



# **Plumbers Licensing Board Policy**

## **Qualifications required to obtain a Tradesperson’s licence or a Tradesperson’s licence (drainage plumbing)**

### **OBJECTIVE**

The objective 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.

### **SCOPE**

This policy applies to all applications for a tradesperson’s licence or a tradesperson’s licence (drainage plumbing) made under regulation 15 of the Plumbers Licensing and Plumbing Standards Regulations 2000 (the Regulations) and accepted for processing by the Board.

This policy does not apply to applications for a provisional tradesperson’s licence.

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.

### **PURPOSE**

The purpose of this policy is to set out how the Board will satisfy itself as to the plumbing qualification requirements for the granting of a tradesperson’s licence or a tradesperson’s licence (drainage plumbing) under regulation 17 of the Regulations.

### **GLOSSARY OF TERMS USED IN THIS POLICY**

Apprentice	Means a person who is named in a training contract as the person who will be trained under the contract.
Training contract	Means a training contract that complies with section 60E of the <i>Vocational Education and Training Act 1996 (WA)</i> and is registered under Part 7 Division 2 of that Act.
Certificate III in Plumbing	An Australian qualification issued by a registered training provider in accordance with the Australian Qualifications Framework which provides a trade qualification in plumbing.
Certificate II in Drainage	An Australian qualification issued by a registered training provider in accordance with the Australian Qualifications Framework which provides a trade qualification in drainage.
Statement of Attainment in Migrant Plumbing	A Western Australian qualification issued by a registered training provider in accordance with the Australian Quality Training Framework which provides a trade qualification equivalent to a Certificate III in Plumbing.

Extract of Service	An official Australian apprenticeship document issued by a State Training Authority which confirms the trade and the period(s) of service under the training contract(s).
Tradesperson's licence	A licence that authorises the holder to carry out plumbing work and supervise the carrying out of plumbing work by an apprentice, pre-apprentice or the holder of a provisional tradesperson's licence, under the general direction and control of a licensed plumbing contractor.
Tradesperson's licence (drainage plumbing)	A licence that authorises the holder to carry out drainage plumbing work and supervise the carrying out of drainage plumbing work by an apprentice, pre-apprentice or the holder of a provisional tradesperson's licence , under the general direction and control of a licensed plumbing contractor.
Registered training provider	Means a training provider as defined under Section 5 of the <i>Vocational Education and Training Act 1996 (WA)</i> and registered under Part 7A of that Act.
Trade Certificate	A certificate issued by the Western Australian Department of Training and Workforce Development to plumbing or drainage apprentices who have fulfilled their obligations under a training contract.

## CONTEXT FOR THIS POLICY

Regulation 17 of the Regulations sets out the matters about which the Board is to be satisfied before granting a licence application submitted under regulation 15.

For the two categories of tradesperson's licence covered under this policy, regulation 17(1)(b) requires the Board to be satisfied that:

- an applicant for a tradesperson's licence holds the qualifications set out in clause 3 of Schedule 3 of the Regulations.
- an applicant for a tradesperson's licence (drainage plumbing) holds the qualifications set out in clause 4 of Schedule 3 of the Regulations.

### Clause 3 of Schedule 3 of the Regulations

Under clause 3 of Schedule 3, 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* section 60A; or
- ii. an equivalent Australian qualification 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.

## **Clause 4 of Schedule 3 of the Regulations**

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

- (a) the applicant holds –
  - i. a Certificate II in Drainage 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* section 60A; or
  - ii. an equivalent Australian qualification as determined by the Board.

## **POLICY**

### **Applications for a Tradesperson's licence**

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

For the purpose of obtaining a tradesperson's licence following the completion of an apprenticeship, an applicant must provide to the Board the documentation set out in a) and b) below.

- a) Evidence that the applicant holds a Certificate III in Plumbing with a course code of CPC32420, CPC32413, CPC32412, CPC32411, CPC32408 or BCP30103 issued by a registered training provider.

The Board will accept as evidence a copy of the applicant's Certificate III in Plumbing or confirmation from the issuing registered training provider that the applicant has attained a Certificate III in Plumbing. The Board will also accept a copy of a Statement of Attainment or Academic Record reflecting the units of competency required to obtain a Certificate III in Plumbing, issued by a registered training provider to the applicant.

- b) Evidence that the Certificate III in Plumbing was attained by successfully completing a plumbing apprenticeship under a training contract.

The Board will accept as evidence a copy of the applicant's Trade Certificate, or an Extract of Service if it confirms completion of the training contract in full. Confirmation from the relevant Western Australian government agency administering apprenticeships (currently the Department of Training and Workforce Development) may also be accepted.

#### ***Obtaining a tradesperson's licence by completing a Certificate III in Plumbing or an equivalent Australian qualification under a provisional tradesperson's licence***

Plumbers who have obtained their plumbing qualifications overseas and have successfully completed the required Australian context gap training, may apply for a tradesperson's licence under regulation 15 of the Regulations.

To comply with the requirements of clause 3(b) of Schedule 3 of the Regulations, an applicant must provide the following to the Board:

- a) Details of their provisional tradesperson's licence, confirming that the provisional licence was obtained within the preceding 18 months; and
- b) Evidence that the applicant has successfully completed identified Australian context gap training by attaining a:

- i. Certificate III in Plumbing with a course code of CPC32420, CPC32413, CPC32412, CPC32411, CPC322408 or BCP30103 issued by a registered training provider; or
- ii. Statement of Attainment in Migrant Plumbing with a course code of 52915WA issued by a registered training provider.

The Board will accept as evidence a copy of the applicant's Certificate III in Plumbing or Statement of Attainment in Migrant Plumbing, or confirmation from the issuing registered training provider that the applicant has attained a Certificate III in Plumbing or Statement of Attainment in Migrant Plumbing. The Board will also accept a copy of a Statement of Attainment or Academic Record reflecting the units of competency required to obtain a Certificate III in Plumbing or Statement of Attainment in Migrant Plumbing, issued by the registered training provider to the applicant.

### **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, titled *Refunds of Plumbers' Fees*.

### **Applications for a Tradesperson's licence (drainage plumbing)**

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

For the purpose of obtaining a tradesperson's licence (drainage plumbing), an applicant must provide the following to the Board:

- a) Evidence that the applicant has attained a Certificate II in Drainage with a course code of CPC20720, CPC20712, CPC20711 or CPC20708 issued by a registered training provider.

The Board will accept as evidence a copy of the applicant's Certificate II in Drainage or confirmation from the issuing registered training provider that the applicant has attained a Certificate II in Drainage. The Board will also accept a copy of a Statement of Attainment or Academic Record reflecting the units of competency required to obtain a Certificate II in Drainage, issued by the registered training provider to the applicant.

- b) Evidence that the Certificate II in Drainage was attained by successfully completing a drainage apprenticeship or traineeship under a training contract.

The Board will accept as evidence a copy of the applicant's Trade Certificate, or an Extract of Service if it confirms completion of the training contract in full. Confirmation from the relevant Western Australian government agency administering apprenticeships (currently the Department of Training and Workforce Development) may also be accepted.

## 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.

## GOVERNANCE

Resolved by the Board	Meeting Date 26 February 2024	Item Number 4.1
Chairperson	Signature <i>Rebecca Johnston</i>	Date 26 February 2024
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