



Government of **Western Australia**
 Department of **Mines, Industry Regulation and Safety**
Building and Energy

Application for an Electrician’s Training Licence for a Pre-apprentice

(suitable for applicants who have entered into a Pre-apprenticeship)

Form R117

Application checklist	<p>Use this checklist reminder to ensure that you complete all parts of the application and attach all necessary supporting documents.</p> <p><input type="checkbox"/> Non-refundable application fee (first time applicants only)</p> <p><input type="checkbox"/> Personal and contact details completed.</p> <p><input type="checkbox"/> Indicate the trade/stream.</p> <p><input type="checkbox"/> Confirm the term of pre-apprenticeship.</p> <p><input type="checkbox"/> Registered Training Organisation (RTO) details.</p> <p><input type="checkbox"/> Proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet.</p> <p><input type="checkbox"/> Fit and Proper assessment – Fit and Proper declaration (p.5) completed OR Police check attached.</p> <p><input type="checkbox"/> First time applicants only – A completed copy of the Apprentice Safety Assessment Report (ASAR).</p> <p><input type="checkbox"/> Declaration completed.</p>				
Credit card details remain confidential at all times	<p>Payment Details (Payment will appear as “WA Gov – DMIRS” on your bank statement)</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 / </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. Fees are subject to change on 1 July each year.</i></p> <p>Cardholder’s Signature: _____ Date _____</p> <p>Cardholder’s contact phone number: _____</p>				
OFFICE USE ONLY					
Licence No:		Department Code	ET	Chart Description	
Total Due	\$	Link Licence to payment	Yes		<input type="checkbox"/> Application Fee

You may lodge your completed application:

By post addressed to:
Licensing Services
 Department of Mines, Industry
 Regulation and Safety
 Locked Bag 100,
 EAST PERTH WA 6892

In person at:
Customer Service
 Level 1, Mason Bird Building
 303 Sevenoaks Street
 CANNINGTON
 Hours: 8:30am to 4:30pm
 Monday to Friday

Enquiries Only
 Telephone: (08) 6251 2000
 Email (**Do Not Email Form**)
electricallicensing@dmirs.wa.gov.au
 Internet
www.dmirs.wa.gov.au/building-and-energy

Please ensure you have provided all required information and supporting documentation as per the application checklist. Failure to submit a completed application may result in the cancellation of your application and loss of the application fee.

	Please print neatly in BLOCK LETTERS with a black or blue pen only
Applicant Details	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____ Surname: _____ Given Names: _____ Date of Birth: ____ / ____ / ____
Residential address*	<i>*Required for publication on the Register. Cannot be a PO Box.</i> Street: _____ Suburb: _____ State: _____ Postcode: _____
Postal address*	<input type="checkbox"/> As above <i>*Address for correspondence from the Department.</i> Street: _____ Suburb: _____ State: _____ Postcode: _____
Contact details	Home Phone: _____ Work Phone: _____ Mobile Phone*: _____ Email*: _____ <i>*Required to receive courtesy renewal reminder notifications via SMS and email and other important notifications relevant to your licence</i>
Trade/Stream	Indicate which trade/stream is applicable <input type="checkbox"/> Electrical Mechanics <input type="checkbox"/> Electrical Fitter <input type="checkbox"/> Engineering Tradesperson (Electrical) <input type="checkbox"/> Electrical Instrumentation Tradesperson
Term of pre-apprenticeship	Confirm the term of Pre-apprenticeship Commencement Date of Pre-apprenticeship Training: _____ Completion Date of Pre-apprenticeship Training: _____ Note: An Electrician's Training Licence issued to a pre-apprentice is only valid for the term of the training, if you require an extension, please notify this office in writing.

<p>This section is to be completed when enrolled with a RTO</p>	<p>Name of the Registered Training Organisation (RTO)</p> <p>Trading Name: _____</p> <p>Campus/site the pre-apprentice will be attending: _____</p> <p>Postal Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p> <p>Phone Number (Business): _____</p> <p>Contact Name: _____ Phone Number: _____</p>
<p>Safety Assessment</p>	<p>First-time applicants:</p> <p><input type="checkbox"/> Please attach a completed copy of the Apprentice Safety Assessment Report (ASAR). (Required for first-time applicants only).</p> <p>A copy of the Safe working guidelines and assessment for electrical apprentices, Apprentice Safety Assessment Test and Apprentice Safety Assessment Report can be downloaded from our website at www.dmirs.wa.gov.au.</p>
<p>Proof of Identification</p>	<p><input type="checkbox"/> Please attach proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet.</p>
<p>Fit and Proper Assessment</p>	<p><input type="checkbox"/> Statutory Declaration: A person applying for an electrical workers licence is required to provide a statutory declaration attesting to the fact that they have not been convicted of any offences under Australian law, excluding motor traffic offences. Please see page 5 for the Statutory Declaration.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> Australian police check: A person who is unable to provide a statutory declaration attesting to the fact that they have not been convicted of any offences under Australian law, excluding motor traffic offences, is required to provide an Australian police check from the approved list of providers, available here: www.dmirs.wa.gov.au/licensingpolicechecks. If you are providing a hard copy police check it must be the original or a certified copy. An electronic police check can be verified online and does not need to be certified. For more information about how to obtain a police check, go to: www.dmirs.wa.gov.au/licensingpolicechecks. The date of issue of the police check must be within three (3) months of the date you lodge it.</p>

This section has been left blank intentionally. Application continued overleaf.

Both RTO and apprentice are required to sign and date this section before submitting application

Declaration by RTO

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.

Print Name of RTO representative: _____

Signature of RTO representative: _____ Date: _____

Apprentice's Signature: _____ Date: _____

Authorisation for RTO to speak to the Department about this application:

Check this box to authorise an RTO representative to speak to the Department of Mines, Industry Regulation and Safety about the status or content of this application, on your behalf.

Declaration by apprentice

Regulation 59 of the Electricity (Licensing) Regulations 1991 makes it an offence for a person to:

- falsify any matter pertaining to an application;
- provide any document or other evidence relating to qualifications or experience that is forged, false or fraudulent;
- provide any document in support of an application that is wrongfully represented as pertaining to the applicant; or
- give a false testimonial in connection with this application.

By signing this declaration, you give consent to the Electrical Licensing Board, duly authorised officers of the Department of Mines, Industry Regulation and Safety or persons acting on behalf of the Board or the Department to make enquiries and to receive and disclose any information for the purpose of determining this application.

Declaration

I

Full name of applicant

- 1 authorise the Electrical Licensing Board, the Department of Mines, Industry Regulation and Safety or persons acting on behalf of the Board or the Department to make enquiries considered necessary to assess this application. My general consent includes the specific consent to the acquisition of copies of my criminal records. I agree that the Board can use any or all information received pursuant to this authority for the purposes of the assessment or audit of this application; and
- 2 sincerely declare that this application is true and correct.

Signature

Date

Applicant authorisation →

**Electrical Licensing Board
'Fit and Proper' Statutory Declaration No.1**

I, _____,
(Name of person making the declaration)

of _____,
(Residential address of the person making the declaration)

of the occupation _____,
(Occupation of the person making the declaration)

Sincerely declare as follows -

that I have not been convicted of any offences under any Australian law, not including offences under motor traffic laws.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005 (WA)*

at _____
(Place of declaration)

on _____
(Date on which the declaration is made)

by _____
(Signature of person making the declaration)

in the presence of —

(Name of authorised witness)

(Qualification as such witness)

(Signature of witness)

Persons authorised to witness a statutory declaration are listed in Schedule 2 of the Oaths, Affidavits and Statutory Declarations Act 2005 (WA)

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_648_homepage.html



FACT SHEET

Proof of identity requirements for applicants for an electrical licence or gasfitting permit

Licensing Services maintains a register 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. This fact sheet explains the requirements for an applicant to prove his or her identity.

APPLICANTS MUST PROVE THEIR IDENTITY BY PRESENTING AS MANY DOCUMENTS FROM THE FOLLOWING LISTS SO AS TO SCORE A MINIMUM OF 100 POINTS.

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

CREDIT CARDS, DEBIT CARDS OR BANK STATEMENTS CANNOT BE ACCEPTED FOR PROOF OF IDENTIFICATION.

Must include the Name of the signatory verified from one of the following:

70 POINTS

- Birth certificate (not an extract)
- 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: ONLY ONE DOCUMENT FROM THE ABOVE LIST CAN BE ACCEPTED FOR 70 POINTS.

Must include the name and a photograph or signature of signatory verified from one of the following:

40 POINTS

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

Must include the 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)

Must include the Name of signatory verified from any of the following:

25 POINTS

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

Must include Name and Date of Birth of signatory 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/Photo card
- Current Foreign Driver's Licence

THE DOCUMENTATION PROVIDED MAY BE A PHOTOCOPY OF THE ORIGINAL DOCUMENT.