

Offshore Technical Skills Record (OTSR)

Course in Refrigeration and Air
Conditioning –
Minimum Australian Context Gap
(10878NAT)

Candidate Information Kit

Congratulations on successfully completing a skills assessment conducted by a Trades Recognition Australia (TRA) approved Registered Training Organisation (RTO) in the technical component for the UEE32220 - Certificate III in Air-conditioning and Refrigeration qualification or successor and on being issued with an Offshore Technical Skills Record (OTSR).

A licence is required to work in some states and territories and an OTSR entitles the holder a provisional or temporary licence as an air conditioning and refrigeration mechanic, subject to meeting other licensing requirements. A Commonwealth refrigerant handling licence is required in all states and territories, along with a restricted electrical disconnect and reconnect licence.

To achieve the full qualification for the Certificate III in Air-Conditioning and Refrigeration, Australian context training, which focuses on the relevant Australian content and standards, can only be undertaken in Australia. A period of supervised work experience in Australia is also needed before you meet the qualification requirements and can apply for a full licence.

The Minimum Australian Context Gap training (MACGT) program will include:

- Gaining required skills and knowledge from an RTO.
- Completing work experience under appropriate supervision and recorded using an approved workplace recording system (Exemplar Profiling).
- Passing a compliance assessment that covers verifying the safety and compliance of Air-conditioning and Refrigeration and equipment including all the relevant and mandatory tests, in accordance with the relevant standards of the states and territories.

This information kit has been specifically developed to complement the trade skills offshore assessments conducted by TRA approved RTOs.

The kit provides guidance and relevant information regarding how complete the 10878NAT course and progress towards completion of the Certificate III qualification and issuance of the occupational licence as well as other useful information you may need to know about the Australian Air-conditioning and Refrigeration Industry and training sector.

Contents

Overview of the Process	4
STEP 2 - Find an employer	8
STEP 3 - Enrol at RTO	11
STEP 4 - Gap Training Course	12
STEP 5 - Workplace Evidence	14
STEP 6 - Meeting the Full Qualification and Licence Requirements	15
Useful Contacts:	16

Overview of the Process

STEP 1.

Present OTSR to Regulator to receive 'Provisional/Restricted Licence'



STEP 2.

Find Employer and register with Exemplar Profiling



STEP 3.

Enrol at an RTO



STEP 4.

Successfully complete the gap training course



STEP 5.

Meet the Workplace evidence requirements collected through Exemplar Profiling



MEETING THE FULL QUALIFICATION AND LICENCE REQUIREMENTS



STEP 1 - Provisional occupational licence/permit

The Offshore Technical Skills Record (OTSR) lists the technical skills that have been demonstrated against the UEE32220 – Certificate III in Air-Conditioning and Refrigeration qualification or successor. However, there is an ‘Australian knowledge’ gap that needs to be bridged to meet all the competency standard units comprising the qualification and to meet the full requirements of the UEE32220 qualification.

In some jurisdictions a licence is required to perform air conditioning and refrigeration work and regulators in these jurisdictions have agreed to issue a provisional licence or permit upon presentation of an OTSR.

A provisional restricted electrical licence may be required for a person performing electrical work under supervision and you should contact the Electrical Regulatory Authority in the state or territory where you are working to discuss the requirements.

A refrigeration and air-conditioning (RAC) trainee licence issued by Australian Refrigeration Council is also required for a person who is handling refrigerant while undertaking training and/or assessment from the (Commonwealth) Australian Refrigeration Council.

Therefore, the following licences are required to enable candidates to work in Australia under the supervision of an employer, while the ‘Australian knowledge’ component of each competency standard unit is completed.

- Refrigerant Handling Trainee Licence
- Provisional air conditioning and refrigeration mechanics licence (where applicable)
- Provisional Restricted Electrical Licence

To apply for these licences, contact the relevant commonwealth/state/territory regulators listed in Table 1 overleaf.

Table 1: Contact details of regulators for the Australian Refrigeration and Air-Conditioning Industry and licensing requirements

State	Additional Info	Regulator	Mailing Address	Contact Details	Website
ACT	For Restricted Electrical Licence	ACT Environment and Sustainable Development	GPO Box 158 Canberra ACT 2601	02 6207 8096 cwpl@act.gov.au	www.accesscanberra.act.gov.au
Commonwealth	Trainee Licence	Australian Refrigeration Council Ltd	Locked Bag 3033 Box Hill Vic 3128	1300 88 44 83 enquire@arctick.org	http://www.arctick.org
NSW	Provisional Tradesperson Certificate	Office of Fair Trading	PO Box 972 Parramatta NSW 2124	13 32 20 or (02) 9895 0111 HBLicensing@customerservice.nsw.gov.au	https://www.fairtrading.nsw.gov.au/trades-and-businesses/licensing-and-qualifications/air-conditioning-and-refrigeration
QLD		Queensland Building and Construction Commission	GPO BOX 5099 Brisbane QLD 4001	139 333	https://www.qbcc.qld.gov.au/
QLD	For Restricted Electrical Licence	WorkCover Queensland	GPO Box 2459 Brisbane QLD 4001	1300 362 128	https://www.worksafe.qld.gov.au/licensing-and-registrations/electrical-licences
SA	For Restricted Electrical Worker Registration	Consumer and Business Services	91-97 Grenfell Street ADELAIDE SA 5000	131 882 occupational@sa.gov.au	https://www.sa.gov.au/topics/business-and-trade/licensing/building-and-trades/licensing

	(under supervision)				
TAS	For Restricted Electrical Licence	Building Standards and Occupational Licensing Department of Justice	30 Gordons Hill Road ROSNY TAS 7018	1300 654 499 cbos.info@tas.gov.au	https://www.cbos.tas.gov.au/
VIC	For Restricted Electrical Licence	Energy Safe Victoria	PO Box 262 Collins Street West VIC 8007	1800 815 721 licensing@energysafe.vic.gov.au	https://esv.vic.gov.au/licensing-coes/electrical-licences/restricted-electrical-workers-licence/
WA	For Restricted Electrical Licence	Energy Safety Department of Commerce	Locked Bag 100 EAST PERTH WA 6892	08 6251 2000 energylicensing@dmirs.wa.gov.au	https://www.commerce.wa.gov.au/publications/refrigeration-and-airconditioning-mechanics-licence-application-overseas
NT			GPO Box 1154 DARWIN NT 0801	08 8936 4079 Electrical.licensing@nt.gov.au	https://electricallicensing.nt.gov.au/

Additional information on licencing can be viewed on Trades Recognition Australia (TRAs) website at:
<https://www.tradesrecognitionaustralia.gov.au/air-conditioning-and-refrigeration-mechanic>

STEP 2 - Find an employer

Once you have arrived in Australia you must find an employer. An employer can be found via a number of ways:

- Check the jobs sections of local newspapers
- Check employment websites
- Contact your local Employer/Employee Association
- Centrelink Job search

Tables 2 and 3 list the contact details for the Industry Employer and Employee representative associations.

Table 2: Contact details for Employer/Employee Associations

State/ Territory	Employer Associations		Employee Associations	
	National Electrical Contracting Association (NECA)		Electrical Trades Union (ETU)	
	Phone	Email	Phone	Email
ACT	02 6280 5580	act@neca.asn.au	02 6163 6666	etucanberra@etunsw.asn.au
NSW	02 9744 1099	necansw@neca.asn.au	02 9267 4844 (Sydney) 02 4968 2488 (Newcastle) 02 4229 8711 (Wollongong)	etunsw@etunsw.asn.au (Sydney) etunewcastle@etunsw.asn.au (Newcastle) etuwollongong@etunsw.asn.au (Wollongong)
NT	Contact NECA SA		08 8941 2300	darwin@etu.org.au
QLD	07 3276 7950	necaq@neca.asn.au	07 3846 2477 (Brisbane) 07 4972 6676 (Central QLD) 07 4953 4799 (Mackay) 07 3010 0370 (North QLD) 07 5532 6903 (Gold Coast) 07 4638 9313 (Toowoomba) 07 5341 8927 (Sunshine Coast) 07 4051 3472 (Cairns)	info@etu.org.au gladstone@etu.org.au mackay@etu.org.au townsville@etu.org.au goldcoast@etu.org.au Toowoomba@etu.org.au sscoast@etu.org.au cairns@etu.org.au
SA	08 8272 2966	neca@necasa.asn.au	08 8234 2130	cepusaed@bigpond.com
TAS	03 6234 3464	necatas@neca.com.au	03 6228 0098	info@ceputas.com.au
VIC	03 9645 5533	necavic@neca.asn.au	03 8329 0000	etu@etu.asn.au
WA	08 6241 6100	necawa@neca.asn.au	08 9440 3522	cepu@etuwa.com.au
	Master Electricians Australia (MEA)			
QLD	1300 889 198	info@masterelectricians.com.au		

Table 3: Contact details for Air-conditioning and Refrigeration Associations

Organisation	website
Refrigeration and Air Conditioning Contractors Association (RACCA)	http://racca.asn.au/
Air Conditioning and Mechanical Contractors Association (AMCA)	https://www.amca.com.au/
Air- conditioning and Refrigeration Equipment Manufacturers Association of Australia (AREMA)	https://arema.com.au/
Australian Institute of Refrigeration Air Conditioning and Heating (AIRAH)	https://www.airah.org.au/
Appliance Industry Association (AIA)	https://www.appliance.asn.au/

STEP 3 - Enrol at RTO

Registered Training Organisations (RTOs) will view the OTSR as evidence of your prior learning contributing to the Certificate III qualification. Participating 10878NAT licensed RTOs will deliver and assess the required training to meet the qualification and, licensing requirements. This training is provided for a fee that is determined by the RTO.

A list of RTOs that deliver the Minimum Australian Context Gap Courses is available on the Energy Skills Australia website under 'Service heading' then Skills Migration tab (refer: <https://energyskillsaustralia.com.au/services/skilled-migration/>) and on the Australian Government website (www.training.gov.au)

STEP 4 - Gap Training Course

The RTO will deliver the identified MACGT and collect evidence of your on-the-job experiences with an employer via the Exemplar Profiling system

The MACGT will cover:

- a) Required skills and knowledge for Australian standards
- b) Completing the Work Experience/performance requirements
- c) A final compliance assessment

a) **Essential knowledge and skills**

To be delivered by the RTO. Aspects to be addressed include:

- Meet the reading, writing and numeracy indicators of skills/competencies in each competency standard
- Workplace Health and Safety (WHS) / Occupational Health and Safety (OHS) in Australia
- Responsibilities in working in an Australian Competency Based Training (CBT) context
- Multiple Earth Neutral (MEN) system
- Refrigeration and Air Conditioning Safe Working Practice
- Restricted Electrical Safe Working Practice
- Refrigeration and Air Conditioning Installation – Testing and Verification.

b) **Work experience/performance**

To be undertaken under a relevant 'provisional licence' with an employer in the workplace. Training is to be undertaken under appropriate supervision and recorded via the approved workplace recording system Exemplar Profiling. Aspects to be addressed include:

- Meeting the language, literacy and numeracy requirements of each competency standard unit
- Responsibilities in working in an Australian Competency Based Training (CBT) context
- Wiring and equipment installation in accordance with AS/NZS 3000 Australia/New Zealand Wiring Standards and related called up standards for refrigeration and air conditioning;
- Multiple Earth Neutral (MEN) system
- Standards, codes of practice and guidelines for working safely with electrical and refrigeration and air conditioning installations, equipment and gases
- Verification and testing of and refrigeration and air conditioning wiring, piping and equipment

- Local service and installation rules
- Workplace Health and Safety (WHS) / Occupational Health and Safety (OHS) and environmental requirements.

c) Final compliance assessment

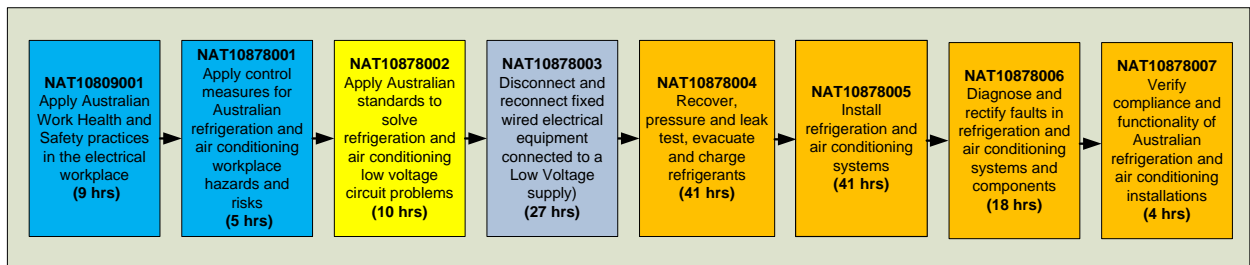
Undertaking a final compliance assessment in accordance with the relevant regulatory and industry policy to cover:

- Verification and testing of and refrigeration and air conditioning wiring, piping and equipment, including the relevant and mandatory tests in Australia and in accordance with the relevant requirements of the jurisdiction.

The Australian Context Gap Training

10878NAT Course in Refrigeration and Air Conditioning

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Selected Electives Units to a Value of 6 hours					
General Elective Units	Equipment Electives	Systems Electives	Install Flammable Systems Elective	Service Flammable Systems Electives	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> NAT10809012 Develop, enter and verify Australian programs for PC's using ladder diagrams (6 hrs) </div> <div style="border: 1px solid black; padding: 5px;"> NAT10809008 Source and purchase Australian material/parts for electrical work (2 hrs) </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> NAT10878008 Solve problems in beverage dispensers (4 hrs) </div> <div style="border: 1px solid black; padding: 5px;"> NAT10878010 Solve problems in ice making systems (2 hrs) </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> NAT10878009 Solve problems in central plant air conditioning systems (4 hrs) </div> <div style="border: 1px solid black; padding: 5px;"> NAT10878011 Solve problems in industrial refrigeration systems (2 hrs) </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> NAT10878012 Install and commission Australian flammable refrigerant air conditioning and refrigeration systems (2 hrs) </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> NAT10878013 Service Australian self-contained flammable refrigerants air conditioning and refrigeration systems (2 hrs) </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> NAT10878014 Apply Australian safety procedures for handling flammable refrigerants (1 hr) </div>	

STEP 5 - Workplace Evidence

Australian regulators require evidence that broad experience has been gained on-the-job and require this evidence to be formally gathered and documented. The industry endorsed method of gathering this evidence is the Exemplar Profiling system.

Exemplar Profiling is an innovative electronic workplace skill development tracking system that records and reports on the work experiences of the learner. Exemplar Profiling works by regularly measuring the progress of a learner; verified by their supervisor, against industry agreed predetermined advisory targets or benchmarks directly linked to national competency standard units.

The industry and regulator determined benchmarks are required to be met to satisfy the requirements of the accredited course. RTOs are responsible for ensuring that the requirements of the course have been met before issuing the course or related Certificate III qualification.

To register on the Exemplar Profiling system please speak to someone from your gap training provider (RTO) in the first instance or contact Exemplar Profiling on 02 6100 2147, info@exemplarsystems.com.au or chat accessed via: <https://profiling.exemplarsystems.com.au/auth/login> to register or for more information.

Once you have registered, you will be issued a set of Exemplar Profiling login details and password to allow you to record the details of your work experiences online on a weekly basis.

NOTE: You do not have to wait until you are enrolled in the 10878NAT course to start gathering your workplace evidence. OTSR holders can register with Exemplar Profiling and commence gathering workplace evidence once you have a provisional licence and employer. Your RTO can be linked to your account at a later date once you are enrolled in 10878NAT by informing your RTO or Exemplar Profiling.

STEP 6 - Meeting the Full Qualification and Licence Requirements

Once you have successfully completed steps 1 to 5, the RTO will issue your Statement of Attainment and you will need to take it to the RTO that conducted your initial assessment and issued your OTSR. This RTO will then grant you the Certificate III in Air-Conditioning and Refrigeration (UEE32220) or successor.

However, in accordance with the latest Trades Recognition Australia (TRA) policy changes, should the Australian Context Gap Training RTO believe they have enough evidence to issue a full qualification outcome instead of a Statement of Attainment; then they may also grant you the Certificate III in Air-conditioning and Refrigeration (UEE32220) or successor.

You will need to take your Certificate III qualification, OTSR, Statement of Attainment, provisional licence, and Exemplar Profiling report back to the state licensing regulator, the Commonwealth ARC and apply for the appropriate licences.

NOTE: Some state/territory regulators may impose additional requirements at their discretion, please check with the regulatory authority in your state/territory to confirm any additional requirements.

Useful Contacts:

If you experience any difficulties undertaking any of the above steps, please contact the following organisations for assistance:

E-Oz Energy Skills Australia:

Ph: 02 6100 2147

Email:

office@energyskillsaustralia.com.au

Website:

www.energyskillsaustralia.com.au

Trades Recognition Australia:

Ph: 1300 360 992 (within Australia only)

International: +61 2 6102 8970

Email: traenquiries@Education.gov.au

Website:

– www.tradesrecognitionaustralia.gov.au

– <http://www.tradesrecognitionaustralia.gov.au/Programs/Pages/default.aspx>

Exemplar Profiling:

Ph: 02 6100 2147

Email:

info@exemplarsystems.com.au

Login Site:

<https://profiling.exemplarsystems.com.au/auth/login>

Website:

<https://exemplarsystems.com.au/>