

RESTRICTED ELECTRICAL WORK LICENCES

Occupational Licensing Act 2005

Information Guide

PREFACE

In the early 1990's a national system of Restricted Electrical Licences were developed by the then Regulatory Authorities Licensing Committee now the Electrical Regulatory Authorities Council for use throughout all Australian States and Territories.

In 2008 Electrical Regulators in each jurisdiction of Australia agreed on revised licence classes, scope of work permitted and eligibility requirements for these licences.

On 19 January 2009 the *Occupational Licensing Act (OLA) 2005* commenced and subsequently introduced the new Restricted Electrical Work Licence classes in Tasmania.

This information guide sets out details of the Restricted Electrical Work Licence classes and, in particular, the structure and training requirements for licence applicants. It will also assist industries in assessing the opportunities available under this system.

This document is not intended to comprehensively cover all the requirements of the OLA (and any such subordinate legislation). Licence holders must make themselves aware of all the relevant requirements of the legislation.

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INTRODUCTION

The information in this Guide is provided for trainers, assessors, students and intended applicants for a Restricted Electrical Work Licence (REWL) in Tasmania.

REWLs are designed for those persons who can demonstrate a genuine need to perform some electrical work as part of their primary function. In general terms it is often referred to as a 'disconnect – reconnect licence'.

Pursuant to the *Occupational Licensing Act 2005*, an REWL authorises the holder to carry out electrical work associated with or for the purposes of the holder's trade or calling and is subject to such restrictions or conditions as are specified in the licence.

The work carried out under the licence is limited to the disconnection and reconnection of existing electrical equipment so that a non-electrical task can be performed. However, at times, specific categories of this licence may be permitted to perform limited faultfinding and replacement of some electrical components, like with like.

A restricted licence does not authorise the holder of the licence to carry out the installation or alteration of fixed wiring. Holders of an REWL must not enter into a contract to perform electrical installation work. REWL holders may enter into contracts for non-electrical work and utilise the REWL for a small component of work that is deemed electrical work. The electrical work undertaken must be incidental to the primary nature of the contract.

Restricted licences may only be sought for the licence classes listed on page 3.

Training will normally consist of two parts:

- Off-the-job instruction (eg in a classroom environment).

- On-the-job instruction whilst under the supervision of a suitably licensed person.

Tasks undertaken in relation to the on-the-job training shall be recorded in a formal logbook and if requested, provided with the licence application.

Competence in regard to the approved National Training Package units is currently determined by the Tasmanian Skills Institute (formerly TAFE Tasmania), however equivalent qualifications will be considered on application.

Please note that the qualification issued by the Tasmanian Skills Institute only forms part of the licence criteria.

What is a Restricted Electrical Work Licence

This class of licence is issued by the Administrator of Occupational Licensing Workplace Standards Tasmania as a Restricted Electrical Work Licence in accordance with the *Occupational Licensing Act 2005*. The electrical work permitted under the licence is limited to the workplace area of the class endorsed on the licence card.

Classes of Restricted Electrical Work Licences issued in Tasmania

- Refrigeration and Air-conditioning
- Instrumentation
- Electronics
- Water Heaters
- Pre-Assembled Neon Signs
- Composite Equipment
- Control Devices
- Gas Appliances
- Motors
- Explosion Protection Equipment

Persons who have previously held an “old” category of REWL who seek to be re-licensed will be assessed under the OLA requirements in the above classes.

Persons with an Electrical Fitter trade qualification may apply for an REWL and they will be assessed against the criteria and licence class relevant to the stated workplace.

What Electrical Work is or is not permitted under this Licence

Permitted

Attachment B includes an extract from the Occupational Licensing (Electrical Work) Determination 2008. This determination states what is permitted under each REWL licence class.

Please note that in this determination the terms “fault identification” and “fault finding” are both used; these are defined as:

Fault identification

Testing that is minor in nature to determine if voltage is present.

Fault finding

Testing electrical circuitry to determine system, equipment or component failure and includes “fault identification”.

Not Permitted

Relevant to all REWL licence classes, electrical work is not permitted:

- Where high fault currents exist (if unsure, verify with the Manager of Occupational Licensing or call a licensed electrical contractor);
- On complex electrical apparatus and circuits;

- Where it is associated with fixed wiring, other than the work directly associated with disconnecting and reconnecting electrical equipment under the scope of the licence class. No other work is permitted;
- On fixed wired luminaries (light fittings) – excluding pre-assembled neon signs where relevant; and
- In hazardous areas or on electrical equipment that is part of an explosion protection technique - except for those granted an REWL in the class of Explosion Protection Equipment

Restricted Licence Criteria

Application for a REWL should be made to the Administrator of Occupational Licensing on the approved form.

Supplied with the application shall be all of the following:

- Evidence verifying that the applicant has a demonstrated need (see below)
- A record of REWL training including:
 - verification of competence as a statement of results or by certificates issued by a Registered Training Organisation (RTO)
 - Evidence of how and where the “on the job” competence has been achieved (a logbook verifying tasks performed)
- Evidence of an acceptable level of competence in first-aid incorporating CPR and relevant to the electrical industry
- Payment of the prescribed licence fee (as stated on the back of the application form)

Please note that a relevant certificate III trade qualification, or equivalent, is required for REWL classes:

- Refrigeration and Air-conditioning
- Instrumentation
- Electronics

Demonstrated Need

So that an intended applicant is likely to meet the desired criteria and achieve a subsequent licence outcome, it is recommended that evidence of demonstrated need be provided to either the RTO or to the Administrator Occupational Licensing, prior to commencement of training to verify that the student will satisfy the demonstrated need to hold such a licence. Evidence shall be in the form of a trade qualification or similar that aligns with the selected workplace category of restricted licence and indicates that the equipment concerned involves electrical work that is incidental to the primary function of the applicant. Typically the applicant must have worked in the industry relevant to the category sought for a period of time not less than four years.

The desire to carry out work that is purely electrical and not directly associated with other specific work, does not meet the requirements for a demonstrated need e.g. a building maintenance person who does not have a trade background relevant to the disconnection and reconnection of electrical equipment.

Applicants should contact an RTO in the first instance to assess whether they meet the demonstrated need, however an applicant may be referred to the Licensing Administrator if this is unclear.

The Term of the Licence

The term is nominally 3 years from the date the licence is granted

National Portability and Mutual Recognition

All electrical licensing legislation in Australia rests with the appropriate State or Territory and workers must meet the requirements of the licensing authority responsible for the jurisdiction in which they intend to work.

The qualification is portable and a current licence is generally mutually recognised therefore no further training or assessment should be required if applying in another state provided the 'new' jurisdiction has an equivalent licence. A copy of a current licence would normally be sufficient together with the payment of a fee, however some jurisdictions may have additional requirements for licensing e.g. current first-aid certificate.

Dependent on the relevant legislation or licence criteria, other jurisdictions may not be able to issue a licence in an equivalent category as that held in Tasmania.

Training

The units of competence vary for each class of REWL – please refer to attachment B.

Either incorporated within the unit of competence, or as prerequisites for the course, all students must be able to demonstrate competence in First-aid relevant to an electrical workplace.

Off the job tuition must be performed by a suitably approved RTO. The duration of the “off the job” training may vary for each individual to achieve competence.

On the job tuition must be performed by a licensed electrician or by the holder of a restricted electrical work licence relevant to the class of licence. This practical training should be undertaken in the applicant's workplace providing real on the job exposure and ensuring that tasks are performed numerous times prior to the commencement of the assessment.

Simulated “on the job” (e.g. at an RTO) training should be the exception to the rule and only be undertaken with the approval of the Administrator of Occupational Licensing. Students must complete a logbook style training record that documents the following:

- name of the student
- date the task was performed
- what task performed involved
- type of equipment
- a separate entry for each time a task is performed
- a tally of the hours spent on each task
- the name, licence number and signature of the trainer/supervisor

All trainers must have a comprehensive understanding of the restricted electrical work licence process.

It is preferable to use licensed electricians who are familiar with both the applicant's workplace and the units of competence relevant to the qualification.

Supervision shall be by qualified licensed persons and constant for all hands-on work.

Assessment

It is the responsibility of the “on the job” trainer to determine when the student is ready for the final assessment and subsequently inform the RTO.

A final assessment is required in accordance with the appropriate National Training Package unit/s of competence.

The assessor shall be a person qualified equivalent to an on the job trainer and **not** directly associated with delivering either the ‘on’ or ‘off the job’ training ie. the same teacher must not undertake both training and assessment of the student.

If an applicant considers that they have the relevant qualification/s and experience to be considered for recognised prior learning (RPL) or recognised current competency (RCC), then they should contact their local RTO.

Applying for a Licence

When an applicant has completed all the training required and has documentation to verify that they meet all aspects of the licence criteria, they should contact Workplace Standards Tasmania by phone or website to obtain a licence application form or you may download an application form at www.wst.tas.gov.au/electricity (see Attachment A for a step by step process).

If an applicant is the holder of a current equivalent licence, issued in another Australian jurisdiction, they may apply directly by sending a copy of their current equivalent licence, a completed application form and payment of the required fee.

In both the above situations a completed application form with all supporting information can be lodged in person at any Service Tasmania Shop or mailed to:

Licensing Administrator
Occupational Licensing Unit
Workplace Standards Tasmania
PO Box 56
Rosny Park
Tasmania 7018

Phone (03) 6233 7831

Further Information

For information regarding training contact your nearest Tasmanian Skills Institute (formerly TAFE Tasmania)

For additional information regarding the REWL process or licensing, contact the Licensing Administrator, Workplace Standards Tasmania (WST), Robert Steedman (03) 6233 7831 or robert.steedman@justice.tas.gov.au.

Attachment A

Restricted Electrical Work Licence Step by Step Process

A Summary of the Training and Licence Application Process

- Step 1 Read this guide completely and ask any questions.
- Step 2 If the applicant can verify that they have a demonstrated need, then contact an RTO (the RTO may refer the applicant to WST if the demonstrated need is unclear).
- Step 3 Undergo, on and off the job training under the direction of an RTO.
- Step 4 Be assessed against the appropriate units of competence and be deemed competent.
- Step 5 Complete training in first-aid (prior to or included in the above).
- Step 6 Contact WST by phone or web site to obtain a licence application form.
- Step 7 Submit the completed application form to WST, with all the documentation listed in the licence criteria and pay the prescribed fee.
- Step 8 The application is assessed against the criteria and if suitable, a licence will be issued.

Attachment B

Restricted Electrical Work Licence

An extract from the *Occupational Licensing (Electrical Work) Determination 2008*

This extract is for supporting information only, if more clarification or detail is required, read the full version of the Determination at:

www.wst.tas.gov.au/safety_comply/legislation/acts/occupational_licensing_act_2005.

3. Interpretation

(1) In this Determination, unless the context otherwise requires -

“AS 3000” means AS/NZS 3000 Electrical Installations (known as Australia/New Zealand Wiring Rules) issued by Standards Australia and distributed by SAI Global Limited (ACN 050 611 642), as amended from time to time;

“competent person” means a person who has acquired, through training, qualifications or experience, or a combination of them, knowledge and skill enabling him or her to perform the required task correctly;

“electrical infrastructure” means equipment, lines and wires for the generation, transmission or distribution of electricity supplied by an electricity entity and includes **supporting and protective structures relating to any such equipment, lines or wires**;

“electrical installation” means an electrical circuit or a set of wires and associated fittings, equipment and accessories that is, or is to be, connected to a system for the generation, transmission or distribution of electricity;

“electrical work” has the meaning given by regulation 4 of the *Occupational Licensing (Electrical Work) Regulations 2008*;

“qualification” means formal certification in vocational education and training by a registered training organisation and under the Australian Qualifications Framework that a person has achieved all the units of competence or modules comprising learning outcomes stated for the qualification in –

- (a) a Training Package for which details of the qualification have been registered in the national training register; or
- (b) an accredited training course that provides training for the qualification;

“reciprocating jurisdiction” means –

- (a) a State other than Tasmania; or
- (b) a Territory; or
- (c) New Zealand;

“Training Package” means a set of standards and qualifications endorsed by the National Quality Training Council for recognising and assessing a person’s skills including, without limitation -

- (a) the Electrotechnology Training Package; and
- (b) the ESI - Transmission, Distribution and Rail Training Package;

“Type A appliance” has the meaning given it by the *Gas Act 2000*;

“Type B appliance” has the meaning given it by the *Gas Act 2000*;

"unit of competence" means a specification of knowledge and skill and their application to a standard of performance specified in a nationally endorsed Training Package.

(2) In this Determination, references to units of competence are to read as units of competence provided within the relevant Training Package.

(3) In this Determination, references to disconnection and re-connection are to be read as not including electrical work–

- (a) where high voltage currents are possible; or
- (b) on complex electrical apparatus and circuits; or
- (c) on associated fixed wiring, (other than disconnecting and reconnecting electrical equipment) –
 - (i) to locate and rectify faults of circuits at a switchboard or with general electrical accessories (including switches, socket outlets and circuit protective devices); or
 - (ii) to install or alter any part of fixed electrical wiring systems; or
- (d) on luminaries that are not pre-assembled neon signs; and
- (e) in hazardous areas or on explosion-protected electrical equipment.

4. Application of *Acts Interpretation Act 1931*

The *Acts Interpretation Act 1931* applies to this Determination.

5. Objects of this Determination

For the purposes of issuing licences to practitioners for electrical work under the *Occupational Licensing Act 2005* –

- (a) electrical work is divided into classes as provided by this Determination; and
- (b) applicants for licences must show evidence of competence, and comply with other requirements, as provided by this Determination.

6. Proof of continuing competency

- (1) This clause applies to a licence of any class provided by this Determination. December 2008 Page 3 of 11
- (2) Where an application is made for a licence 3 years or more after the applicant has gained a relevant qualification or has held a relevant licence of any class provided by this Determination, the applicant must, if requested, satisfy the Administrator that he or she is a competent person.

7. Electrician's Licence

Not relevant to REWL licence classes

8. Provisional Electrician's Licence

Not relevant to REWL licence classes

9. Restricted Electrical Work Licences

- (1) If a proposed Restricted Electrical Work Licence is for electrical work incidental to other work for which the applicant is required to hold a licence or other authority, then he or she must be duly licensed or authorised to carry out that work.
- (2) An applicant for a Restricted Electrical Work Licence mentioned in clauses 10 to 20, must give the Administrator full details of the electrical work to be carried out, and the reasons why it should be carried out by the applicant, by providing the Administrator with -
- (a) particulars of a relevant qualification for the Restricted Electrical Work Licence; or
 - (b) if the applicant cannot provide those particulars –
 - (i) a written statement from his or her current or prospective employer; or
 - (ii) in the case of a self-employed applicant, a statutory declaration -
- giving full details of the electrical work to be performed, the reasons why it should be performed by the applicant and also details of any other relevant matter required by the Administrator.

10. Restricted Electrical Work Licence - Refrigeration and Air Conditioning

- (1) A practitioner who holds a Restricted Electrical Work Licence – Refrigeration and Air Conditioning may carry out electrical work restricted to activities involved in testing, fault finding, repairing, replacing and maintaining systems and equipment relating to refrigeration, air conditioning and air distribution including –
- (a) the disconnection and reconnection of such systems, equipment and their components; and
 - (b) fault finding of such systems and equipment to determine component failure.

- (2) A Restricted Electrical Work Licence – Refrigeration and Air Conditioning may be issued to a person who has -
- (a) completed either of the following qualifications within the relevant Training Package -
 - (i) Certificate III Electrotechnology - Refrigeration and Air Conditioning (UTE30999);
 - (ii) Certificate III Refrigeration and Air Conditioning (UEE31307); or
 - (b) an equivalent qualification approved by the Administrator and in addition either of the following 2 combinations of units of competence within the same Training Package:
 - (i) UTENES208 and UTENES505; or
 - (ii) UEENEEP001 and UEENEEP007; or
 - (c) held a Provisional Restricted Electrical Work Licence – Refrigeration and Air Conditioning and completed any gap training required by the certificate issued under clause 11(2)(b); or
 - (d) completed an equivalent qualification and combination of units of competence approved by the Administrator. December 2008 Page 5 of 11

11. Provisional Restricted Electrical Work Licence - Refrigeration and Air Conditioning

- (1) A practitioner who holds a Provisional Restricted Electrical Work Licence – Refrigeration and Air Conditioning may perform the electrical work referred to in clause 10 but only if –
- (a) he or she is supervised by the holder of an electrician’s licence or the holder of a Restricted Electrical Work Licence - Refrigeration and Air Conditioning; and
 - (b) he or she does not supervise any other person carrying out the electrical work or sign any approved form relating to the recording or notification of that work.
- (2) A Provisional Restricted Electrical Work Licence - Refrigeration and Air Conditioning may be issued to a person who has been issued with –
- (a) an Australian Recognised Trades Certificate issued by Trades Recognition Australia recognising the applicant as a refrigeration and air conditioning mechanic; or
 - (b) a Refrigeration and Air Conditioning Mechanic Off-Shore Technical Skills Record Certificate issued by an organisation approved by the Commonwealth –

or if the Administrator is satisfied that he or she has made substantial progress, before or after 19 January 2009, towards qualifying as a refrigeration and air conditioning mechanic, as mentioned in clause 10(2)(a) or (b) and is able to achieve that qualification within a period of 12 months after granting of a provisional restricted licence.

12. Restricted Electrical Work Licence – Instrumentation

- (1) A practitioner who holds a Restricted Electrical Work Licence – Instrumentation may carry out electrical work restricted to activities involved in testing, fault finding, repairing, replacing and maintaining systems and devices for measurement and recording of physical or chemical phenomenon and related process control including –

- (a) the disconnection and reconnection of such systems and devices; and
 - (b) fault finding of such systems and devices to determine component failure.
- (2) A Restricted Electrical Work Licence – Instrumentation may be issued to a person who has completed either of the following qualifications within the relevant Training Package:
- (a) Certificate III Electrotechnology - Instrumentation (UTE30899);
 - (b) Certificate III in Instrumentation and Control (UEE31207); or

holds an equivalent qualification approved by the Administrator and in addition, has completed either of the following combinations of units of competence within the same Training Package:

- (c) UTENES208 and UTENES505; or
- (d) UEENEEP001 and UEENEEP007; or

has completed an equivalent qualification and combination of units of competence approved by the Administrator.

13. Restricted Electrical Work Licence - Electronics

- (1) A practitioner who holds a Restricted Electrical Work Licence - Electronics may carry out electrical work restricted to activities involved in testing, fault finding, repairing, replacing and maintaining - December 2008 Page 6 of 11
- (a) electronic equipment and devices at component or sub-assembly level, including communications, audio, video and TV, personal computer and networks, security and custom installations; and
 - (b) wired and wireless security systems in multiple, commercial industrial premises,
and may also carry out –
 - (c) the disconnection and reconnection of such systems, equipment, machines and devices; and
 - (d) fault finding of such systems, equipment, machines and devices to determine component failure.
- (2) A Restricted Electrical Work Licence - Electronics may be issued to a person who holds an Australian Qualifications Framework (AQF) Certificate III qualification within a Training Package relevant to the performance of work on electronic equipment and has completed one of the following combinations of units of competence -
- (a) UTENES208 and UTENES505; or
 - (b) UEENEEP001 and UEENEEP007; or

has completed an equivalent qualification and combination of units of competence approved by the Administrator.

(3) In this clause, “electronic equipment” means equipment controlled by solid-state devices operating at extra low voltage.

14. Restricted Electrical Work Licence - Water Heaters

(1) A practitioner who holds a Restricted Electrical Work Licence – Water Heaters may carry out electrical work restricted to activities involved in testing, fault identification, repairing, replacing and maintaining electric water heaters including –

(a) disconnection and reconnection of such heaters or components; and

(b) fault identification of such heaters to determine component failure.

(2) A Restricted Electrical Work Licence – Water Heaters may be issued to a person who has completed either of the following units of competence within the relevant Training Package:

(a) UTENES208; or

(b) UEENEEP001; or

an equivalent unit of competence approved by the Administrator.

15. Restricted Electrical Work Licence - Pre-Assembled Neon Signs

(1) A practitioner who holds a Restricted Electrical Work Licence – Pre-Assembled Neon Signs may carry out electrical work restricted to activities involved in testing, fault identification, repairing, replacing and maintaining pre-assembled neon signs including –

(a) disconnection and reconnection of such signs or components but only at a point where the circuit enters the sign or from the local isolation switch; and

(b) fault identification of such signs to determine component failure.

(2) A Restricted Electrical Work Licence - Pre-Assembled Neon Signs may be issued to a person who has completed either of the following units of competence within the relevant Training Package–

(a) UTENES208; or

(b) UEENEEP001; or

an equivalent unit of competence approved by the Administrator. December 2008 Page 7 of 11

(3) In this clause, “pre-assembled neon signs” means pre-assembled neon signs Types I and II Cold Cathode Neon Signs as defined by AS/NZS 3832 – Electrical installations – Cold-cathode illumination systems, issued by Standards Australia and distributed by SAI Global Limited (ACN 050 611 642), as amended from time to time.

16. Restricted Electrical Work Licence – Composite Equipment

- (1) A practitioner who holds a Restricted Electrical Work Licence – Composite Equipment may carry out electrical work restricted to activities involved in testing, fault identification, repairing, replacing and maintaining equipment incorporating one or more current-using devices or controls, including -
 - (a) disconnection and reconnection of such devices or components; and
 - (b) fault identification of such devices to determine component failure.
- (2) A Restricted Electrical Work Licence - Composite Equipment may be issued to a person who has completed either of the following units of competence within the relevant Training Package—
 - (a) UTENES208; or
 - (b) UEENEEP001; oran equivalent unit of competence approved by the Administrator.

17. Restricted Electrical Work Licence - Control Devices

- (1) A practitioner who holds a Restricted Electrical Work Licence – Control Devices may carry out electrical work restricted to activities involved in testing, fault identification, repairing, replacing and maintaining control devices including –
 - (a) disconnection and reconnection of such devices or components; and
 - (b) fault identification of such devices to determine component failure.
- (2) A Restricted Electrical Work Licence – Control Devices may be issued to a person who has completed either of the following units of competence within the relevant Training Package—
 - (a) UTENES208; or
 - (b) UEENEEP001; oran equivalent unit of competence approved by the Administrator.

18. Restricted Electrical Work Licence - Gas Appliances

- (1) A practitioner who holds a Restricted Electrical Work Licence – Gas Appliances may carry out electrical work restricted to activities involved in testing, fault identification, repairing, replacing and maintaining Type A appliances or Type B appliances including –
 - (a) disconnection and reconnection of such appliances or components; and
 - (b) fault identification of such appliances to determine component failure.
- (2) A Restricted Electrical Work Licence – Gas Appliances may be issued to a person who has completed one of the following units of competence –
 - (a) UTENES208 or UEENEEP001 within the relevant Training Package; or

- (b) an equivalent unit of competence approved by the Administrator; December 2008
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and must hold, in respect of the relevant gas appliance, either -

- (c) a licence issued under the Act; or
- (d) registration as an LP gas-fitter issued under the *Plumbers and Gas-fitters Registration Act 1951*; or
- (e) a certificate of competency for Gas-fitting (Natural Gas) issued under the *Workplace Health and Safety Act 1995*.

19. Restricted Electrical Work Licence - Motors

- (1) A practitioner who holds a Restricted Electrical Work Licence – Motors may carry out electrical work restricted to activities involved in the disconnection and reconnection of electric motors connected by fixed wiring.
- (2) A Restricted Electrical Work Licence – Motors may be issued to a person who has completed either of the following units of competence within the relevant Training Package –
- (a) UTENES208; or
- (b) UEENEEP001; or
- an equivalent unit of competence approved by the Administrator.

20. Restricted Electrical Work Licence - Explosion Protection Equipment

- (1) A practitioner who holds a Restricted Electrical Work Licence – Explosion Protection Equipment may carry out electrical work restricted to activities involved in the disconnection and reconnection of flame proof, increased safety and intrinsic safety electrical equipment.
- (2) A Restricted Electrical Work Licence – Explosion Protection Equipment may be issued to a person who has completed either of the following units of competence within the relevant Training Package –
- (a) UTENES211; or
- (b) UEENEEP004; or
- an equivalent unit of competence approved by the Administrator.
- (3) In this clause, “explosion protection equipment” means equipment or part of equipment with a technique of protection applied to prevent the ignition of flammable vapours and gases in hazardous areas.