



**College of  
Electrical  
Training**

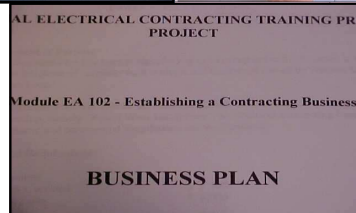
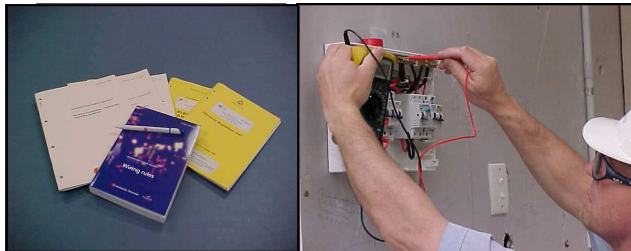
## Electrical Contractors Licence

&

## Electrical Contractors

## Nominees /

## In-house Licence Course



### College of Electrical Training (CET)

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

[www.cet.asn.au](http://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](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

