

Recognition of Prior Learning / Skills Recognition for Electrical Contractors Licence Electrical Contractors Nominees /In-house Licence Course

To be eligible for Recognition of Prior Learning, applicants must demonstrate that they meet the criteria for an Electrical Contractors Licence by way of a signed affidavit confirming their skills together with supporting documentation identifying:

1. a superior and/or equivalent formal qualification (include details of qualifications, courses etc); or
2. substantiated relevant experience in the contracting industry; or
3. any other experience, qualifications or courses completed which are equivalent to the learning provided by the mandatory course.

The modules involved with the Electrical Contractors Licence are as follows:

- ◆ EA103A Operational (Electrical) Legislative Requirements
- ◆ WAE100 Electrical Requirements
- ◆ EA102 Establishing a Contracting Business
- ◆ EA103B General Legislative Requirements

If you cannot provide adequate documental evidence or prior learning, please provide a statement with a paragraph for each dot point, listed in the assessment criteria, describing your experience or understanding of each point. This would be dependent on submission of a signed affidavit or statutory declaration.

Please note it is extremely difficult to provide sufficient information towards recognition of module EA103A, even in the case that you may hold a current Electrical Contractors Licence in another State.

In view of the responsibility afforded to an electrical contractor through the issue of a licence, you will appreciate that the College of Electrical Training has an obligation to ensure that persons deemed competent in the course outcomes are in fact that. Therefore, in some instances applicants may be required to attend an interview, undertake an examination or attend all or part of the module/s that they are seeking Recognition of Prior Learning for.

Please be advised that there is a non-refundable fee of \$375.00 (includes 10% GST) associated with processing an RPL application (irrespective of the number of modules you apply for and the result of a pass or fail) and this must be forwarded to the College **with your application**. Additional fees may apply should further examinations and/or course enrolments be required.

Attached to this letter is the assessment criteria for each of the modules along with an application form. When completing your application you need to use the criteria to address each outcome. Please return the completed application form together with the application fee, signed affidavit and any supporting documentation as evidence to:

**College of Electrical Training
PO Box 811
BALCATTWA WA 6914**

Should you have any queries or require further information please do not hesitate to contact the College on (08) 9240 7700.

Yours sincerely

Carl Copeland
College Manager

EA103A Operational (Electrical) Legislative Requirements **Skills Recognition Assessment Criteria**

Learning Outcome 1

Investigate and identify state legislation relevant to the electrical operations of an organisation in the provision of electrical services.

Criteria

- 1.1 List the state legislation applicable to the electrical operations of an electrical contracting company.
- 1.2 Identify the principle elements of that legislation and briefly summarise those provisions as it applies to personnel working within the electrical industry.
- 1.3 Define the powers, responsibilities and relationship to the electrical industry of:
 - Energy Safety
 - Supply Authorities
 - Department of Mines
 - Worksafe Western Australia

Learning Outcome 2

Analyse the intent and implications of the identified legislation and apply same to the procedures and processes of an electrical contracting company.

Criteria

- 2.1 Describe the structure and processes of licensing as it relates to electrical personnel and companies.
- 2.2 List the legislative responsibilities of:
 - Employers
 - Nominees
 - In-house Personnel
 - Employees
 - General Public/Clients
- 2.3 Describe the relationships that must exist between identified elements at 2.2.
- 2.4 Apply appropriate procedures and processes to ensure compliance with the identified statutory requirements.
- 2.5 Describe the ethics and legal consequences of non-compliance with the identified legislation by those identified at 2.2.

Module EA103A Operation (Electrical) Legislative Requirements **Skills Recognition Assessment Criteria**

Information

In order to satisfy the requirements of RPL (Recognition of Prior Learning) for the module EA 103A you should provide supporting documentation that supports your understanding of the following legal topics:

- Occupational Safety and Health in WA & associated electrical regulations
- Mines Safety in WA & associated electrical regulations
- Regulations on the Licensing of Electrical Contractors/In House Installing & legal requirements to be a Nominee - WA
- Regulations on Preliminary & Completion Notice - WA
- Regulations on Reporting & Record Keeping & Advertising by Electrical Contractors & In House Installing - WA
- Regulations on general electrical safety & electrical matters - WA

Supporting documentation might include:

- Evidence of attendance at or completion of previous courses of study that clearly shows that the above topics have been covered.
- Evidence of previous working experience requiring an understanding of these legal topics. This needs to detail how the work experience interacted with these topics.
- A written statement explaining in detail the legislative requirements on the legal topics above.
- Other supporting evidence.

In the absence of supporting documentation that shows your understanding of these legal topics, the College of Electrical Training may require you to sit a test to assess your prior learning of these legal topics.

WAE100 Electrical Requirements **Skills Recognition Assessment Criteria**

Learning Outcome 1

Apply Australian electrical standards and relevant state publications to a variety of situations associated with small to large electrical installations.

Criteria

- 1.1. Determine the relationship, scope and essential elements of Western Australian Electrical Requirements when referenced to relevant Australian Standards.
- 1.2. Determine the scope and essential clauses of electrical standards other than AS/NZS 3000:2000 and AS/NZS 3008.1.1.
- 1.3. Select an appropriate standard and/or publication from given criteria.
- 1.4. Locate specific requirements in electrical standards using the Tables of Contents and Index.
- 1.5. Apply AS/NZS 3000:2000 to determine maximum demand, cable current carrying capacities, voltage drop, circuit loading and protection including fault level awareness and earthing requirements.
- 1.6. Apply AS/NZS 3008.1.1 for the determination of cable current capacities, voltage drop and short circuit temperature rise.

Learning Outcome 2

Describe and apply specific statutory technical and occupational requirements associated with the functions and duties of electrical personnel.

Criteria

- 2.1 Determine the scope and essential regulations and/or clauses of the applicable legislation as it applies to:
 - Standards of work
 - Supervision
 - Notices
 - Reporting
 - Testing
- 2.3 Identify those parts of the legislation that have or cause specific actions, reports and control functions.
- 2.4 Identify those parts of the legislation which call for and which may vary the use of AS/NZS 3000:2000 and other Australian Standards.
- 2.5 Describe the appropriate standards of workmanship as specified by state based legislation.

Learning Outcome 3

Analyse and apply the correct sequence of procedures for inspection, testing and commissioning of electrical installations.

Criteria

- 3.1 List reasons for testing all alterations, additions and new electrical installations.
- 3.2 Select and use essential test equipment that is required to correctly test an electrical installation having a voltage up to and including low voltage as specified in AS/NZS 3000:2000.
- 3.3 Demonstrate the sequential steps taken in the preparation and visual inspection of an electrical installation.
- 3.4 Demonstrate the correct procedures and document the required results associated with earth continuity testing.
- 3.5 Demonstrate the correct procedures and document the required results associated with insulation resistance testing.
- 3.6 Demonstrate the correct procedure for testing supply polarity.
- 3.7 Demonstrate the correct procedure for testing the operation and polarity of control/isolation switches, socket outlets and general purpose outlets.
- 3.8 Demonstrate the correct procedure for testing the operation of main switches and circuit protective devices including RCD's.
- 3.9 Demonstrate the load test procedure to ensure correct operation of supply metering.
- 3.10 Design and develop an individual testing checklist applicable to domestic, commercial, and industrial installations.
- 3.11 Apply the correct reporting procedures for given situations.

Learning Outcome 4

Analyse and apply the correct sequence of procedures for the inspection and testing of electrical appliances.

Criteria

- 4.1 List the reasons and identify the statutory requirements for testing electrical appliances.
- 4.2 Select and use essential test equipment that is required to correctly test electrical appliances having a voltage up to and including low voltage as specified by AS/NZS 3000:2000.
- 4.3 Demonstrate the sequential steps taken in the preparation and visual inspection of electrical appliances.
- 4.4 Demonstrate the correct procedures and document the required results associated with earth continuity testing.
- 4.5 Demonstrate the correct procedures and document the required results associated with insulation resistance testing.
- 4.6 Demonstrate the correct procedure for testing the operation and polarity of switches and protective devices including RCD's.
- 4.7 Design and develop an individual testing checklist applicable to testing of electrical appliances.
- 4.8 Apply the correct reporting procedures for given situations.

Learning Outcome 5

Determine and observe appropriate safety and supervisory procedures in an electrical environment.

Criteria

- 5.1 List the reasons and identify the statutory requirements pertaining to electrical safety and supervision.
- 5.2 Describe the duties of employers and employees together with the levels of supervision required as specified by state based legislation.
- 5.3 Describe the potential hazards of working in an electrical environment.
- 5.4 Demonstrate appropriate electrical isolation, tagging and testing procedures.
- 5.5 Describe the work practices and safety procedures required to ensure personal safety and the safety of others.
- 5.6 Describe the processes, functions and precautions for working on live electrical equipment.
- 5.7 Identify special electrical situations that may require specific independent actions.

EA102 Establishing a Contracting Business **Skills Recognition Assessment Criteria**

Learning Outcome 1

Evaluate those factors which influence the performance and structure of a small contracting business.

Criteria

- 1.1 Identify those factors which enhance the strengths and contribute to the weaknesses of a contracting business.
- 1.2 Identify the characteristics of the entrepreneur.
- 1.3 Document all the sources of information and assistance available to those intending to establish a contracting business.
- 1.4 Analyse the differences between the various legal structures that a contracting business may incorporate into its formation.

Learning Outcome 2

Establish a marketing plan for a contracting business.

Criteria

- 2.1 Investigate speciality fields, agencies and franchises for a contracting business and the manner in which changes to technology, society, legislation and environmental issues create opportunities within the marketplace.
- 2.2 Perform market research using relevant statistics and surveys for the purpose of identifying:
 - Target markets
 - Potential customer distribution and density
 - Appropriate positioning policy
 - Business location
- 2.3 Develop an appropriate advertising profile suitable for implementation by a small contracting business.
- 2.4 Develop an overall plan for the establishment of a small contracting business undertaking installations, repairs and maintenance.
- 2.5 Develop policies for implementation of customer protocols and Quality Assurance procedures relative to particular contracting business types.

Learning Outcome 3

Evaluate the labour costs and profit margins associated with a small contracting operation.

Criteria

- 3.1 Determine the direct cost of labour for given award conditions.
- 3.2 Identify the particular overheads associated with the employment of labour and/or self-employment.
- 3.3 Discuss the factors influencing the realistic utilisation of labour.
- 3.4 Calculate the complete overhead burden of a contracting operation utilising industry relevant data and data gathered from other relevant sources.
- 3.5 Determine hourly charge-out rates for different given business styles and structures.
- 3.6 Discuss the commercial considerations involved in determining the profit margins as applied to the final hourly charge-out rate.
- 3.7 Determine the break-even points for suitable business profiles.
- 3.8 Prepare and evaluate sales budgets for a given financial period and profit requirement.

EA103B General Legislative Requirements **Skills Recognition Assessment Criteria**

Learning Outcome 1

Investigate and identify State and Federal legislation as it applies to:

- (a) The structure of an electrical contracting business
- (b) Workplace relations and human resources
- (c) The marketplace

Criteria

- 1.1 Determine the source of and list the State and Federal legislation currently applicable to:
 - The structure of an electrical contracting business
 - Workplace relations and human resources
 - The marketplace
- 1.2 Identify principle elements and main provisions of each as it applies to electrical contractors within their specific state.

Learning Outcome 2

Analyse and describe the intent and implications of the identified State and Federal legislation.

Criteria

- 2.1 Briefly summarise the main provisions of the identified legislation.
- 2.2 List the responsibilities of employers and employees as stipulated by the said legislation.
- 2.3 Describe the ethics and legal consequences of non-compliance within the identified legislation by both employers and employees.
- 2.4 Describe the intent of applicable codes of practice.

Learning Outcome 3

Establish an electrical operational plan and policies to give effect to the procedures, processes and legislative obligations of an electrical contracting business.

Criteria

- 3.1 Identify the functional processes of the specific state based electrical legislation and determine the effect on electrical work practices.
- 3.2 Describe the operational relationships established by that electrical legislation and list the responsibilities of employers and employees.
- 3.3 Develop policies for the implementation of protocols and statutory procedures as determined at 3.1 and 3.2.
- 3.4 Develop an operational plan that implements the identified policies and establishes the appropriate management mechanisms.

Module EA103B General Legislative Requirements **Skills Recognition Assessment Criteria**

Information

In order to satisfy the requirements of RPL (Recognition of Prior Learning) for the module EA 103B you should provide supporting documentation that supports your understanding of the following legal topics:

- Partnership legislation
- The duties of Company Directors
- The role of ASIC
- The legal significance of registered business names
- Industrial Awards- Federal & WA
- Enterprise and other Employment Agreements – Federal & WA
- The legal criteria for identifying an “Employee”
- Unfair & Unlawful dismissals – Federal & WA
- Minimum employment conditions in WA
- Portable Paid Long Service Leave in WA
- Workers Compensation in WA
- Occupational Safety and Health in WA & associated electrical regulations
- Mines Safety in WA & associated electrical regulations
- Equal Opportunity – WA
- Discrimination – Federal
- Training & contracting of Apprentices – WA
- Regulations on the Licensing of Electrical Contractors/In House Installing & legal requirements to be a Nominee - WA
- Regulations on Preliminary & Completion Notice - WA
- Regulations on Reporting & Record Keeping & Advertising by Electrical Contractors & In House Installing - WA
- Regulations on general electrical safety & electrical matters – WA
- Restricted Trade Practices e.g. restraint of trade – Federal
- Protection of Copyright, Designs, Trade Marks and Patents – Federal
- Consumer Protection Legislation – WA and Federal

Supporting documentation may include:

- Evidence of attendance at or completion of previous courses of study that clearly shows that the above topics have been covered.
- Evidence of previous working experience requiring an understanding of these legal topics. This needs to detail how the work experience interacted with these topics.
- A written statement explaining in detail the legislative requirements on the legal topics above.
- Other supporting evidence.
- You will also have to provide a document(s) that indicates that you have safety procedures in place that identify your practices with respect to safety, compliance of current AS standards, compliance with WA Electrical Requirements, testing procedures, ISO legislation procedures, tagging procedures and compliance with preliminary and completion notices.

In the absence of supporting documentation that shows your understanding of these legal topics, the College of Electrical Training may require you to sit a test to assess your prior learning of these legal topics.

ELECTRICAL CONTRACTORS TRAINING PROGRAM
APPLICATION FOR RECOGNITION OF PRIOR LEARNING

Name of Applicant..... Date.....

Address.....

..... Postcode

Phone Number..... Mobile.....

Email..... Date of Birth.....

Recognition sought (*please tick which module you are seeking RPL for*)

- EA103A – Operational (Electrical) Legislative Requirements
- WAE100 – Electrical Requirements
- EA102 – Establishing a Contracting Business
- EA103B – General Legislative Requirements

Licences currently held (*please tick*)

Mechanic EW
Expiry Date

Fitter EW
Expiry Date

Contractor EW (if different from above)
Expiry Date
IW
Expiry Date

Evidence attached Supplied by applicant (*please tick*)

- RPL Application form
- Application fee (non refundable)
- Resume
- Signed Affidavit (or Stat Dec)
- Supporting References
- Supporting evidence (which can be classified by contacting CET – qualifications, courses etc)

NOTE: Applications must be supported with copies of qualifications and relevant material to be eligible for assessment.

Please complete the following sections of this form to enable your application to be processed. If there is insufficient spaces please attach additional information to this application on a separate sheet.

EDUCATIONAL CRITERIA / QUALIFICATIONS

Course Provider	Year	Course Title	Subjects	Result

EXPERIENCE / HISTORY

Current or most recent employment

Company:..... Industry:

Position: Responsible to:.....

Address:

Telephone:

Key responsibilities (List 6 - 8 key duties and where possible state the importance of the responsibility)

1.
2.
3.
4.
5.
6.
7.
8.

Period of employment:

Previous employment

Company:..... Industry:

Position: Responsible to:.....

Address:

Telephone:

Key responsibilities (List 6 - 8 key duties and where possible state the importance of the responsibility)

1.
2.
3.
4.
5.
6.
7.
8.

I hereby confirm that the above statements are true and correct to the best of my knowledge.

SIGNATURE: _____

DATE: _____

OFFICE USE ONLY

Application considered as:

RPL CT RCC AS EXEMPTION

Action Taken

Date : _____

Exemption Granted

	Y	N
EA103A	<input type="checkbox"/>	<input type="checkbox"/>
WAE100	<input type="checkbox"/>	<input type="checkbox"/>
EA102	<input type="checkbox"/>	<input type="checkbox"/>
EA103B	<input type="checkbox"/>	<input type="checkbox"/>

Examination Passed

	Y	N
EA103A	<input type="checkbox"/>	<input type="checkbox"/>
WAE100	<input type="checkbox"/>	<input type="checkbox"/>
EA102	<input type="checkbox"/>	<input type="checkbox"/>
EA103B	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

Application Approved By _____

Signed _____

Date _____

Applicant Notified

By _____ Signed _____ Date _____

Letter Phone Facsimile Email