



# APPLICATION FOR APPROVAL TO COMMENCE TRAINING FOR Restricted Electrical Licence Domestic Electrical Appliances Licence

## IN WESTERN AUSTRALIA

- This application is provided to assist a person making an application for a restricted electrical licence. The package contains:
  - an application form for approval to commence training to qualify for a restricted electrical licence;
  - an Application Check Sheet; and
  - a Fact Sheet about proof of identity.
- Before making an application for a licence, please read the information provided to ensure that the application is for the licence type that is relevant to the work for which the licence is required.
- Copy of any relevant qualification or training listed in the 'Application Check Sheet' provided in this package must support the application.
- The Electrical Licensing Board considers all licence applications at its scheduled meetings. The Board usually meets fortnightly.
- The Licensing Office will advise of the outcome of the Board meeting in writing.

**ISSUED: JANUARY 2017**

### **Building and Energy**

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**OFFICE HOURS: MONDAY TO FRIDAY 8:30AM to 4:30PM**

## Licence Type Descriptions

**A 'Domestic Electrical Appliances Licence' allows the licence holder to perform the following Scope of Work:**

1. Disconnect and reconnect fixed wired domestic cooking appliances up to 240V volts.
2. Test the equipment for safe operation.
3. Replace the electrical units or faulty electrical components confined within cooking appliances on a like-for-like basis.

The licence does not authorise the holder to install or alter fixed wiring.

**An applicant must be able to provide answers to the following questions in the application:**

- (a) Environment the electrical work is to be carried out?
- (b) On what equipment/appliance will the electrical work be performed?
- (c) The components (e.g. a motor is a component and is not considered an equipment/appliance) within the equipment/appliance that is to be replaced on a like-for-like basis.
- (d) What voltages will the equipment/appliance operate at?
- (e) What is the scope of the electrical work to be carried out?
- (f) How regularly will the electrical work be performed?
- (g) How will the 'on-the-job' supervision part of the training be carried out?

Each question is important in respect of the safety (competency) requirements for licensing. The information to be submitted to the Electrical Licensing Board about the occupation and work to be carried out is to be used only in that safety context.

In respect of (a) to (e) above, the important issue is that the applicant must clearly identify the type of electrical work to be carried out, the appliances involved and the work environment.

In respect of (f) above, an applicant needs to explain how often they expect to perform the proposed electrical work, so that competency is maintained. The Board does not have any formal benchmarks in this respect, but if a licence holder performs (for instance) restricted electrical work only two or three times per year or less, it is likely to be seen as insufficiently supporting skills maintenance or assuring safety outcomes.

In respect of (g) above, an applicant also needs to include advice from the employer (or self-employed person) setting out how the training and on-the-job supervision will be achieved. As a matter of general policy, supervision must be carried out by a licence holder with an equivalent to a Disconnect and Reconnect Licence. An alternative is to be supervised by an Electrician.

Refer to the 'Application Check Sheet' on page 7 before submitting the application.



**(This form is valid until 30 June 2019)**

**Application for Approval to Commence Training  
 for a Restricted Electrical Licence for  
 Domestic Electrical Appliances Licence**

	<b>Please print neatly in BLOCK LETTERS with a black or blue pen only</b>
	<p><b>Applicant Details</b></p> <p>Title:    <input type="checkbox"/> Mr    <input type="checkbox"/> Mrs    <input type="checkbox"/> Ms    <input type="checkbox"/> Miss</p> <p>Surname: _____</p> <p>Given Names: _____</p> <p>Date of Birth: _____</p>
<b>Provide details of current residential address</b>	<p>Residential Address: _____</p> <p>Suburb: _____    State: _____    Postcode: _____</p>
<b>If same as above address, write "as above"</b>	<p>Postal Address: _____</p> <p>Suburb: _____    State: _____    Postcode: _____</p>
<b>Provide email address details if available</b> <b>This section must be completed</b>	<p>Home Phone: _____    Work Phone: _____</p> <p>Mobile Phone: _____    Facsimile: _____</p> <p>Email: _____</p>
<b>Please provide details of current employment situation</b>	<p><b>Current Employment</b></p> <p><input type="checkbox"/> Currently employed    <input type="checkbox"/> Currently self-employed</p> <p>Current Occupation: _____</p> <p>Name of Employer: _____</p>
<b>Employer's current business address</b>	<p>Employer's Business Address: _____</p> <p>Suburb: _____    State: _____    Postcode: _____</p>
<b>If same as above address, write "as above"</b>	<p>Employer's Postal Address: _____</p> <p>Suburb: _____    State: _____    Postcode: _____</p>
<b>Include email address details if available</b>	<p>Employer's Phone: _____    Employer's Fax: _____</p> <p>Email: _____</p>

**Scope of Work**

**This question must be answered**

**The scope of work must be supported by a reference from your employer**

**Please attach additional pages if required**

**Please use the table below to describe the electrical work that you will be required to perform.**

Please note that if you are currently employed, your application **must** be supported by a reference from your current employer, confirming the scope of work as described below.

Please provide details and coloured photographs of each equipment you are applying for under this application.

**Note:**

If the electrical work to be carried out is not completed in the following format your application cannot be submitted to the Electrical Licensing Board and will be returned to you to complete.

List the <u>Domestic Appliances</u> to be disconnected and reconnected from fixed wiring	State the Voltage <b>(Can only be 240V)</b>	State Single Phase	State the <u>Components</u> within the <u>Domestic Appliances</u> that is to be replaced on a like-for-like basis. <b>The statement in this section must be completed in accordance with the following.</b>
<i>Only include the <u>domestic appliances</u> and <u>not</u> the components that are located within the appliances.</i>	240V	Single Phase	<i>Disconnect and reconnect 240V single phase fixed wired (enter the type of domestic appliances) to replace (list the components within the appliances) on a like-for-like basis.</i>

<p><b>Frequency of electrical work to be performed</b></p> <p><b>This question must be answered</b></p>	<p><b>How often do you expect to perform the electrical work (e.g. daily, weekly, monthly)?</b></p> <p>The information provided will be referred, as it appears on this application, to the Electrical Licensing Board.</p> <p><b>Note: The information provided must clearly indicate that competence will be maintained. To answer “once or twice a year” is not sufficient to meet the Board’s requirements.</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>Type of licence that can be obtained</b></p>	<p><b>Licence Details</b></p> <p>Using the Licence Type Descriptions on page 2 attached to this application, please indicate below the type of licence that is applicable to the electrical work for which a licence is required and for the licence type being applied for.</p> <p><input type="checkbox"/> Domestic Electrical Appliances</p>
<p><b>Nominated Supervisor</b></p>	<p><b>A supervisor is responsible for providing adequate and timely training. The following points need to be considered:</b></p> <ul style="list-style-type: none"> <li>• The supervisor accepts overall responsibility for the applicant’s supervision. This means that the supervisor must supervise on-the-job training on a direct and constant basis. This direct supervision must continue until the applicant is licensed. (Please note that general supervision does not apply during training).</li> <li>• The applicant shall not carry out any electrical work unless adequately supervised in accordance with Regulation 50 of the Electricity (Licensing) Regulations 1991.</li> <li>• Failure to comply with Regulation 50 may result in prosecution.</li> <li>• The maximum penalty for a breach of the regulations is \$50,000 for an individual and \$250,000 for a corporation.</li> <li>• The Electrical Licensing Board may also take disciplinary action against licensed persons who fail to comply with Regulation 50.</li> </ul>
<p><b>Supervisor’s details</b></p> <p><b>This section must be completed</b></p>	<p>Title:    <input type="checkbox"/> Mr    <input type="checkbox"/> Mrs    <input type="checkbox"/> Ms    <input type="checkbox"/> Miss</p> <p>Surname: _____</p> <p>Given Names: _____</p> <p>Home Phone: _____    Work Phone: _____</p> <p>Mobile: _____    Fax: _____</p> <p>Email: _____</p>
<p><b>Provide details of current residential address</b></p>	<p>Residential Address: _____</p> <p>Suburb: _____    State: _____    Postcode: _____</p>
<p><b>If same as above address, write “as above”</b></p>	<p>Postal Address: _____</p> <p>Suburb: _____    State: _____    Postcode: _____</p>
<p><b>Supervisor’s electrical licence details</b></p>	<p>Supervision must be carried out by a licence holder of the same or greater licence scope.</p> <p>Supervisor’s EW No: _____</p>

<p><b>Details of supervision</b></p> <p><b>Please attach additional pages if space provided is insufficient</b></p>	<p><b>How will the 'on-the-job' supervision part of the training be carried out?</b></p> <p>The application must include advice from the employer (or self-employed person) setting out how the training and direct and constant on-the-job supervision will be achieved.</p> <p>Where more than one applicant is to receive on-the-job supervision by the same supervisor a training plan is required to show that only one application will be trained at any one time.</p> <p>Please provide as much detailed description and precise information as possible to support the application. The information provided will be referred, as it appears on this application, to the Electrical Licensing Board.</p> <hr/> <hr/> <hr/> <hr/>
<p><b>Supervisor to sign and date before submitting application</b></p>	<p><b>Supervisor Declaration</b></p> <p>I _____ have read and understood the obligations and responsibilities associated with agreeing to undertake the task of supervising and assessing the applicant and undertake to perform these duties in the manner prescribed.</p> <p>I further understand that if I provide the Electrical Licensing Board with false information regarding the supervision/assessment, I may be called before the Board under Regulation 59 of the Electricity (Licensing) Regulations 1991 and may face disciplinary proceedings.</p> <p>Signature: _____ Date: _____</p>
<p><b>Employer to sign and date before submitting application</b></p>	<p><b>Employer Declaration</b></p> <p>In accordance with regulation 59 of the Electricity (Licensing) Regulations 1991, I declare that the information in this application or any documentation attached by me is complete and true to the best of my knowledge.</p> <p>Name: _____ Position: _____</p> <p>Signature: _____ Date: _____</p>
<p><b>Sign and date before submitting application</b></p>	<p><b>Applicant Declaration</b></p> <p>In accordance with regulation 59 of the Electricity (Licensing) Regulations 1991, I declare that the information in this application or any documentation attached by me is complete and true to the best of my knowledge.</p> <p>Signature: _____ Date: _____</p>
<p><b>Credit card details submitted as payment remain confidential at all times</b></p>	<p><b>Payment Details</b></p> <p><input type="checkbox"/> Cheque enclosed (made payable to Department of Mines, Industry Regulation and Safety)</p> <p><input type="checkbox"/> Credit Card payment    <input type="checkbox"/> MasterCard    <input type="checkbox"/> Visa</p> <p>Card Number _____ / _____ / _____ / _____    Expiry Date <input type="text"/> / <input type="text"/></p> <p>Cardholder's Name: _____ (PLEASE PRINT)</p> <p><i>I authorise the Department to deduct the current prescribed fee, including any applicable late fee, for an application for an electrical licence or gas permit.</i></p> <p>Cardholder's Signature: _____ Date: _____</p>

# APPLICATION CHECK SHEET

This check sheet is to be completed in full.

This Check Sheet is provided to help an applicant comply with the requirements of making an application to obtain a restricted electrical licence through off-the-job and on-the-job training.

<b>Note: This application for a restricted electrical worker's licence will not be considered unless all requirements of the Application Check Sheet have been met.</b>		
REQUIRED	COMMENT	SUPPLIED
<b>Application form</b>	Completed application form including all relevant details and signatures of all relevant parties to the application.	<input type="checkbox"/>
<b>Application fee</b>	Non-refundable application fee of \$72.45. Cheques to be made payable to The Department of Mines, Industry Regulation and Safety.	<input type="checkbox"/>
<b>What will be the type of electrical work performed?</b>	This question has been answered offering as much detail and precise information to support the application as is possible. The information provided is <b>only in relation to electrical work</b> .	<input type="checkbox"/>
<b>Will the electrical work be performed regularly?</b>	This question must be answered. The information provided clearly indicates that <b>competence will be maintained</b> .	<input type="checkbox"/>
<b>How will the "on-the-job" supervision part of the training be carried out?</b>	The application includes advice from the employer (or self-employed person) setting out <b>how the on-the-job supervision will be achieved</b> . Provide as much detail and precise information to support the application.	<input type="checkbox"/>
<b>Trade qualifications must support the applications.</b>	Copies of any relevant qualifications or training if application are included as attachments to this application.	<input type="checkbox"/>
<b>Details and coloured photographs of equipment</b>	<b>Please provide details and coloured photographs of each equipment you are applying for under this application</b>	<input type="checkbox"/>
<b>Additional relevant documentation required by the Employer</b>	The application is accompanied by a reference on company letterhead from your current place of employment supporting your application for a Domestic Electrical Appliance Licence.	<input type="checkbox"/>
	The letter is signed by a person in management and preferably a person with an equivalent licence than the one being applied for or Electrician's licence.	<input type="checkbox"/>
	The letter is to include a list of the Domestic Appliances to be disconnected and reconnected from fixed wiring and the components within the equipment to be replaced on a like-for-like basis. Also include the voltages and that the equipment/appliances are single-phase.	<input type="checkbox"/>
<b>Proof of identification</b>	Proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet.	<input type="checkbox"/>
<b>Referral to the Electrical Licensing Board</b>	Your application to obtain a restricted electrical licence will be referred to the Electrical Licensing Board when your application is complete.	



# Proof of identity of applicants for an electrical or gas worker's licence

Fact Sheet

The Licensing Office maintains a database of licensed electrical and gas operatives and ensures that the information is accurate and confidential, protecting operatives against the possible fraudulent use of their name.

Applicants for an electrical or gas worker's licence in Western Australia must prove their identity. This fact sheet explains the requirements for an applicant to prove his or her identity.

Before an electrical or gas worker's licence will be issued, applicants must prove their identity by presenting as many documents from the following lists so as to score a minimum of 100 points. The documentation provided may be a photocopy of the original document.

**Credit cards, debit cards or bank statements cannot be accepted for proof of identification.**

**AT LEAST ONE DOCUMENT PROVIDED MUST SHOW THE SIGNATURE OF THE APPLICANT.**

**Name of the signatory verified from one of the following:**

**70 POINTS**

- Birth certificate / Birth card issued by the Registry of Births, Deaths and Marriages
- Australian Citizenship certificate
- International travel document / Current passport
- Expired passport which has not been cancelled and was current within the preceding 2 years
- Other document of identity having the same characteristics as a passport (e.g. this may include some diplomatic documents and some documents issued to refugees)

Note: Additional points cannot be scored for more than one document.

**Name of signatory verified from one of the following (but only where they contain a photograph or signature that can be matched to the signatory):**

**40 POINTS**

- A licence or permit issued under a law of the Commonwealth, a State or Territory
- An identification card issued to a public employee (with photo or signature)
- An identification card issued by the Commonwealth, a State or Territory as evidence of the person's entitlement to a financial benefit (with photo or signature)
- An identification card issued to a student at a secondary or tertiary education institution (with photo or signature)
- Australian driver's licence

**Name and Address of signatory verified from any of the following:**

**35 POINTS**

- Document verifying employment (A current employer, or a previous employer within the last 2 years)
- Document from a rating authority (e.g. land rates)

**Name of signatory verified from any of the following:**

**25 POINTS**

- Marriage certificate (for maiden name only)
- Council rates notice
- Telephone account
- Medicare card
- Records of Public Utility
- Transperth Smartrider cards (for students only)

**Name and Date of Birth verified from any of the following:**

**25 POINTS**

- Records of primary, secondary or tertiary educational institution attended by the signatory within the last 10 years
- Records of a professional or trade association of which the signatory is a member
- Proof of Age card
- Foreign driver's licence