

Application for electrical work licence (apprentice)

FORM 10
V8.06-2009
Electrical Safety Act 2002

This form is to be completed in accordance with the relevant guidelines available at www.electricalsafety.qld.gov.au or phone 1300 650 662.
 Please make sure the form is completed and all relevant material is attached otherwise you may incur an administrative fee.

Do you hold or have you ever held a Queensland electrical work licence? Yes Licence No. _____ No

Have you applied for and withdrawn a previous application, or been refused a Queensland electrical work licence? Yes No

1 Applicant details — Please complete in block letters

Title	Mr / Mrs / Ms / Miss		
Family name	_____		
Given name/s	_____		Middle name/s
Date of birth	_____	Registration Number	_____

Residential address	Street No.	Street Name	
	_____	_____	
	Suburb	State	Postcode
	_____	_____	_____

Postal address	Street No.	Street / PO Box	
	_____	_____	
	Suburb	State	Postcode
	_____	_____	_____

Phone	_____	Facsimile	_____
Mobile	_____		
Email	_____		

2 Proof of identification

If you have never held a Queensland electrical work licence or training permit then you will need to provide 100 points of identification. Indicate by ticking in the boxes below which documents you have used to prove your identity.

Points		Points	
70	Birth or citizen certificate (only one)	35	Confirmation from employer
70	Passport	25	Debit/credit card (one per financial institution)
40	Driver's licence	25	Store or Medicare card
40	ID card issued to a public employee	25	Club membership card
40	ID card issued by the Department of Social Security		

Declaration:

I am the person authorised to complete this declaration and I have sighted original copies of the documents indicated in the document list above. The applicant has achieved 100 identification points and I am satisfied as to the person's identity.

Name _____ Occupation _____
 (Please print)

Signature _____ Contact number _____

3 Completion statement from Supervising Registered Training Organisation (SRTO)

If you require a completion statement please ensure that your SRTO will forward it directly to the department.

I have completed an apprenticeship in Australia **within the last five years**. I have confirmed with my SRTO that my completion statement has been forwarded to the department.

SRTO _____

If you completed your apprenticeship in Queensland please provide your completion date: _____

OR

I have completed an apprenticeship in Australia **more than five years ago** but have never applied for an electrical licence. I have confirmed with a SRTO that my completion statement has been forwarded to the department.

SRTO _____

I have contacted an SRTO and require an electrical work training permit to complete the training necessary to obtain a completion statement.

OR

I entered into a Queensland apprenticeship **but did not complete** the apprenticeship. I have now completed training with a SRTO and confirm that my completion statement has been forwarded to the department.

SRTO _____

I have contacted an SRTO and require an electrical work training permit to complete the training necessary to obtain a completion statement.

In order to process your application the department also requires evidence that you have entered into an apprenticeship.

4 Resuscitation competence (CPR) – must be issued within the last 12 months

I am competent to carry out resuscitation Issue date of qualification/certificate/training _____

I am competent to carry out pole top rescue (electrical linesperson only) Issue date of qualification/certificate/training _____

5 Declaration by the applicant – un-witnessed statements will not be accepted by the department

I _____ am the applicant.

I meet the requirements for an electrical work licence. If issued an electrical work licence I will continue to meet the eligibility requirements for an electrical work licence under the *Electrical Safety Regulation 2002*.

I declare that the information contained in this application and all attachments are true and correct to the best of my knowledge.

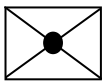
Signature _____ Date _____

Witness signature _____ Date _____

Witness name _____

Note: The Department of Justice and Attorney-General may request you to provide evidence in support of this declaration. There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the department or providing a document to the department that you know is false or misleading in any material particular. Also supplying incorrect or misleading information and failing to comply with the eligibility requirements throughout the term of the licence are grounds for disciplinary action.

6 Lodging this form - You may lodge your application by mail to:



Department of Justice and Attorney-General
Business and Occupational Licensing
PO Box 820
Lutwyche Qld 4030

Note: A completed application form and the full fee must be received for your application to be accepted. If all supporting documentation is not received within 28 days of lodgement of your application you are taken to have withdrawn your application. The Department will retain part of the fee paid to offset processing costs if an application is refused or withdrawn before it is decided. Any refundable amount of the fee paid is shown in schedule 7 of the *Electrical Safety Regulation 2002* which can be located at the ESO website: www.electricalsafety.qld.gov.au. For more details phone: 1300 650 662 (Qld only) or (07) 32474711 (outside Qld).

PRIVACY STATEMENT: The Department of Justice and Attorney-General respects your privacy and is committed to protecting your personal information. The information provided on this form is for the purpose of applying for the issue of an electrical work licence/permit and monitoring compliance under the *Electrical Safety Act 2002*. This also includes publishing your licence details on the department's online register which is accessible by the public. All information provided by you will be managed within the requirements of Information Standard 42. The department may be required to disclose your personal information to other government agencies, entities or persons as may be required by law or that are outsourced functions. This information may also be used for statistical research, information provision and evaluation of our services. We will assume that we have your permission to do this unless you tell us otherwise. You can do this at any time by contacting Electrical Licensing on 1300 650 662. Further information on our privacy policy is available at www.electricalsafety.qld.gov.au.

Office use only

CPR
Pole top

Licensing decision: Withdrawn
Refused
Approved

Restrictions/conditions

Fees paid _____ Receipt number _____

7 Fee—not subject to GST

I enclose a cheque or money order for \$60.00. Cheques are made out to the 'Department of Justice and Attorney-General'

Please debit my credit card for \$60.00

Card type Visa Bankcard Mastercard

Card number

Expiry date Name on card _____

Cardholder's signature _____

Guideline for the application for an electrical work licence (apprentice)

This guide is designed to assist you with your application for a Queensland electrical work licence on completion of your electrical apprenticeship, or an apprenticeship in refrigeration / air conditioning, instrumentation or electronics that includes units for disconnecting & reconnecting fixed wired electrical equipment and fault finding.

There are severe penalties under the *Electrical Safety Act 2002* for performing electrical work without a licence.

To be accepted an application must include the completed form and the full fee. Reading and following these guidelines will ensure your application is completed correctly, reducing possible delays in processing. You must ensure that you meet the eligibility requirements for the licence before submitting your application. An incorrect or incomplete application may be considered as withdrawn and the department will retain a portion of the application fee to offset processing costs.

Do you hold or have you ever held a Queensland electrical work licence?

If you hold or have ever held a Queensland electrical work licence tick the “Yes” box, write your licence number in the space provided and complete the remainder of the form.

If you do not hold or have never held a Queensland electrical work licence tick the “No” box and complete the remainder of the form.

Have you applied for and withdrawn a previous application, or been refused a Queensland electrical work licence

If you have ever applied for and withdrawn a previous application, or been refused a Queensland electrical work licence or training permit tick the “Yes” box and complete the remainder of the form.

If you have never applied for and withdrawn a previous application or been refused a Queensland electrical work licence or training permit tick the “No” box and complete the remainder of the form.

THE APPLICATION FORM

The application form must be the current version of the Application for electrical work licence (Apprentice) (form 10). See www.electricalsafety.qld.gov.au

Section **1** — Applicant details

Provide your personal details in the space provided, including your registration number from your Supervising Registered Training Organisation. Failure to provide all required information may lead to delays in processing your application.

To Do

Personal details complete and current.

Section **2** — Proof of identification

If you have previously held a Queensland electrical work licence then you do not need to complete this section. Make sure your licence number is filled in on the top of page one and go to section 3.

If you have not previously held a Queensland electrical licence proof of identification is required. Your personal details must be supported by 100 points of identification using the documents and points nominated on the form. You do not need to send the documents with this application.

Persons authorised to complete the proof of identity are listed below. The authorised person must print and sign their name, provide a contact phone number and write their occupation as selected from the list below:

- Accountants (registered members of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants)
- Bank managers
- Barristers, solicitors or judges
- Clerks of the courts
- Commissioner for Declarations
- Commissioned officers currently serving in the regular defence forces
- Elected representatives of federal, state and territory parliaments and municipal or shire councils
- Holders of statutory offices for which an annual salary is payable
- Justice of the Peace
- Police officers
- Postal managers
- Public servants (current full-time employee of commonwealth, state, territory or local government or statutory authorities, who have been employed continuously for at least five (5) years by their current employer)

To Do

- | |
|---|
| <ul style="list-style-type: none"><input checked="" type="checkbox"/> Check 100 points identification achieved.<input checked="" type="checkbox"/> Proof of identification declaration signed by an authorised person. |
|---|

Section 3 — Completion statement from Supervising Registered Training Organisation (SRTO)

There are three options:

- Completed an apprenticeship **within the last five years**.
- Completed an apprenticeship **more than five years ago**.
- Entered into an apprenticeship but **did not complete** the apprenticeship.

If you have completed an apprenticeship in the **within the last five years** you will need to confirm that your SRTO has forwarded your completion statement to the department before you submit your application. Write the name of your SRTO and your completion date in the space provided.

If you completed an apprenticeship **more than 5 years ago** and have never applied for an electrical licence you can either tick the box to confirm that a SRTO has forwarded your completion statement to the department, or tick the second box to confirm that as a result of contacting an SRTO you were advised that you require an electrical work training permit to complete your training. Write the name of your SRTO in the space provided.

If you entered into an apprenticeship **but did not complete** your apprenticeship you can either tick the box to confirm that you have since completed training with a SRTO and they have forwarded your completion statement to the department, or tick the second box to confirm that as a result of contacting an SRTO you require an electrical work training permit. You are also required to provide evidence of entering into an apprenticeship such as verified or certified copies of your apprenticeship papers (see Section 6).

To Do

- | |
|--|
| <ul style="list-style-type: none"><input checked="" type="checkbox"/> Confirmed SRTO has forwarded completion statement, or<input checked="" type="checkbox"/> Confirmed an electrical work training permit required. |
|--|

Section 4 — Resuscitation competence (CPR)

Section 33 (4) of the *Electrical Safety Regulation 2002*

To be issued a licence you must have been trained in, and declared competent to carry out, resuscitation on an individual who has stopped breathing or is unconscious because of electric shock.

Electrical linespersons must also have been trained in, and declared competent to carry out, resuscitation and rescue at a pole-top or transmission tower on an individual who has stopped breathing or is unconscious because of electric shock.

Exemptions for the resuscitation and or rescue at a pole-top or transmission tower requirements may only be sought on medical grounds that expressly prevent the applicant from carrying out resuscitation and or rescue at a pole-top or transmission tower, but do not otherwise affect the applicant's ability to perform electrical work under the licence. Also, exemptions may only be granted in particular circumstances, where it is reasonable to allow the applicant to carry out electrical work under the licence. Note that if an exemption is granted, the licence is subject to a condition (also printed on the licence) that the applicant must not act in a role for which it is a requirement that the applicant be competent in rescue at a pole top or transmission tower and in resuscitation, including as a safety observer.

You can make declaration of your competence on the application form by ticking the appropriate box and providing the issue date of your training certificate. Training certificates must be issued within the last 12 months and continue for a least one month after the restricted electrical licence application date.

- a current statement or certificate of attainment, or
- a statement of attendance, or
- another equivalent document stating that you are competent in resuscitation.

Attach evidence of your competence to perform resuscitation to your application.

To Do

- Resuscitation and/or pole top rescue box ticked.**
- Issue date entered.**
- Evidence of resuscitation/pole top rescue competence attached.**

Section 5 — Declaration

You must sign the declaration on the form to accept the terms and conditions of the application.

The department may request you to provide evidence in support of any information you have provided in the application. By signing the application form you are declaring that all of the information provided on the form is true and correct to the best of your knowledge, and that you will maintain the eligibility requirements for the duration of the licence.

There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the department that you know is false or misleading in any material particular.

To Do

- Ensure the declaration is signed.**

Section 6 — Lodging this form

Send the completed application form and required supporting documentation to the postal box address provided on the form.

Providing documentation

Documentation in support of your application, e.g. evidence of competence in resuscitation, should be sent with your application. If all supporting documentation is not received within 28 days of your application being submitted, you will be taken to have withdrawn your application.

You must provide copies that have been verified or certified. A copy can be certified by a Justice of the Peace (qualified) or a Commissioner of Declarations, or verified by an authorised officer using the department's Document Declaration form, available on the Electrical Safety Office's website www.electricalsafety.qld.gov.au.

Privacy statement

The Department of Justice and Attorney-General respects your privacy and is committed to protecting your personal information. Please ensure you read the privacy clause associated with your application.

Electrical Safety Office audits

In the interests of electrical safety the Electrical Safety Office are conducting random licence application audits to ensure that applicants are complying with the legislation. In the event of an audit you will be required to provide certified/verified evidence as detailed on your application.

Section 7 — Fee

The prescribed fee for applying for an electrical work licence is as per the application form. The term of the licence is 5 years. An application will not be accepted unless full payment is received. The Department will retain part of the fee paid to offset processing costs if an application is refused or withdrawn before it is decided. Any refundable amount of the fee paid is shown in schedule 7 of the *Electrical Safety Regulation 2002* which can be located at the ESO website: www.electricalsafety.qld.gov.au.

You can pay by cheque, money order or credit card. Please make cheques and money orders payable to 'The Department of Justice and Attorney-General'. Credit card details are to be recorded on the application form.

Please do not post cash in the mail.

To Do

Pay the full fee as per the application form

APPLICATION CHECKLIST

- Electrical work licence details provided if applicable
- Applicant details provided
- 100 points achieved for proof of identity
- Proof of identification declaration signed by an authorised person
- Completion statement forwarded to the department
- Competent in resuscitation (and pole top rescue for linespersons)
- Full fee is being sent in with application
- Declaration has been signed

APPLICATION FOR REVIEW OR APPEAL OF DECISION

Under Section 168 of the Electrical Safety Act 2002 (the Act) a person (including a corporation or body corporate), whose interests are affected by a licensing decision can apply for a review of that decision. Under Section 172 of the Act a person (including a corporation or body corporate), whose interests are affected by a disciplinary decision, original decision or review decision may appeal against the decision to the industrial court.

NEED MORE INFORMATION?

Contact Information, Registration and Licensing Services, Department of Justice and Attorney-General:

Telephone: 1300 650 662 (within Queensland)
Telephone: (07) 3247 4711 (outside Queensland)
Facsimile: (07) 3247 9453
Website: www.electricalsafety.qld.gov.au