

Onshore/Offshore Technical Skills Record (OTSR)

**Course in Electrician –
Minimum Australian Context Gap
(10809NAT)**

Candidate Information Kit

Congratulations on successfully completing a skills assessment in the technical component of the UEE30820 – Certificate III in Electrotechnology Electrician qualification and being issued an Offshore Technical Skills Record (OTSR) or Australian Technical Competencies Statement (ATCS).

A licence is required to work in all states and territories and an OTSR entitles the holder a provisional or temporary licence as an Electrician, subject to meeting other licencing requirements.

An ATCS entitles the holder to a provisional or temporary licence as an Electrician, subject to meeting other licencing requirements in Victoria.

To achieve the full qualification for the Certificate III in Electrotechnology Electrician, 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 electrical installation wiring 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 OTSR/ATCS trade skills assessments conducted by Trades Recognition Australia (TRA) approved RTOs.

The kit provides guidance and relevant information regarding how to complete the 10809NAT accredited 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 Electrotechnology Industry and training sector.

Contents

Overview of the Process	4
STEP 1 - Provisional occupational license/permit.....	5
STEP 2 - Find an employer	7
STEP 3 - Enrol at an RTO	9
STEP 4 - Gap Training Course.....	10
STEP 5 - Workplace Evidence.....	12
STEP 6 - Meeting the Full Qualification and Licence Requirements ..	13
Useful Contacts:	14

Overview of the Process

STEP 1.

Present OTSR/ATCS 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 license/permit

The Onshore/Offshore Technical Skills Record (OTSR) and/or Australian Technical Competencies Standard (ATCS) list the technical skills that have been demonstrated against the UEE30820 - Certificate III in Electrotechnology Electrician qualification. 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 UEE30820 qualification.

Australian Electrical Industry regulators have agreed to issue a provisional (restricted) licence upon presentation of an OTSR or ATCS in Victoria. This permit allows candidates to work in Australia under the supervision of an employer, while the 'Australian knowledge' component of each competency standard unit is completed.

The contact details for each Australian Electrical Industry licensing regulators are included in Table 1 overleaf.

Regulators will be able to advise you about any additional specific licensing requirements for that state or territory.

Table 1: Contact details of regulators for the Australian Electrical Industry and licensing requirements

State/Territory	Licensing authority	Licence Information	Contact Details	Website
New South Wales	Office of Fair Trading	Provisional Tradesperson Certificate	13 32 20 HBLicensing@customerservice.nsw.gov.au	www.fairtrading.nsw.gov.au/trades-and-businesses/licensing-and-qualifications/overseas-trained-applicants
Victoria	Energy Safe Victoria	Supervised Workers Licence	1800 815 721 licensing@energysafe.vic.gov.au	www.esv.vic.gov.au/licensing-coes/interstate-international-electrical-workers/overseas-qualifications/
Queensland	Electrical Safety Office	Electrical work training permit	1300 632 993 Licensing.ProcessingServices@oir.qld.gov.au	https://www.electricalsafety.qld.gov.au/
South Australia	Consumer and Business Service	Restricted Electrical Worker Registration	131 882 occupational@sa.gov.au	www.sa.gov.au/topics/business-and-trade/licensing/building-and-trades/licensing
Western Australia	Energy Safety Department of Commerce	Electrician's Provisional Licence	08 6251 2000 energylicensing@dmirs.wa.gov.au	www.commerce.wa.gov.au/publications/electricians-licence-application-overseas-otsr
Tasmania	Building Standards and Occupational Licensing Department of Justice	Provisional Licence	1300 654 499 cbos.info@tas.gov.au	https://www.cbos.tas.gov.au/
Australian Capital Territory	ACT Environment and Sustainable Development	Unrestricted Permit Electrotechnology Systems	(02) 6207 8096 cwpl@act.gov.au	https://www.accesscanberra.act.gov.au/s/
Northern Territory	Electrical Worker and Contractors Licensing Board	Permit to Work Under Supervision	08 8936 4079 Electrical.licensing@nt.gov.au	https://electricallicensing.nt.gov.au/

Further information can also be found here: <https://www.tradesrecognitionaustralia.gov.au/electrician-general-and-special-class>

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

Table 2 lists the contact details for Electrical Industry Employer and Employee representative associations.

Table 2: Contact details for Electrical Industry 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) 0416 060 955 (Far North Coast)	etunsw@etunsw.asn.au (Sydney) etunewcastle@etunsw.asn.au (Newcastle) etuwollongong@etunsw.asn.au (Wollongong) geoffp@etunsw.asn.au (Far North Coast)
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 6245 0770	necatas@neca.com.au	03 6228 0098	info@ceputas.com.au
VIC	03 9645 5533	necavic@neca.asn.au	03 8329 0000	etu.members@etuvic.com.au
WA	08 6241 6100	necawa@necawa.asn.au	08 9440 3522	info@etuwa.com.au
	Master Electricians Australia (MEA)			
QLD	1300 889 198	info@masterelectricians.com.au		

STEP 3 - Enrol at an RTO

Registered Training Organisations (RTOs) will view the OTSR and/or ATCS as evidence of your prior learning contributing to the Certificate III qualification. Participating 10809NAT 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) Required skills and knowledge

To be delivered by the RTO and includes:

- Applying Australian Work Health and Safety practices in the electrical workplace
- Documenting and applying control measures for Australian electrical workplace hazards and risks
- Applying Australian standards and requirements to solve LV a.c. circuits/systems problems
- Selecting protection devices and systems for low voltage circuits and apparatus
- Selecting wiring systems and cables for low voltage electrical installations
- Verifying compliance, functionality and aspects critical to the safety of electrical installations
- Selected elective units

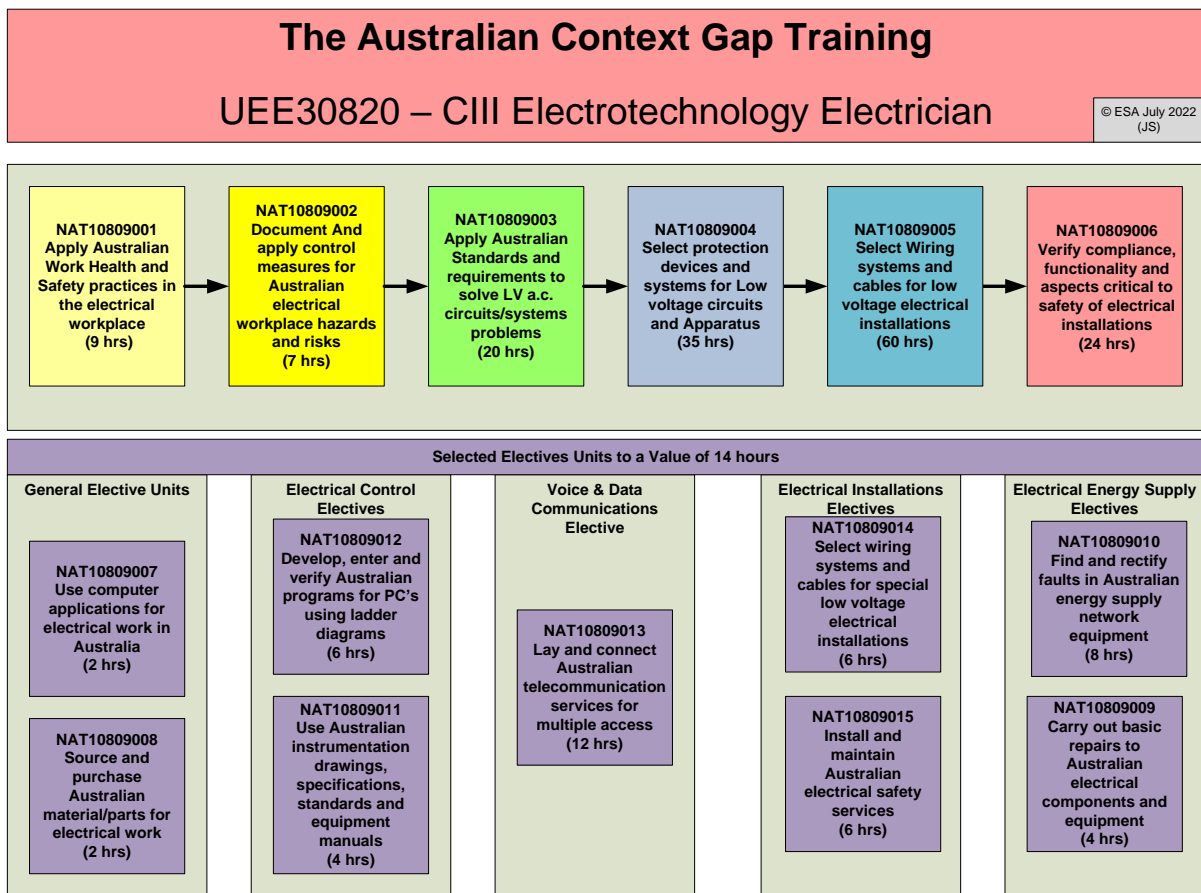
b) Work experience/performance

To be undertaken, holding a 'provisional licence' with an employer in the workplace, with appropriate supervision and recorded in Exemplar Profiling. Aspects to be addressed include:

- Fault finding electrical circuits and systems
- Installation and termination of low voltage cables and cable support/protection
- Installation of low voltage apparatus
- Testing low voltage apparatus and circuits
- Applying electrical safe work practices
- Electrical hazards Identification
- Applying WHS/OHS practices including the use of PPE, safety equipment and MDS
- Applying safe isolation and lockout procedures
- Demonstrating sustainability principles in the work place
- Monitor energy usage
- Working safely at heights using ladders, scaffolds, EWP

c) Final Compliance Assessment

- Undertaking a final compliance assessments in accordance with the relevant regulatory and industry policy to cover: Verification of the safety and compliance of low voltage electrical installation wiring and equipment, including the relevant and mandatory tests in Australia and in accordance with the relevant requirements of the jurisdiction.
- Meeting the **critical** essential performance capabilities (EPCs) for an unrestricted electrical licence



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 10809NAT 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 10809NAT 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 be able to take this and apply to either your training provider that delivered your 10809NAT course or the RTO responsible for issuing your OTSR and/or ATCS, for the issuance of the Certificate III in Electrotechnology Electrician (UEE30820) or successor.

All states and territories require Electricians to be licensed or registered. When applying for your unrestricted electrical licence you will need to include the following information as part of your application:

- OTSR;
- Statement of Attainment;
- Certificate III qualification;
- provisional licence; and
- Exemplar Profiling report.

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:

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/>