

Course in Refrigeration and Air
Conditioning –
Minimum Australian Context Gap
(11412NAT)

Candidate Information Kit

Congratulations on successfully completing a skills assessment in the technical components of Certificate III in Air Conditioning and Refrigeration qualification or successor and on being issued with an Offshore Technical Skills Record (OTSR).

The OTSR list the technical skills that have been demonstrated against the Certificate III in Air Conditioning and Refrigeration qualification assessed by a Trades Recognition Australia (TRA) approved Registered Training Organisation (RTO).

However, there is a difference between Australian and overseas occupational practices because of different standards, regulations and industry codes of practice/guidelines. This gap in knowledge and skills specific to Australian work practices is known as the "Australian Context Gap".

Course in Refrigeration and Air Conditioning – Minimum Australian Context Gap (11412NAT) is a nationally accredited course developed to cover and address the "Australian Context Gap" and can only be undertaken in Australia by an RTO licensed by Energy Skills Australia.

11412NAT includes:

- 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.

To achieve the Certificate III in Air Conditioning and Refrigeration, OTSR holders are required to successfully complete 11412NAT and a period of supervised work experience in Australia.

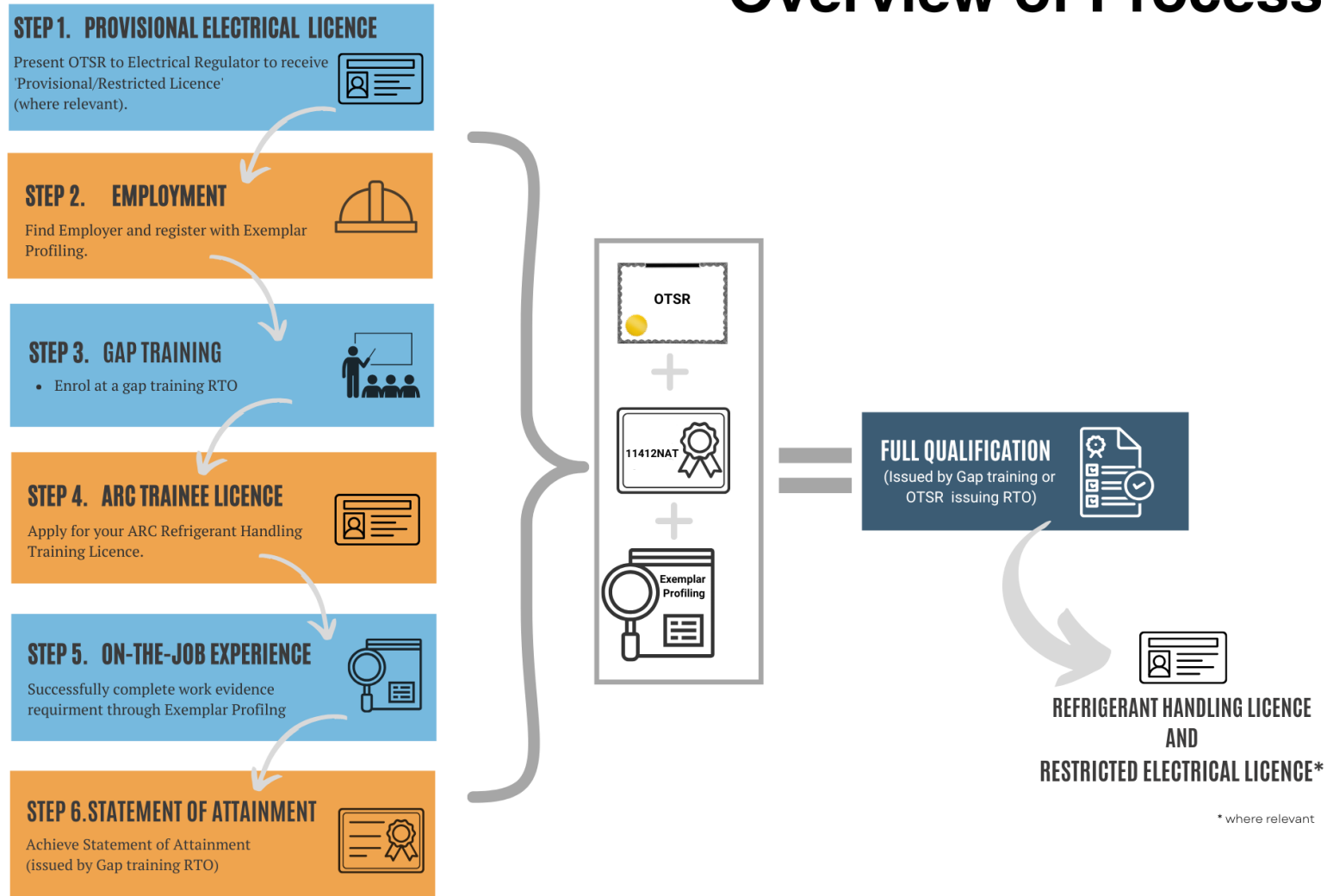
A refrigerant handling licence is required to work in all states and territories, and some jurisdictions also require OTSR holders to hold a provisional or temporary electrical licence.

This Candidate Kit is intended to provide guidance and relevant information regarding the steps required to undertake and complete 11412NAT 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

Occupational licence/permit	5
Find an employer	8
Enrol at RTO	11
Gap Training Course	12
Workplace Evidence	17
Meeting the Full Qualification and Licence Requirements	18
Useful Contacts:	19
Dashboard for OTSR Accredited Course 11412NAT Course in Refrigeration and Air Conditioning - MACG	20

Overview of Process



Occupational licence/permit

Refrigerant Handling Licence

A refrigeration and air conditioning trainee licence issued by Australian Refrigeration Council (ARC) is required for enable a person to handle refrigerants while undertaking training and/or assessment and/or work.

ARC have two trainee licenses:

- TL000 – Trainee Refrigeration and Air Conditioning Licence; and
- CL000 – Refrigeration and Air Conditioning Trainee Licence (classroom).

If candidates have employment before commencing 11412NAT, they should apply for TL000 which allows them to work on air conditioning and refrigeration equipment and handle refrigerant while undertaking training and/or assessment in a classroom setting and at your workplace under supervision.

If candidates have enrolled in 11412NAT but are yet to secure employment they can apply for CL000 which allows them work on air conditioning and refrigeration equipment and handle a refrigerant in a classroom setting only.

In this instance, once adequate employment is sourced, candidates will then need to apply for the TL000 licence to complete the on-the-job component of the course.

Provisional Electrical Licence

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.

It is best to check with the regulatory authorities in the jurisdiction you will be working to ensure you are aware and comply with the requirements. Contact details of 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	WorkSafe 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>

Find an employer

Once you have arrived in Australia you must find an employer.

On-the-job work performance is a critical component of 11412NAT (and occupational licencing).

You must be engaged (employed) as a Refrigeration and Air Conditioning worker and be supervised by a qualified and licenced refrigeration and air conditioning mechanic to verify your work.

An employer can be found via several 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/

Enrol at RTO

To enrol into 11412NAT you must hold the following:

- Offshore Technical Skills Record (OTSR)

Gap training RTOs will view the OTSR as evidence of your prior learning contributing to the Certificate III qualification.

Gap training RTOs are licenced to deliver and assess 11412NAT in accordance with the accredited course requirements, including on-the-job work performance.

Although not an entry requirement, candidates are **strongly** advised and encouraged to find an employer as soon as possible, so they can commence the on-the-job component of 11412NAT. You will not be able to complete 11412NAT until you have achieved sufficient on-the-job work experience (covered in more details in a later section).

Gap training RTOs are responsible for determining the gap training course fees.

A list of RTOs that deliver 11412NAT is available on the Energy Skills Australia website under 'Services Tab' refer: <https://energyskillsaustralia.com.au/services/skilled-migration/> and on the Australian Government website (www.training.gov.au)

If there is not a gap training RTO in your jurisdiction, please contact another gap training RTO. As part of their license agreements, they are required and expected to offer flexible delivery arrangements and options to allow candidates to access the course from other states/territories

Gap Training Course

Licensed RTOs will deliver the gap training course and collect evidence of your on-the-job experiences with an employer via the Exemplar Profiling system.

11412NAT 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**

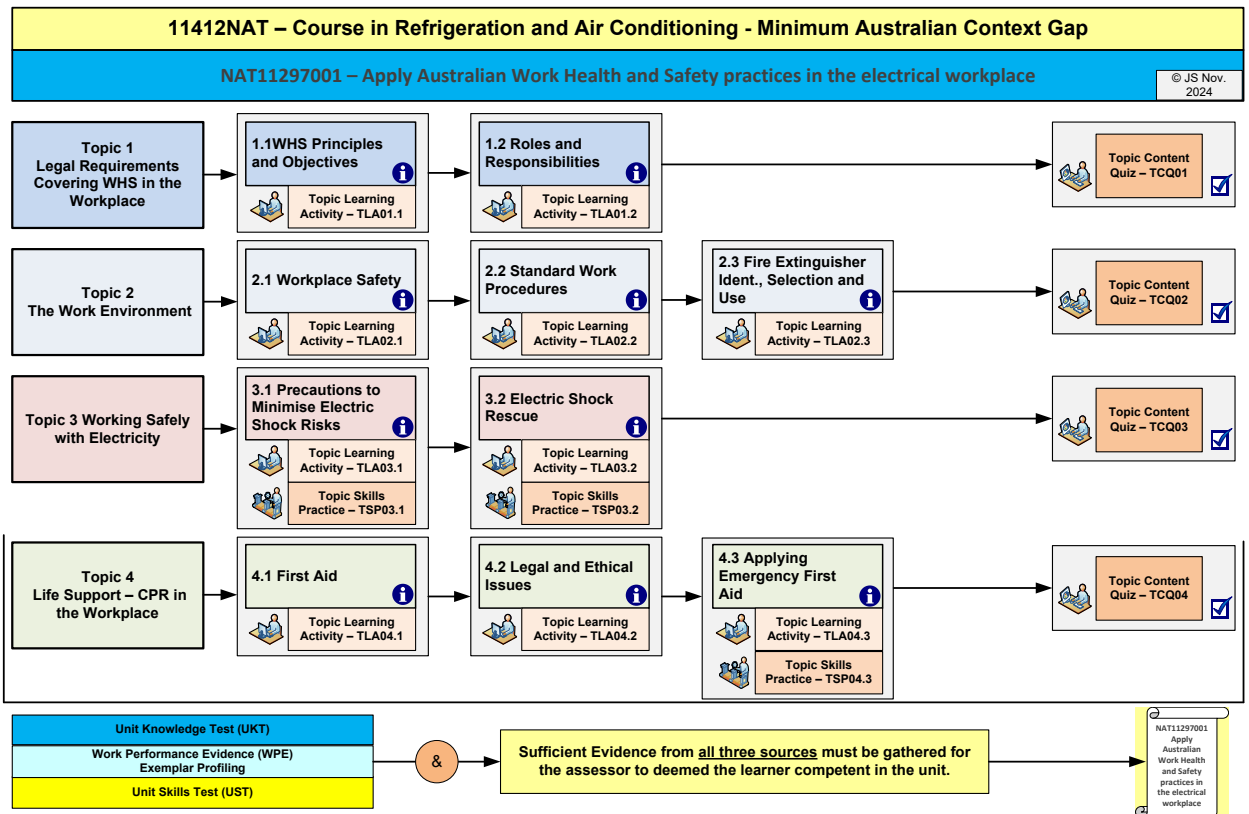
To be delivered by the RTO. Aspects to be addressed include:

- 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
- Australian Restricted Electrical Safe Working Practice
- Refrigeration and Air Conditioning Installation – Testing and Verification.

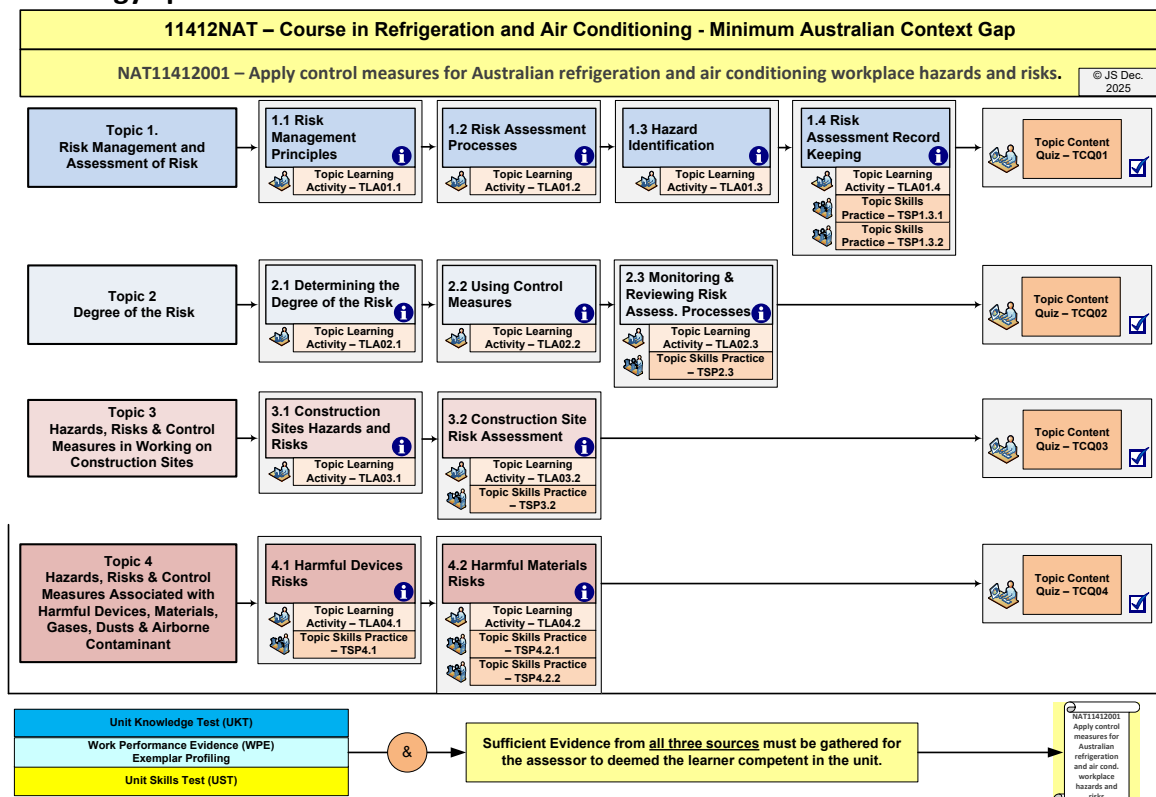
The off the job (required Skills and Knowledge) gap course consists of 8 core units and elective units to a value of 14 hours.

The first four (4) core units of the gap training can be delivered and assessed using the Energyspace Learning Management System (LMS). The following block diagrams provide the contents of these units' resources:

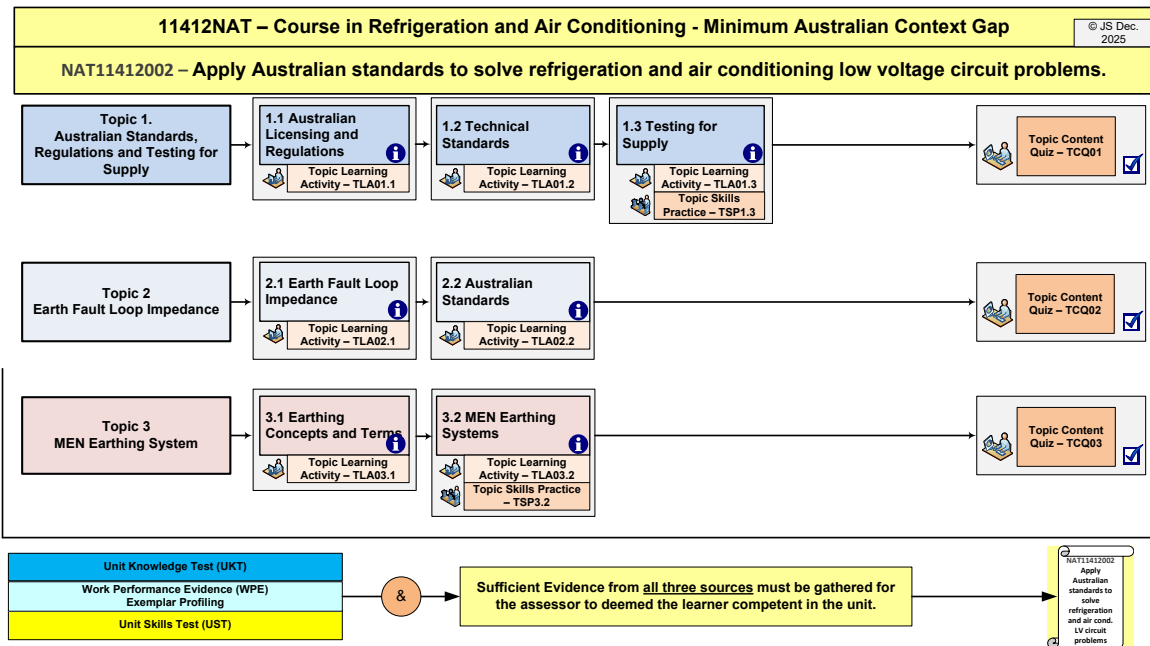
- **Energy Space LMS content for NAT11279001**



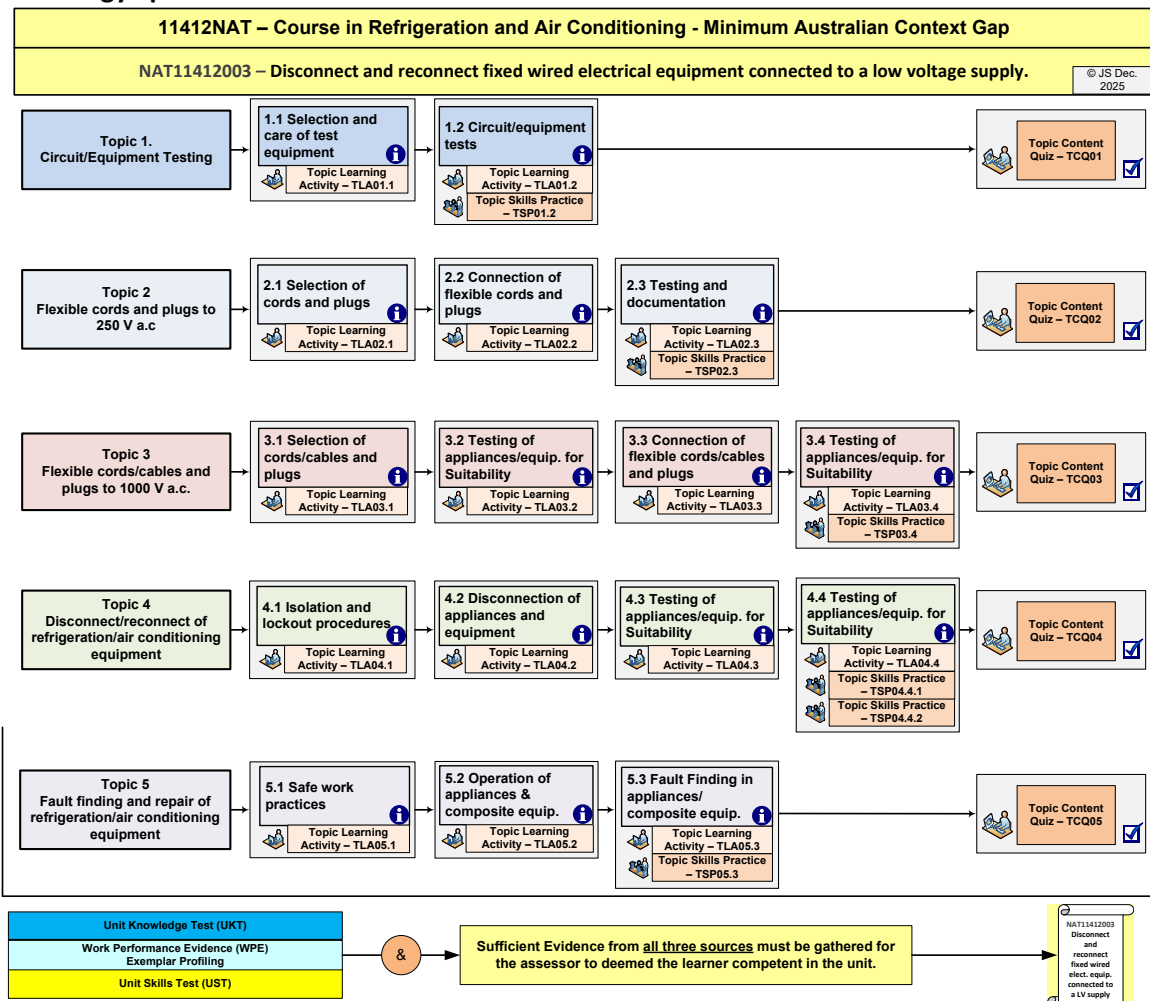
- **Energy Space LMS content for NAT11412001**



- **Energy Space LMS content for NAT11412002**



• Energy Space LMS content for NAT11412003



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

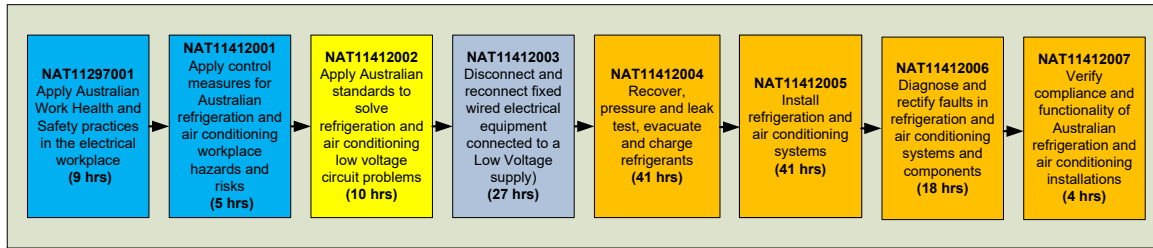
Undertaking a final compliance assessment in accordance with the relevant regulatory and industry policy to cover:

- 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

11412NAT Course in Refrigeration and Air Conditioning

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(JS)



Selected Electives Units to a Value of 14 hours				
General Elective Units	Equipment Electives	Systems Electives	Install Flammable Systems Elective	Service Flammable Systems Electives
NAT11297011 Develop, enter and verify Australian programs for PC's using ladder diagrams (6 hrs)	NAT11412008 Solve problems in beverage dispensers (4 hrs)	NAT11412009 Solve problems in central plant air conditioning systems (4 hrs)	NAT11412012 Install and commission Australian flammable refrigerant air conditioning and refrigeration systems (2 hrs)	NAT11412013 Service Australian self-contained flammable refrigerants air conditioning and refrigeration systems (2 hrs)
NAT11297007 Source and purchase Australian material/parts for electrical work (2 hrs)	NAT11412010 Solve problems in ice making systems (2 hrs)	NAT11412011 Solve problems in industrial refrigeration systems (2 hrs)	NAT11412014 Apply Australian safety procedures for handling flammable refrigerants (1 hr)	

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.

Practical experience is a mixture of both time and workplace exposure. Industry and regulator determined benchmarks are required to be met to satisfy the requirements of the accredited course, these advisory targets are set around a nominal 12 months (full time) period.

Your work performance must be verified by your supervisor who must be a qualified Refrigeration and Air Conditioning Mechanic and holds a Full Refrigerant Handling Licence.

11412NAT RTOs are responsible for ensuring that the requirements of the course have been met before issuing 11412NAT course (Statement of Attainment) and/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.

Workplace evidence gathering can only commence from the start date of the OTSR holder's TL000 – Trainee Refrigeration and Air Conditioning Licence and provisional electrical licence (where applicable).

NOTE: You do not have to wait until you are enrolled in the 11412NAT course to start gathering your workplace evidence. OTSR holders can register with Exemplar Profiling and commence gathering workplace evidence once you hold a TL000 – Trainee Refrigeration and Air Conditioning Licence and provisional licence (where applicable) and are suitably employed. Your RTO can be linked to your account at a later date once you are enrolled in 11412NAT by informing your RTO or Exemplar Profiling.

Meeting the Full Qualification and Licence Requirements

Once you have successfully completed the 11412NAT (including workplace evidence), the 11412NAT RTO will issue your Statement of Attainment. You will need to take this and your Exemplar Profiling report to your 11412NAT delivering or OTSR issuing RTO to apply for the issuance of the Certificate III in Air Conditioning and Refrigeration (UEE32225) or successor.

Australian Refrigeration Council (ARC) require all Refrigeration and Air Conditioning Mechanics to hold a Full Refrigerant Handling licence and some electrical regulators a restricted electrical licence.

When applying for these, you are advised to include the following information as part of your application:

- Certificate III qualification;
- OTSR;
- Statement of Attainment
- ARC Trainee Licence
- Provisional Licence (where applicable); 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:

traoutsourcedprograms@dewr.gov.au

Website:

— www.tradesrecognitionaustralia.gov.au

Exemplar Profiling:

Ph: 02 6262 7055

Email:

support@exemplarservices.com.au

Login Site:

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

Website:

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

Dashboard for OTSR Accredited Course 11412NAT Course in Refrigeration and Air Conditioning - MACG

Candidate Details:		RTO Details:			
Family Name:		Name:			
First Name:		RTO Number:			
USI Number		Address:			
Enrolment:		Start Date:			
Orientation/Induction:		Completion Date:			
Training Plan:					
Coarse Core Units:		UKT %	UST (P/F)	WPE (S/US)	Result (C/NC) Date
NAT11297001 Apply Aust. WHS practices in the elect. workplace					
NAT11412001 Apply control measures for Aust. Refrigeration and air conditioning workplace hazards and risks					
NAT11412002 Apply Aust. standards to solve refrigeration and air conditioning low voltage circuits problems					
NAT11412003 Disconnect and reconnect fixed wired electrical equipment connected to a low voltage supply					
NAT11412004 Recover, pressure and leak test, evacuate and charge refrigerants.					
NAT11412005 Install refrigeration and air conditioning systems					
NAT11412006 Diagnose and rectify faults in refrigeration and air conditioning systems and components					
NAT11412007 Verify compliance and functionality of Australian refrigeration and air conditioning installations					
Course Elective Units (Minimum of 14 hours required)					
NAT11297007 Source and purchase Australian material/parts for electrical work					
NAT11297011 Develop, enter and verify Australian programs for PC's using ladder diagrams					
NAT11412008 Solve problems in beverage dispensers					

NAT11412009 Solve problems in central plant air conditioning systems					
NAT11412010 Solve problems in ice making systems					
NAT11412011 Solve problems in industrial refrigeration systems					
NAT11412012 Install and commission Australian flammable refrigerant air conditioning and refrigeration systems					
NAT11412013 Service Australian self-contained flammable refrigerants air conditioning and refrigeration systems					
NAT11412014 Apply Australian safety procedures for handling flammable refrigerants					
Workplace Evidence Monitoring – Exemplar Profiling					
Monitoring/Reporting of WPE	Date	Comments	Action/s		
Period 1 - 3 monthly					
Period 2 - 6 monthly					
Period 3 - 9 monthly					
Period 4 - 12 monthly					
Issue of CIII Refrigeration and Air Conditioning Qualification – (UEE32225)		Issuing RTO:			Date:

Legend: UST: P – Pass; F – Fail. WPE: S – Satisfactory; US – Unsatisfactory. Result: C – Competent; NC – Not Competent.