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## Onshore/Offshore Technical Skills Record (OTSR)

Course in Refrigeration and Air  
Conditioning –  
Minimum Australian Context Gap  
(10146NAT)

Candidate Information Kit

UEE32211 - Certificate III in Refrigeration  
and Air Conditioning

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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 UEE32211 - Certificate III in Air-conditioning and Refrigeration qualification 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 Minimum Australian context group 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 (MACG) training program will include:

- Gaining required skills and knowledge from a RTO.
- Completing work experience under appropriate supervision and recorded using an approved workplace recording system.
- 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 to 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.

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## Overview of the Process



## **STEP 1 - Provisional occupational licence/permit**

The Offshore Technical Skills Record (OTSR) lists the technical skills that have been demonstrated against the UEE32211 – Certificate III in Air-Conditioning and Refrigeration 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 UEE32211 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 Australian Electrical Industry State/Territory regulators 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	Tel: (02) 6207 1923 Email: Go to the website for the Online Enquiry Form	<a href="http://www.actpla.act.gov.au/topics/hiring_licensing">http://www.actpla.act.gov.au/topics/hiring_licensing</a>
Commonwealth		Australian Refrigeration Council Ltd	Locked Bag 3033 Box Hill Vic 3128	Tel: 1300 88 44 83 Fax: 1300 55 40 23 Email: <a href="mailto:enquire@arctick.org">enquire@arctick.org</a>	<a href="http://www.arctick.org/">http://www.arctick.org/</a>
NSW		Office of Fair Trading	PO Box 972 Parramatta NSW 2124	Tel: 13 32 20 or (02) 9895 0111 Fax: (02) 9895 0222 Email: Go to the website for the Online Enquiry Form	<a href="http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing.page">http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing.page</a>
QLD		Queensland Building and Construction Commission	GPO BOX 5099 Brisbane QLD 4001	Tel: 1300 272 272 or 139 333 Fax: (07) 3225 2999 Email: Go to the website for the Online Enquiry Form	<a href="http://www.qbcc.qld.gov.au/contractors/when-you-need-licence/licence-classes">http://www.qbcc.qld.gov.au/contractors/when-you-need-licence/licence-classes</a>
QLD	For Restricted Electrical Licence	WorkCover Queensland	GPO Box 2459 Brisbane QLD 4001	Tel: 1300 362 128	<a href="https://www.worksafe.qld.gov.au/licensing-and-registrations/electrical-licences">https://www.worksafe.qld.gov.au/licensing-and-registrations/electrical-licences</a>
SA	For	Consumer	GPO Box	Tel: 131 882 Fax: (08) 8204	<a href="http://www.cbs.sa.gov.au/">http://www.cbs.sa.gov.au/</a>

	Restricted Electrical Licence	and Business Services	1719 Adelaide SA 5001	9697 Email: pge.bos@agd.sa.gov.au	
TAS	For Restricted Electrical Licence	Building Standards and Occupational Licensing Department of Justice	PO Box 56 Rosny Park TAS 7018	Tel: 1300 366 322 (From within Tasmania) or (03) 6166 4600 (From elsewhere) Fax: (03) 6233 8338 Email: wstinfo@justice.tas.gov.au	<a href="http://www.justice.tas.gov.au/licensing_and_accreditation">http://www.justice.tas.gov.au/licensing_and_accreditation</a>
VIC	For Restricted Electrical Licence	Energy Safe Victoria	PO Box 262 Collins Street West VIC 8007	Tel: 1800 815 721 or (03) 9203 9700 Fax: (03) 9686 2197 Email: info@esv.vic.gov.au	<a href="http://www.esv.vic.gov.au/Electricity-Professionals">http://www.esv.vic.gov.au/Electricity-Professionals</a>
WA	For Restricted Electrical Licence	Energy Safety Department of Commerce	Locked Bag 14 Cloisters Square WA 6850	Tel: (08) 6251 2000 Email: energysafety@commerce.wa.gov.au	<a href="http://www.commerce.wa.gov.au/energysafety/licensing-electrical-workers-and-electrical-contractors">http://www.commerce.wa.gov.au/energysafety/licensing-electrical-workers-and-electrical-contractors</a>

Additional information on licencing can be viewed on Trades Recognition Australia (TRAs) Mutual Recognition website at:  
<http://www.licencerecognition.gov.au/Pages/Authorities.aspx>

## **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	<a href="mailto:act@neca.asn.au">act@neca.asn.au</a>	02 6163 6666	<a href="mailto:etucanberra@etunsw.asn.au">etucanberra@etunsw.asn.au</a>
NSW	02 9744 1099	<a href="mailto:necansw@neca.asn.au">necansw@neca.asn.au</a>	02 9267 4844 (Sydney) 02 4968 2488 (Newcastle) 02 4229 8711 (Wollongong)	<a href="mailto:etunsw@etunsw.asn.au">etunsw@etunsw.asn.au</a> (Sydney) <a href="mailto:etunewcastle@etunsw.asn.au">etunewcastle@etunsw.asn.au</a> (Newcastle) <a href="mailto:etuwollongong@etunsw.asn.au">etuwollongong@etunsw.asn.au</a> (Wollongong)
NT	Contact NECA SA		08 8941 2300	<a href="mailto:darwin@etu.org.au">darwin@etu.org.au</a>
QLD	07 3276 7950	<a href="mailto:necaq@neca.asn.au">necaq@neca.asn.au</a>	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)	<a href="mailto:info@etu.org.au">info@etu.org.au</a> <a href="mailto:gladstone@etu.org.au">gladstone@etu.org.au</a> <a href="mailto:mackay@etu.org.au">mackay@etu.org.au</a> <a href="mailto:townsville@etu.org.au">townsville@etu.org.au</a> <a href="mailto:goldcoast@etu.org.au">goldcoast@etu.org.au</a> <a href="mailto:Toowoomba@etu.org.au">Toowoomba@etu.org.au</a> <a href="mailto:sscoast@etu.org.au">sscoast@etu.org.au</a> <a href="mailto:cairns@etu.org.au">cairns@etu.org.au</a>
SA	08 8272 2966	<a href="mailto:neca@necasa.asn.au">neca@necasa.asn.au</a>	08 8234 2130	Email: Go to the website for the Online Enquiry Form
TAS	03 6234 3338	<a href="mailto:necatas@neca.com.au">necatas@neca.com.au</a>	03 6228 0098	<a href="mailto:info@ceputas.com.au">info@ceputas.com.au</a>
VIC	03 9645 5533	<a href="mailto:necavic@neca.asn.au">necavic@neca.asn.au</a>	03 8329 0000	Email: Go to the website for the Online Enquiry Form
WA	08 6241 6100	<a href="mailto:necawa@neca.asn.au">necawa@neca.asn.au</a>	08 9440 3522	<a href="mailto:info@etuwa.com.au">info@etuwa.com.au</a>
	<b>Electrical and Communications Association (ECA)</b>			
QLD	07 3251 2444	QLD		

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

Organisation	Contact	Phone	Email
Refrigeration and Air Conditioning Contractors Association (RACCA)	National President Kevin O'Shea	02 8577 5777	<a href="mailto:kevin@coldrae.com.au">kevin@coldrae.com.au</a>
Air Conditioning and Mechanical Contractors Association (AMCA)	Executive Director David Eynon	03 9888-8266	<a href="mailto:natamca@amca.com.au">natamca@amca.com.au</a>
Air- conditioning and Refrigeration Equipment Manufacturers Association of Australia (AREMA)	National President Bill Robertson	02 9605-0020	<a href="mailto:brobertson@torin.com.au">brobertson@torin.com.au</a>
Australian Institute of Refrigeration Air Conditioning and Heating (AIRAH)	General Manager Ian Scott	03 8623 3026	<a href="mailto:ian@airah.org.au">ian@airah.org.au</a>
Appliance Industry Association (AIA)	David Harpley	1300 659 979	<a href="mailto:admin@appliance.asn.au">admin@appliance.asn.au</a>



## **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 RTOs in each state or territory will deliver the identified MACG 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 under 'Skills Migration' on the E-Oz website (<http://www.e-oz.com.au/index.php/energy-skills-migration/licenced-rtos>) and on the Australian Government website (<https://training.gov.au/Training/Details/10146NAT>)

## STEP 4 - Gap Training Course

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

The MACG training 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 e-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/NZSPap 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 that is 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.

## **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 eProfiling system.

eProfiling is an innovative electronic workplace skill development tracking system that records and reports on the work experiences of the learner. eProfiling works by regularly measuring the progress of a learner against industry agreed predetermined advisory targets directly linked to national competency standard units.

To register on the eProfiling (e-Log Book) system please contact the eProfiling National Office on 1300 477 808. For more information please visit the e-profiling website [www.eprofiling.com.au](http://www.eprofiling.com.au).

Once you have registered, you will be issued an e-Log Book registration code and password to allow you to record the details of your work experiences on a weekly basis via the internet.

## **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 (UEE32211).

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 (UEE32211).

You will need to take your Certificate III qualification, provisional licence and e-profiling report back to the state licensing regulator, the Commonwealth ARC and apply for the appropriate licences.



## 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 6262 7055

**Fax:** 02 6241 2177

**Email:** [energyskillsmigration@e-oz.com.au](mailto:energyskillsmigration@e-oz.com.au)

**Website:**

- [www.e-oz.com.au/energy-skills-migration](http://www.e-oz.com.au/energy-skills-migration)

### **TRA:**

**Ph:** 1300 360 992 (within Australia only)

**International:** +61 2 6102 8970

**Email:** [traenquiries@Education.gov.au](mailto:traenquiries@Education.gov.au)

**Website:**

- [www.tradesrecognitionaustralia.gov.au](http://www.tradesrecognitionaustralia.gov.au)
- <http://www.tradesrecognitionaustralia.gov.au/Programs/Pages/default.aspx>

### **e-profiling:**

**Ph:** 1300 477 808

**Email:** [enquiries@eprofiling.com.au](mailto:enquiries@eprofiling.com.au)

**Website:** [www.eprofiling.com.au](http://www.eprofiling.com.au)