



**College of
Electrical
Training**

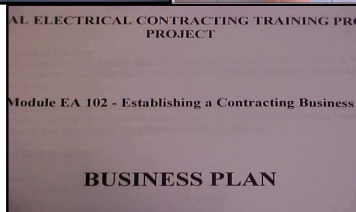
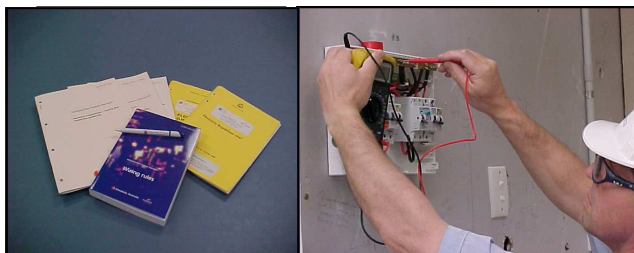
Electrical Contractors Licence

&

Electrical Contractors

Nominees /

In-house Licence Course



College of Electrical Training (CET)

9 Cressall Rd, Balcatta WA 6021

PO Box 811, Balcatta WA 6914

Ph (08) 9240 7700 Fax (08) 9240 4349

5 Avior Avenue, Jandakot WA 6164

PO Box 3857, Success WA 6964

Ph (08) 9417 8166 Fax (08) 9417 8766

www.cet.asn.au

Connect Your Mind

Course Overview

Where the required modules are completed this course provides qualified electrical mechanics and/or electrical fitter/mechanics with the training, skills and knowledge required to apply for the Electrical Contractors or Electrical Contractors Nominees / In-house Licence. The course is structured to include both theoretical and practical training. The College's training facilities allow for skills to be practiced in a simulated workplace environment.

This course is designed to build upon electrical trade studies and includes broadening the knowledge and skills in electrical installation practices, statutory requirements, inspection of electrical installation work and where an Electrical Contractors Licence is sought, job management and business operations.

In the case of a business, other than an Electrical Contractor, that needs to undertake electrical work on site, a person other than an electrician may hold the business aspect of the licence. In this situation the electrical work may be completed, under that licence, by an electrician employed by the company and nominated by the employer as the Nominees / In-house Licence holder.

Course Content

The **Electrical Contractors Licence** course consists of four mandatory competency based modules.

The **Electrical Contractors Nominees / In-house Licence** course consists of two mandatory competency based modules, EA103A and WAE100.

The **Electrical Contractors Business Licence** course consists of mandatory competency two modules, EA102 & EA103B.

All modules are nationally recognised.

EA103A - Operation (Electrical) Legislative Requirements (10 hours)

Module Learning Outcomes

- Investigate and identify State legislation relevant to the electrical operations of an organisation in the provision of electrical services
- Analyse the intent and implications of the identified legislation and apply it to the procedures and processes of an electrical contracting company

WAE100 - Electrical Requirements (30 hours)

Module Learning Outcomes

- Apply Australian electrical standards and relevant State publications to a variety of situations associated with small to large electrical installations
- Describe and apply specific statutory technical and occupational requirements associated with the functions and duties of electrical personnel
- Analyse and apply the correct sequence of procedures for inspection, testing and commissioning of electrical installations
- Determine and observe appropriate safety and supervisory procedures in an electrical environment

EA102 - Establishing a Contracting Business (40 hours)

Module Learning Outcomes

- Evaluate those factors that influence the performances and structure of a small contracting business
- Establish a marketing plan for a small contracting business
- Evaluate the labour costs and profit margins associated with a small contracting operation

EA103B - General Legislative Requirements (20 hours)

Module Learning Outcomes

- Investigate and identify State and Federal legislation as it applies to:
 - * the structure of an electrical contracting business; and
 - * workplace relations and human resources; and
 - * the marketplace
- Analyse and describe the intent and implications of the identified State and Federal Legislation
- Establish an electrical operational plan and policies to give effect to the procedures, processes and legislative obligations of an electrical contracting business

Course Requirements

Entry to module WAE100 will require the student to hold a current Unrestricted Electricians Licence. For general entry to the other modules a background in the electrical industry is preferable, although not mandatory.

Licence Issue

Application for licence issue should be made to Energy Safety (phone 08 9422 5282) within twelve months of completing the mandatory course modules.

Course Attendance / Duration

Full Time

| | |
|--|---------|
| Nominees / In-house Licence Course | 5 days |
| Business Licence Course | 10 days |
| Full Electrical Contractors Licence Course | 15 days |

Distance Learning

| | |
|---------------------------------------|----------|
| Nominees / In-house Licence Course | 6 weeks |
| Business Licence Course | 9 weeks |
| Electrical Contractors Licence Course | 15 weeks |

How to Enrol

Complete the attached course registration form and return the document to the College of Electrical Training together with your payment of course fees.

Course Materials

Students are required to obtain the following materials from the CET prior to course commencement:

- AS/NZS 3000:2007 and all amendments
- AS/NZS 3008.1.1:2009
- AS/NZS 3760:2003
- AS/NZS 3017:2007 and

the following material, which is sold at State Law Publisher (phone 08 9426 0000):

- Electrical (Licencing) Regulations 1991 and all amendments
- Electricity Regulations 1947 and

the following material which is sold at Energy Safety (ph 08 94225200):

- WA Electrical Requirements can be downloaded from the following website:
http://www.docep.wa.gov.au/EnergySafety/PDF/Publications/WA_Electrical_Requirements.pdf
or can be purchased from Energy Safety

Disclaimer:

Standards Australia are subject to change without notice and all students should check for the latest version before purchase.

Skills Recognition

Our skills recognition process benefits students who have achieved prior training skills or knowledge and applies to Skills Recognition, Recognition of Prior Learning (RPL), Credit Transfer, Advanced Study or Exemption. If you believe you are entitled to any of the abovementioned we encourage you to fill out the Application Form for Skills Recognition, which is available from our administration team. Your application will be assessed on an individual basis.

Examination Re-sits & Assignment Re-submission

Where students are required to re-sit an examination or re-submit an assignment the following fees apply:

- No fee for first re-sit/re-submission
- \$30.00 for a second re-sit/re-submission
- \$150.00 for a third re-sit/re-submission

Course Fees

Subsidised fees may be available to persons currently working in the building and construction industry or unemployed persons who have worked in that trade in the previous 6 months.

The fee subsidy does not apply to persons working in the security and mining industries and Government employees.

Cancellation Policy

| | |
|---|-----------------|
| 8 days or more prior to course commencement | 100% fee refund |
| 2 to 7 days prior to course commencement | 90% fee refund |
| 1 day or less prior to course commencement | Nil fee refund |

Registration Form

Electrical Contractors Licence & Electrical Contractors In-house/ Nominees Licence Course

Balcatta Campus Jandakot Campus

How did you find out about the CET? _____

Surname _____

First Name _____

'A' Grade Electrical Mechanics No. _____

Date of Birth ____/____/____

Private Address _____

Suburb _____ Postcode _____

Telephone _____

Facsimile _____

Mobile _____

E-mail _____

Company _____

Company Address _____

Company Ph No. _____

I wish to complete the following course:

Full Time or Distance Learning

Full Time course date _____

Please enclose cheque / money order / credit card authority/company purchase order payable to the CET for (please tick):

Electrical Contractors Nominees / In-house Licence Course

- Non Subsidised Fee \$ 935.00
- Subsidised Fee \$ 187.00
- NECA members \$ 795.00
- NECA members (if qual for CTF) \$ 137.00

Electrical Contractors Licence Course

- Non Subsidised Fee \$ 1,920.00
- Subsidised Fee \$ 384.00
- NECA members \$ 1,760.00
- NECA members (if qual for CTF) \$ 334.00

Should you be a NECA member please provide evidence.

Work History Form MUST be filled out and submitted if paying the Subsidised Fee

Paid by (if other than student, please provide name and address details)

Registration on this course is subject to receiving payment of course fees.

Persons paying the subsidised fee must complete the form overleaf as well as the CTF Work History Form available from CET .

Module Fees where Completed Independently:

| Module | Non Sub Fee/ | Sub Fee/ | NECA members/ | NECA members | (if qual for BCITF) |
|--------|--------------------------------|--------------------------------|---------------------------------|---------------------------------|---------------------|
| EA103A | <input type="radio"/> \$175.00 | <input type="radio"/> \$ 35.00 | <input type="radio"/> \$ 155.00 | <input type="radio"/> \$ 25.00 | |
| WAE100 | <input type="radio"/> \$760.00 | <input type="radio"/> \$152.00 | <input type="radio"/> \$ 700.00 | <input type="radio"/> \$ 102.00 | |
| EA102 | <input type="radio"/> \$980.00 | <input type="radio"/> \$196.00 | <input type="radio"/> \$ 880.00 | <input type="radio"/> \$ 146.00 | |
| EA103B | <input type="radio"/> \$540.00 | <input type="radio"/> \$108.00 | <input type="radio"/> \$ 495.00 | <input type="radio"/> \$ 58.00 | |

Should you be a NECA member please provide evidence.

Total payment of \$ _____ enclosed

Persons paying the subsidised fee must complete the following:

Fee Subsidy Declaration

I _____ (full name)

(please tick)

Am currently working in the Building & Construction Industry

Am currently unemployed and have worked in the Building & Construction Industry in the past 6 months

Please note: If the CTF declines this subsidy application you will be required to pay the full (non subsidised) fee immediately.

Name of Employer (required to claim the fee subsidy)

(Signature)

(Date)

*Note: CTF subsidy only applies to people working in Western Australia

NOTE: The CTF subsidy reduces the student fee by up to 80%.



The Supplementary Skills Program is subsidised by the Construction Training Fund Board and we would like to acknowledge the Board's continued support of skills development in the building and construction industry.

Please forward this form with your payment to:

See address details on front page

