenuating circumstance and whether the applicant could have completed the prescribed training prior to the extenuating circumstance occurring;
- The degree to which the extenuating circumstance limited the applicant's ability to undertake the prescribed training;
- Efforts made by the applicant to undertake the prescribed training prior to the extenuating circumstance occurring; and
- The amount of training remaining for the course to be completed.

An extenuating circumstance does not include situations where:

- There has been no impediment preventing the applicant from completing the prescribed training; or
- The applicant has not understood that they were required to complete the prescribed training.

If the Board is not satisfied that the applicant has made sufficient progress towards attaining the required qualification during the previous permit period, an additional permit will not be granted.

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.

This policy commences operation on 18 August 2025.

Other relevant policies and documents

Nil items.

Governance

Electrical Licensing Board Approval	
Meeting date: 19 June 2025	Item number: 3.5.1
Chairperson signature: 	
Next review: June 2028	