

## How To Apply Restricted Electrical Work Licence

*Occupational Licensing Act 2005*

Prior to commencing training or applying for this type of licence please ensure you have read the Information Guide to the Restricted Electrical Work Licensing (REWL) system in Tasmania (please refer to our website).

The 10 REWL classes can be divided into two basic groups:

- **Group 1** requires a minimum qualification at AQF Certificate III level in the relevant trade area and permits the disconnection & reconnection of electrical equipment and electrical fault finding on the circuit supplying the equipment, provided it is relevant to the licence holder's trade and is limited to the scope of work stated on the licence, once issued.
- **Group 2** requires a minimum qualification as detailed below and permits the disconnection & reconnection of electrical equipment and minor electrical fault identification on the circuit supplying the equipment, provided it is relevant to the licence holder's trade or vocation and is limited to the scope of work stated on the licence once issued.

### Group 1

- Refrigeration and air-conditioning
- Instrumentation
- Electronics

### Group 2

- Water heaters
- Pre-assembled neon signs
- Composite equipment
- Control devices
- Gas appliances
- Motors
- Explosion protection equipment

## QUALIFICATIONS

**Group 1** classes of REWL require a minimum relevant qualification at AQF Certificate III level (or equivalent) as follows:

### Refrigeration and Air-conditioning

- (a) Certificate III Electrotechnology - Refrigeration and Air Conditioning (UTE30999)
- (b) Certificate III Refrigeration and Air Conditioning (UEE31307)

### Instrumentation

- (a) Certificate III Electrotechnology - Instrumentation (UTE30899)
- (b) Certificate III in Instrumentation and Control (UEE31207) or

### Electronics

- (a) Certificate III qualification within a Training Package relevant to the performance of work on electronic equipment

All **Group 1** applicants must in addition to above (unless incorporated within the above course) provide evidence of either of the following combinations of units of competence within the relevant Training Package:

- (a) UTENES208 and UTENES505 or
- (b) UEENEEP001 and UEENEEP007

**Group 2** classes of REWL require a minimum of the following:

For REWLs: Water heaters, Pre-assembled neon signs, Composite equipment, Control devices, Gas appliances and Motors – either of the units of competence within the relevant Training Package known as UTENES208 or UEENEEP001 (or equivalent).

For REWL Explosion protection equipment the units of competence within the relevant Training Package known as UTENES211 or UEENEEP004 (or equivalent).

**The following must accompany the application form:**

1. Full details of the electrical work intended to be carried out, and the reasons why it should be carried out by the applicant.
2. Evidence that the applicant meets the ‘demonstrated need’ as outlined in the Guide. This shall typically take the form of testimonials and qualifications verifying the applicants declared vocation or trade. For **Group 1** classes of licence, a relevant Certificate III or equivalent must also be supplied.
3. Particulars of a relevant qualification for the Restricted Electrical Work Licence (either the unit/s of competence stated above or their equivalent).
4. Evidence of when, where and how the applicant has received the practical training applicable to the unit/s of competence.
5. The licence fee as listed on the electrical practitioner’s licence application.

- Note:**
- Completion of the required theoretical (off-the-job) training does not mean an applicant will automatically granted a licence. Each application will be individually assessed against the criterion.
  - This licence will not permit an REWL holder to work as an electrical contractor (self-employed) or enter into contracts to perform electrical work, or to work as an (unrestricted) electrician. The licence is restricted to REWL holders who perform maintenance on existing equipment.
  - **New electrical installation work or the relocation of electrical wiring or equipment is not permitted.**
  - Please attach photocopies of support documentation, not originals, as we will retain the copies on file.
  - When lodging your application:
    - (a) You need to complete all personal details, answer all questions applicable and have your application signed and witnessed.
    - (b) **Establish evidence of identity** (Please refer to information below)

**Evidence of Identity – Applicants who reside in Tasmania**

- Will be required to lodge their application together with support documentation (as listed above) and pay the licence fee at any Service Tasmania shop.
- Provide original documentation (one document from Category A and one document from Category B as listed below) to the Service Tasmania Customer Service Operator to verify that you are the person listed on the application by confirming evidence of identity and take your photograph.

| <b><u>Category A</u></b><br>(All documents must be original and current)   | <b><u>Category B</u></b><br>(All documents must be original and current) |
|--|--|
| <input type="checkbox"/> Australian Birth Certificate (not an extract)   | <input type="checkbox"/> Australian Driver’s Licence                     |
| <input type="checkbox"/> Australian Passport   | <input type="checkbox"/> Firearms Licence                                |
| <input type="checkbox"/> Citizenship Certificate   | <input type="checkbox"/> Overseas Passport                               |
| <input type="checkbox"/> Australian Visa   | <input type="checkbox"/> Credit or Bank Account Card                     |
| <input type="checkbox"/> Document of Identity<br>(Department of Foreign Affairs and Trade issued travel documents) | <input type="checkbox"/> Centrelink or DVA Card                          |
| <input type="checkbox"/> Certificate of Evidence of Resident Status<br>(Department of Immigration and Citizenship) | <input type="checkbox"/> Australian Trade Certificate                    |
| <input type="checkbox"/> Certificate of Identity<br>(Department of Immigration and Citizenship)                    | <input type="checkbox"/> Australian Marriage Certificate                 |
| <input type="checkbox"/> Security Licence  |  |

## **Evidence of Identity – Applicants who reside in Interstate or New Zealand**

- Must provide an original passport photo certified by a Justice of the Peace or Commissioner of Declarations (this photo will appear on your licence card). Please refer to listing below.
- Must provide a copy of their driver's licence.
- Mail your renewal application together with licence fee payment (cheque/credit card details) and certified passport photo to Workplace Standards Tasmania, PO Box 56, Rosny Park, Tas 7018.
- You will initially receive confirmation that your licence has been renewed and within 15 – 20 business days from receipt of your application at Workplace Standards Tasmania, your photo ID card will be forwarded to you.

## **HOW TO LOCATE JUSTICE OF THE PEACE AND COMMISSIONER OF DECLARATIONS**

### **Justice of the Peace**

Contact details for Justices can be obtained by telephoning the Legal Aid Advice Line on 1300 366 611.

### **A Commissioner for Declarations**

Is authorised under the *Oaths Act 2001* to witness signatures and to take statutory declarations from individuals. A Commissioner may not witness an oath, affidavit, affirmation, or complaint, nor issue a summons or warrant.

### **Ex Officio Commissioner for Declarations**

- Chiropractor
- Dentist
- Legal Practitioner
- Medical Practitioner
- Nurse
- Patent Attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary Surgeon

### **Employment Groups**

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| <ul style="list-style-type: none"> <li>• Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public</li> </ul>   | <ul style="list-style-type: none"> <li>• Australian Consular Officer, or Australian Diplomatic Officer, (within the meaning of the <i>Consular Fees Act 1985</i>)</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Bailiff</li> </ul>  | <ul style="list-style-type: none"> <li>• Bank officer with 5 or more continuous years of service</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Building society officer with 5 or more years of continuous service</li> </ul>  | <ul style="list-style-type: none"> <li>• Chief executive officer of a Commonwealth court</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Civil marriage celebrant</li> </ul>   | <ul style="list-style-type: none"> <li>• Clerk of a court</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Commissioner for Affidavits</li> </ul>  | <ul style="list-style-type: none"> <li>• Credit union officer with 5 or more years of continuous service</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Fellow of the National Tax Accountants' Association</li> </ul>  | <ul style="list-style-type: none"> <li>• Finance company officer with 5 or more years of continuous service</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Holder of a statutory office</li> </ul>   | <ul style="list-style-type: none"> <li>• Judge of a court</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Magistrate</li> </ul>   | <ul style="list-style-type: none"> <li>• Master of a court</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants</li> </ul>   | <ul style="list-style-type: none"> <li>• Member of the Institute of Corporate Managers, Secretaries and Administrators</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Member of the Institution of Engineers, Australia, other than at the grade of student</li> </ul>  | <ul style="list-style-type: none"> <li>• Minister of religion registered under Division 1 of Part IV of the <i>Marriage Act 1961</i></li> </ul>  |
| <ul style="list-style-type: none"> <li>• Notary public</li> </ul>  | <ul style="list-style-type: none"> <li>• Members of the Association of Taxation and Management Accountants</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Member of the Australian Defence Force who is:               <ol style="list-style-type: none"> <li>1. an officer; or</li> <li>2. a non-commissioned officer within the meaning of the <i>Defence Force Discipline Act 1982</i> with 5 or more years of continuous service; or</li> <li>3. warrant officer within the meaning of that Act</li> </ol> </li> </ul>  | <ul style="list-style-type: none"> <li>• Member of:               <ol style="list-style-type: none"> <li>1. the Parliament of the Commonwealth; or</li> <li>2. the Parliament of a State; or</li> <li>3. a Territory legislature; or</li> <li>4. a local government authority of a State or Territory</li> </ol> </li> </ul> |
| <ul style="list-style-type: none"> <li>• Permanent employee of:               <ol style="list-style-type: none"> <li>1. the Commonwealth or of a Commonwealth authority; or</li> <li>2. a State or Territory in Australia; or</li> <li>3. a local government authority;</li> </ol>               with 5 or more years of continuous service who is not specified in another item in this Part             </li> <li>• Permanent employee of the Australian Postal Corporation with 5 or more years of service who is employed in an office supplying postal services to the public.</li> <li>• Person before whom a statutory declaration may made under the law of the State or Territory in which the declaration is made.</li> <li>• Police officer.</li> <li>• Registrar, or Deputy Registrar, of court.</li> <li>• Senior Executive Service officer of the Commonwealth, or State or Territory of Australia.</li> <li>• Sheriff / Sheriff's officer.</li> <li>• Teacher employed on a full-time basis at a school or tertiary education institution.</li> </ul> |  |