



# **Onshore/Offshore Technical Skills Record (OTSR)**

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

**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 UEE30811 - Certificate III in Electrotechnology Electrician qualification and on being issued with an Offshore Technical Skills Record (OTSR).

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.

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 (MACG) training 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 (eProfiling).
- 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 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 Electrotechnology Industry and training sector.

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## Overview of the Process



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

The Onshore/Offshore Technical Skills Record (OTSR) lists the technical skills that have been demonstrated against the UEE30811 - 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 UEE30811 qualification.

Australian Electrical Industry regulators have agreed to issue a provisional (restricted) licence upon presentation of an OTSR. 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 state and territory Electrical Industry licensing regulator is 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	Mailing Address	Phone	website
New South Wales	Office of Fair Trading	PO Box 972 Parramatta NSW 2124	Tel: 13 32 20 or (02) 9895 0111 Fax: (02) 9895 0222	<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>
Victoria	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>
Queensland	WorkCover Queensland	GPO Box 2459 Brisbane	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>
South Australia	Consumer and Business Service	GPO Box 1719 Adelaide SA 5001	Tel: 131 882 Fax: (08) 8204 9697 Email: pge.bos@agd.sa.gov.au	<a href="http://www.cbs.sa.gov.au/">http://www.cbs.sa.gov.au/</a>
Western Australia	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>
Tasmania	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	<a href="http://www.justice.tas.gov.au/licensing_and_accreditation">http://www.justice.tas.gov.au/licensing_and_accreditation</a>

			.au	
Australian Capital Territory	ACT Environment and Sustainable Development	GPO Box 158 Canberra ACT 2601	Tel: (02) 6207 1923	<a href="http://www.planning.act.gov.au/topics/hiring_licensing">http://www.planning.act.gov.au/topics/hiring_licensing</a>
Northern Territory	Electrical Worker and Contractors Licensing Board	GPO Box 1154 Darwin NT 0801	08 8936 4079	<a href="http://www.electricallicensing.nt.gov.au/">http://www.electricallicensing.nt.gov.au/</a>

## **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	<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) 0416 060 955 (Far North Coast)	<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) <a href="mailto:geoffp@etunsw.asn.au">geoffp@etunsw.asn.au</a> (Far North Coast)
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 6245 0770	<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@necawa.asn.au">necawa@necawa.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		

## **STEP 3 - Enrol at an 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 on the Energy Skills Australia website ([www.e-oz.com.au](http://www.e-oz.com.au)) under the OTSR tab and on the Australian Government website ([www.training.gov.au](http://www.training.gov.au))

## 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 eProfiling 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) 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 e-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 tests that are 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 a 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 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 speak to someone from your gap training provider in the first instance or contact eProfiling on 02 6100 2147 or visit [www.energyspace.com.au](http://www.energyspace.com.au) for more information.

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 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, for the issuance of the Certificate III in Electrotechnology Electrician (UEE30811) or successor.

All states and territories require Electricians to be licensed or registered, and you will need to take your Certificate III qualification, provisional licence and e-Profiling report back to the licensing regulator and apply for an Electrician licence.

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@e-oz.com.au](mailto:office@e-oz.com.au)

### **Website:**

– [www.e-oz.com.au](http://www.e-oz.com.au)

### **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:** 02 6100 2147

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

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