



## Form R117: Electrician's training licence (for pre-apprenticeship)

(suitable for applicants who have entered into a Pre-apprenticeship)

USE ADOBE ACROBAT READER WITH THIS FORM



This form is designed to be used with the **FREE Adobe Acrobat Reader application**. [Click here to download Acrobat Reader](#). Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

### Checklist

**Use this checklist reminder to ensure that you complete all parts of the application and attach all necessary supporting documents.**

- A non-refundable application fee (first time applicants only)
- Personal and contact details completed
- Indicate the trade/stream
- Confirm the term of pre-apprenticeship
- Registered Training Organisation (RTO) details
- Identification in accordance with the Proof of ID requirements
- Fit and Proper assessment – Fit and Proper declaration completed OR Police check attached
- First time applicants only** – A completed copy of the Apprentice Safety Assessment Report (ASAR)
- Declaration completed

### Payment

Visit our [Building and Energy Fee Schedule page](#) for current application and registration fees.

Submit and pay for your application:

**Online**

If you are submitting this form online, you will be able to make payment using the department's payment gateway.

<https://onlineforms.dmirs.wa.gov.au/#/form/6327e09e895bd90a68809923>

**By post (or in person) using your credit card**

If you are submitting this form by post (or in person) and are making payment by credit card, you must complete the

Application Payment Form: <https://www.commerce.wa.gov.au/publications/application-payment-form-electrical> and attach it to your application.

### Enquiries Only

Telephone: (08) 6251 2000

Email (Do Not Email Form)

[gaslicensing@dmirs.wa.gov.au](mailto:gaslicensing@dmirs.wa.gov.au)

Internet:

[www.dmirs.wa.gov.au/building-and-energy](http://www.dmirs.wa.gov.au/building-and-energy)

## Form R117: Application for an Electrician's Licence for a Pre-apprentice

Please ensure you have provided all required information and supporting documentation as per the application checklist. Failure to submit a complete application may result in the cancellation of your application and loss of the application fee.

### Applicant Details

Salutation:  Mr  Mrs  Ms  Other, please specify:

Family name:  First name:

Other name(s):  Date of birth:  /  /

### Residential address

**Note:** Cannot be a PO Box.

Street address:

Suburb:  State:  Postcode:

### Postal address

**Note:** A postal address is required for correspondence from the Department.

As above Street address or PO Box:

Suburb:  State:  Postcode:

### Contact details

Phone (home):  Phone (work):  Phone (mobile):\*  Email:\*

\*Required to receive notifications by SMS and email and other important information relevant to your registration.

### Trade/Stream

Indicate which trade/stream is applicable (select one only)

- Electrical Mechanics
- Electrical Fitter
- Engineering Tradesperson (Electrical)
- Electrical Instrumentation Tradesperson

### Term of pre-apprenticeship

Confirm the term of Pre-apprenticeship

Commencement Date of Pre-apprenticeship Training:  /  /

Completion Date of Pre-apprenticeship Training:  /  /

Note: An Electrician's training licence is only valid for the term of the apprenticeship, plus three months. If your apprenticeship is extended, please notify this office in writing and complete the appropriate form at [www.commerce.wa.gov.au/atom/9276](http://www.commerce.wa.gov.au/atom/9276).

## Form R117: Application for an Electrician's Licence for a Pre-apprentice

### Name of the Registered Training Organisation (RTO)

This section is to be completed when enrolled with a RTO

Trading Name:

Campus/site the pre-apprentice will be attending:

Postal Address:

Suburb:

State:

Postcode:

Contact Name:

Phone Number:

### Safety Assessment

**First-time applicants:**

- Please attach a completed copy of the Apprentice Safety Assessment Report (ASAR) - **required for first time applicants only.**  Attached

A copy of the Safe working guidelines and assessment for electrical apprentices, Apprentice Safety Assessment Test and ASAR can be downloaded from the Department's website at [www.commerce.wa.gov.au/publications/apprentice-safety-assessment-guidelines-test-and-report](http://www.commerce.wa.gov.au/publications/apprentice-safety-assessment-guidelines-test-and-report).

### Proof of Identification

- Please attach identification in accordance with the Proof of ID requirements, available at: [www.commerce.wa.gov.au/publications/proof-identity-requirements-applicants-electrical-licence](http://www.commerce.wa.gov.au/publications/proof-identity-requirements-applicants-electrical-licence).  Attached

### Fit and Proper Assessment

- Statutory Declaration:** A person applying for an electrical workers licence is required to provide a **statutory declaration** attesting to the fact that they have not been convicted of any offences under Australian law, excluding motor traffic offences. Please use the '[Fit and Proper Statutory Declaration](#)' from our website.

or

- Australian police check:** A person who is unable to provide a statutory declaration attesting to the fact that they have not been convicted of any offences under Australian law, excluding motor traffic offences, is **required to provide an Australian police check** from the approved list of providers, available here: [www.dmirs.wa.gov.au/licensingpolicechecks](http://www.dmirs.wa.gov.au/licensingpolicechecks). The date of issue of the police check must be within three (3) months of the date you submit this application.

## Form R117: Application for an Electrician's Licence for a Pre-apprentice

### Declaration by RTO

**Both RTO and apprentice are required to sign and date this section before submitting application**

In accordance with regulation 59 of the Electricity (Licensing) Regulations 1991, I declare that the information in this application or any documentation attached by me is complete and true to the best of my knowledge.

Print Name of RTO representative:

Signature of RTO representative:

Date:

Apprentice's Signature:

Date:

### Authorisation for RTO to speak to the Department about this application:

- Check this box to authorise an RTO representative to speak to the Department of Mines, Industry Regulation and Safety about the status or content of this application, on your behalf.

### Declaration by apprentice

Regulation 59 of the Electricity (Licensing) Regulations 1991 makes it an offence for a person to:

- falsify any matter relating to an application;
- provide any document or other evidence in support of the application that is forged, false, fraudulent or wrongfully represented as pertaining to the applicant;
- make a false statement in this declaration; or
- give a false testimonial to any person in connection with this application.

By signing this declaration, you give consent to the Electrical Licensing Board, duly authorised officers of the Department of Mines, Industry Regulation and Safety or persons acting on behalf of the Board or the Department to make enquiries and to receive and disclose any information for the purpose of determining this application.

### Declaration

I (FULL NAME OF APPLICANT)

1. authorise the Electrical Licensing Board, the Department of Mines, Industry Regulation and Safety or persons acting on behalf of the Board or the Department to make enquiries considered necessary to assess this application. My general consent includes the specific consent to the acquisition of copies of my criminal records. I agree that the Board can use any or all information received pursuant to this authority for the purposes of the assessment or audit of this application; and
2. sincerely declare that this application is true and correct.

Signature:

Date: