

**Recognition of Prior Learning / Recognition of Current Competency /
Electrical Contractor's Licence /
Electrical Contractor's Nominee /In-house Licence Course**

To be eligible for Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC), applicants must demonstrate that they meet the criteria for an Electrical Contractor's 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 qualification, course etc.); or
2. Substantiated relevant experience in the contracting industry; or
3. Any other experience, qualification or course completed, which is equivalent to the learning provided by the mandatory course.

The modules contained in the Electrical Contractor's Course Licence include:

- ▶ WAE200 Electrical Operational Requirements
- ▶ EA102 Establishing a Contracting Business
- ▶ EA103B General Legislative Requirements

Dependent upon the submission of a signed affidavit or statutory declaration if you are unable to provide adequate documented evidence of RPL / RCC, please provide a brief statement describing your experience or understanding relevant to the criteria for each Learning Outcome and information dot point in the Module outlines provided.

Please note it is extremely difficult to provide sufficient evidence towards recognition of module WAE200, even in the case that you may hold a current Electrical Contractor's 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 seeking RPL / RCC are competent in the course outcomes. Therefore in some instances, applicants may be required to attend an interview, undertake assessment(s), or attend all or part of the module(s) they are seeking recognition for.

Please be advised there is a non-refundable fee of \$375.00 per unit (inclusive of GST) associated with the processing of an RPL / RCC application (irrespective of the number of applicable modules) which must be forwarded to the College **with your application**. Additional fees may apply should further assessments(s) and/or course enrolment be required.

Attached to this letter are the assessment criteria and information dot points for each module along with an application form. Please return the completed application form together with the application fee, signed affidavit and any supporting documentation to:

**College of Electrical Training
PO BOX 4
JOONDALUP DC WA 6919**

Should you have any queries or require further information please do not hesitate to contact the College on (08) 9233 5000

Yours sincerely



Tracey Cooke
Operations Manager

WAE200 Electrical Operational Requirements Skills Recognition Assessment Criteria

Learning Outcome 1

Identify and apply WA legislation relevant to the electrical operations of an organisation in the provision of electrical services.

Criteria

- 1.1 List the WA 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 relationships to the electrical industry of:
 - ▶ Building and Energy
 - ▶ Supply Authorities
 - ▶ Department of Mines, Industry Regulation and Safety
 - ▶ Work safe WA

Learning Outcome 2

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

Criteria

- 2.1 Describe the structure and process of licencing as it relates to electrical personnel and companies.
- 2.2 List the electrical and OH&S legislative responsibilities of:
 - ▶ Employers
 - ▶ Nominees
 - ▶ In – House personnel
 - ▶ Employees
 - ▶ General public / clients
- 2.3 Describe the relationships that must exist between identified elements in 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.

Learning Outcome 3

Apply current Australian electrical Standards and relevant State publications to a variety of situations associated with small to large low voltage electrical installations.

Criteria

3.1 Determine the relationship, scope and essential elements of the Western Australian Electrical Requirements and the Western Australian Distribution Connections Manual.

3.2 Determine the scope, application and fundamental principles of AS/NZS 3000 and AS/NZS 3008.1.1

3.3 Determine the scope, application and essential clauses of other Standards referenced in AS/NZS 3000 Section 7 for special installations.

3.4 Select an appropriate Standard and/or publication from given criteria.

3.5 Locate specific requirements in electrical Standards using Tables of Contents and Index.

3.6 Locate specific requirements in AS/NZS 3000 for maximum demand, voltage drop, circuit overload and short circuit protection, prospective short circuit current, installation of wiring systems, earthing arrangements, mandatory verification and testing and maximum circuit route lengths.

3.7 Apply AS/NZS 3000 and AS/NZS3008.1.1 to determine cable selection, current carrying capacity, limiting temperatures for insulated cables, voltage drop, short circuit temperature rise, coordination between conductors and protection devices and earth fault loop impedance limitations.

Learning Outcome 4

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

Criteria

4.1 Determine the scope and essential Regulations and/or clauses of current WA State legislation as it applies to:

- ▶ Standards of electrical work
- ▶ Supervision of electrical work
- ▶ Notifiable work and Supply Authority notices
- ▶ Electrical Safety Certificates and reporting

4.2 Identify those parts of current WA State legislation that have or cause specific actions, reports and control functions.

4.3 Identify those parts of current WA State legislation which call for and which may vary the use of AS/NZS 3000 and other Standards.

4.4 Describe the appropriate standards of work required in the electrical industry as specified by current WA State based legislation.

Learning Outcome 5

In accordance with AS/NZS 3000 analyse and apply the correct procedures for the inspection, testing and verification of low voltage electrical installations.

Criteria

5.1 List reasons for testing all alterations, additions and new electrical installations.

5.2 Outline the need to prepare a Safe Work Method Statement as outlined in regulation 55(2) of the Electricity (Licensing) Regulations 1991.

5.3 Select and use the essential equipment required to test a low voltage electrical installation in accordance with regulatory requirements as specified in WA Electrical Licensing Regulations, AS/NZS 3000 and AS/NZS3017.

5.4 Demonstrate the sequential steps taken in the preparation and visual inspection of a low voltage electrical installation.

5.5 Demonstrate the correct procedure and document the required results associated with testing the continuity of the earthing system.

5.6 Demonstrate the correct procedure and document the required results associated with testing the installations insulation resistance.

5.7 Demonstrate the correct procedure and document the required results associated with testing the polarity of mains, submains and final sub-circuits

5.8 Demonstrate the correct procedure and document the required results associated with testing the correct circuit connections of mains, sub-mains and final sub-circuits.

5.9 Demonstrate the correct procedure and document the required results associated with testing and verification of the earth fault-loop impedance.

5.10 Demonstrate the correct procedure and document the required results associated with testing RCDs for correct operation.

5.11 Apply a suitable inspection, testing and verification check list and record of results, applicable to low voltage domestic, commercial and industrial installations.

Learning Outcome 6

Analyse and apply the correct sequence of procedures for the inspection and testing of permanently connected low voltage electrical appliances/equipment.

Criteria

- 6.1 List the reasons and identify the statutory requirements for testing low voltage electrical appliances/equipment.
- 6.2 Select and use the essential test equipment required to test electrical appliances/equipment in accordance with regulatory requirements as specified in AS/NZS 3760.
- 6.3 Demonstrate the sequential steps taken in the preparation and visual inspection of electrical appliances/equipment.
- 6.4 Demonstrate the correct procedure and document the required results associated with testing the earth continuity of electrical appliances/equipment.
- 6.5 Demonstrate the correct procedure and document the required results associated with testing the insulation resistance of electrical appliances/equipment.
- 6.6 Demonstrate the correct procedure and document the required results associated with testing the electrical continuity and polarity of electrical appliances/equipment.

Learning Outcome 7

Determine and apply appropriate safe working practices and supervisory procedures in an electrical environment.

Criteria

- 7.1 List the reasons and identify the statutory requirements pertaining to electrical safety and supervision.
- 7.2 Describe the duties of employers and employees together with required levels of supervision as specified by current WA State based legislation.
- 7.3 Describe the duties of employers and supervisors in the supervision of apprentices together with required levels of supervision as specified by current WA State based legislation.
- 7.4 Describe the potential hazards and risks associated with working in an electrical environment.
- 7.5 Describe the correct procedure for the safe isolation, tagging and lock-out of an electrical supply and piece of electrical equipment.
- 7.6 Describe the work practices and safety procedures required to ensure personal safety and the safety of others.
- 7.7 Describe the processes, functions and precautions for working near live electrical equipment.
- 7.8 Identify special electrical situations that require specific independent actions.
- 7.9 Describe the responsibilities of employers, supervisors and employees in dealing with non-electrical hazards such as asbestos, MDF, products that may cause silicosis harm and hazardous gases.

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.

**ELECTRICAL CONTRACTORS TRAINING PROGRAM
APPLICATION FOR RECOGNITION OF PRIOR LEARNING / RECOGNITION OF CURRENT COMPETENCY**

Name of Applicant: _____ Date: _____
 Address: _____
 _____ Postcode: _____
 Phone Number: _____ Mobile: _____
 Email: _____ Date of Birth: _____

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

- WAE200 – Electrical Operational Requirements
- EA102 – Establishing a Contracting Business
- EA103B – General Legislative Requirements

Licences currently held (*please tick*)

- Unrestricted Electrician
 EW
 Expiry Date
- Electrical Fitter
 EW
 Expiry Date
- Electrical 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 / Statutory Declaration
- Supporting References
- Supporting evidence (which can be classified by contacting CET – qualifications, courses etc.)

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:

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 space please attach additional information on a separate sheet.

EDUCATIONAL CRITERIA / QUALIFICATIONS

Course Provider	Year	Course Title	Subjects	Result

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

Signature: _____ Date: _____

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

Business Characteristics & Structure

The Business

Applicants name:
Business/Organisation name: Please supply copy of Certificate of business name registration (if applicable)
Date business commenced:
Business address/location(s):
Please indicate the legal structure of business or organisation and provide any relevant documents such as <u>organisational chart</u> etc: Sole Trader; Partnership; Company; Trust (indicate type of Trust)

The Applicant

1. Indicate the applicants position(s): _____

Owner Partner Director Trustee Other (give details)

2. Indicate the applicants Role/task(s): _____

Electrician Managing Director CEO CFO Other (give details)

3. List responsibilities and/or duties of the applicant:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

Training, registrations and licenses - Please attach any relevant documents for the following sections

Training undertaken (tab more as needed)		
Name of course	Institution	Date completed

Registrations (tab more as needed)		
Name	Institution/organisation/regulatory body	Date acquired

Licenses (tab more as needed)		
Name	Institution/organisation/regulatory body	Date acquired

Marketing

Show evidence of day to day running of the business, Marketing, Operations and Employees

Describe in detail:

a) Your customer profile and location

b) How you identify market opportunities

c) Your Marketing strategy

d) How you measures your Marketing strategy

e) Who are your main competitors and how do you compete

Provide any or as much as possible of the following but not limited to	List documents and/or comments, links etc – check that copies of documents are attached to the application
Online presence e.g.: <ul style="list-style-type: none"> ▶ Web address ▶ Social media (Facebook, Instagram etc) ▶ LinkedIn profile ▶ Other 	
Print e.g.: <ul style="list-style-type: none"> ▶ Business cards ▶ Flyers ▶ Newspaper advert ▶ Other 	
Other Promotional activities including media: <ul style="list-style-type: none"> ▶ Radio ▶ TV ▶ Associations ▶ Networking ▶ Clubs ▶ Sponsorship 	

Operations

Describe in detail:

a) The industry sector/s you serve

b) Your specific services (examples may assist)

Provide any or as much as possible of the following but not limited to	List documents and/or comments, links etc – check that copies of documents are attached to the application
<p>Policies, plans etc e.g.:</p> <ul style="list-style-type: none"> ▶ General Operations ▶ Job/task ▶ Health & Safety ▶ Suppliers/creditors ▶ Debtors ▶ Customers ▶ Competitors ▶ Specialty areas ▶ Quality control 	
<p>Examples of documents regularly used:</p> <ul style="list-style-type: none"> ▶ Job cards ▶ Work orders ▶ Invoices with T & Cs ▶ Warranties ▶ Quotation forms ▶ Scheduling matrix ▶ Inventory control 	

Employees

If you do not have formal policy documents you must describe:

- a) Method of recruitment and dismissal;
- b) Conditions of employment including applicable industry award and/or EBA;
- c) Specific employee policies/conditions to your operations;
- d) General polices as per item 3 below;
- e) Any other relevant employee information

Provide any or as much as possible of the following but not limited to	List documents and/or comments, links etc – check that copies of documents are attached to the application
1. Number of employees at time of application =	
2. Number and positions held e.g. <ul style="list-style-type: none"> ▶ Apprentices = ▶ Electricians = ▶ Subcontractors = ▶ Bookkeeper = ▶ Admin staff = ▶ Other = 	
3. Policies and forms regarding employees e.g.: <ul style="list-style-type: none"> ▶ General conditions of employment ▶ Safety policy ▶ Smoking/mobile phone/absenteeism ▶ Subcontractor agreement ▶ Leave application ▶ Injury report ▶ other 	

Understanding the Financials of your Business

a) What is your debtor policy?

b) What is your financial risk management policy?

Software used	
Person in charge	
Accountant	
Bookkeeper	
Applicant to supply financial documents for 12 months as evidence of current business activity	
Optional: A letter from applicants accountant in support of current operations may also be submitted (but not substituted for 12 month financials)	

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

Information

In order to satisfy the requirements of RPL / RCC for the module EA103B you should provide supporting documentation that confirms 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 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 of the legal topics above.
- ▶ Other supporting evidence.
- ▶ You will also need to provide a document(s) to indicate you have procedures in place that identify your practices with respect to safety, compliance of current AS / NZS Standards, compliance with the 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.



OFFICE USE ONLY

Application considered as:

- RPL
- CT
- RCC
- AS
- EXEMPTION

Action Taken: _____

Date: _____

Exemption Granted

	Y	N
WAE200	<input type="checkbox"/>	<input type="checkbox"/>
EA102	<input type="checkbox"/>	<input type="checkbox"/>
EA103B	<input type="checkbox"/>	<input type="checkbox"/>

Examination Passed

	Y	N
WAE200	<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

Email