



Electrical Licensing Board
Policy Number ELB – EW055 – 01/2022

Requirements for the issue of a Restricted Electrical Licence for Electronics and Communication Equipment

Purpose	This policy provides the criteria the Electrical Licensing Board requires to be met before issuing a Restricted Electrical Licence (REL) to carry out electrical work on electronics and communication equipment.
Regulation/s	The following Regulations of the Electricity (Licensing) Regulations 1991 (the Regulations) apply to this policy: <ul style="list-style-type: none">• Regulation 19(1)• Regulation 20(1), (2), (4), (5)• Regulation 22(4)• Regulation 23(1)
Scope of Work	<p>REL for electronics and communication equipment The licence and certificate of registration is to be endorsed as follows:</p> <p><u>Licence Type:</u> Restricted Electrical Licence</p> <p><u>Work Area Category</u> Electronics and Communication Equipment</p> <p>The REL is issued with the following scope of work:</p> <ol style="list-style-type: none">1. Disconnect and reconnect electronic and communication equipment.2. Replace the unit or defective electrical components within electronic and communication equipment.3. Ensure the equipment is safe for operation. <p>Electronic and Communication means the following equipment operating above extra low voltage:</p> <ul style="list-style-type: none">• Electronic devices that are components of an audio, video, TV, computer or communication network.• CCTV systems.• Laboratory and scientific equipment.

<p>Policy</p>	<p>Requirements for the issue of a REL for electronics and communication equipment</p> <p>A REL for electronics and communication equipment can be issued subject to the applicant meeting and evidencing the following:</p> <p><u>Training Modules</u></p> <p>The following units of competence are to be successfully completed:</p> <ul style="list-style-type: none"> • UEECD0007 - Apply work health and safety regulations, codes and practices in the workplace • UEERL0004 - Disconnect - reconnect electrical equipment connected to low voltage (LV) installation wiring • UEERL0005 - Locate and rectify faults in low voltage (LV) electrical equipment using set procedures <p>(From the UEE20 Electrotechnology Training Package)</p> <p><u>REL Training System Record and Logbook</u></p> <p>The following components of the REL Training System Record and Logbook must be completed:</p> <ul style="list-style-type: none"> • Record of on the job training • Assessment of on the job training • Final assessment completed by Board approved RTO
	<p>Request for a REL System Training Record and Logbook</p> <p>A request for a REL System Training Record and Logbook (logbook) for a REL for electronics and communication equipment is to be submitted to the Board for its consideration prior to the issuing of a logbook.</p> <p>This requirement prevents an applicant obtaining a logbook and commencing or completing training on equipment that is outside the scope of the desired REL that will not result in a licenced outcome.</p> <p>A request must include the following:</p> <ul style="list-style-type: none"> • Type of electrical work to be carried out including the equipment/appliance to be disconnected and reconnected and the components within the equipment/appliance to be replaced on like-for-like basis. • How often the electrical work is to be carried out, ie daily, weekly or monthly. (To carry out electrical work “once or twice a year” is not sufficient to meet the Board’s requirements to maintain competence.) • Trade or calling associated with the electrical work to be carried out. (Including any qualifications or training or evidence of relevant indentured apprenticeship if applicable). An indentured apprentice undertaking a

	<p>related trade may apply in their fourth/final year of the apprenticeship only.</p> <ul style="list-style-type: none"> • A nominated supervisor and details on how the on-the-job supervision is to be supervised. • Details and coloured photographs of the equipment listed. • A reference on company letterhead from the employer supporting the applicants training signed by a management level representative. • Advice from the employer (or self-employed person) setting out how the direct and constant on-the-job supervision will be achieved. A training plan is required where more than one applicant is being supervised by the same supervisor.
	<p>Completing a REL System Training Record and Logbook</p> <p>The logbook is to record the off-the-job units of competency undertaken, on-the-job training under supervision and corresponding assessments.</p> <p>Before any on-the-job training can commence, off-the-job training for the above units of competency must be successfully completed.</p> <p>There must be more than five entries against each on-the-job elements of competence listed in the logbook.</p> <p>The on-the-job competencies must be achieved under the direct and constant supervision of an approved supervisor. An approved supervisor must hold a current REL with the same approved work area category as that which the applicant is applying for, or an Electrician's Licence.</p> <p>When the off-the-job and on-the-job training under supervision has been completed a final on-the-job assessment is to be carried out by a RTO approved by the Board.</p> <p>Once complete the applicant is to return the completed logbook accompanied with the relevant application form and fee to the Board.</p>
	<p>Applying to add an additional Work Area Category</p> <p>To add an additional work area category to a REL, an applicant is required to submit a new request for a logbook and meet the training requirements under that policy.</p> <p>Note: if an applicant has already completed some or all of the units of competency required for that work area category, the applicant will not be required to complete them again, but must still complete the on the job training and assessments as per the logbook.</p>

Equivalent Qualifications

In October 2020 the UEE11 Training package was superseded by the UEE20 Training package.

A transitional period of two years has been adopted allowing for the acceptance of the following units of competence until 30 December 2023:

UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace, and

UEENEEP010A Disconnect/reconnect appliances connected to low-voltage installation wiring.

UEENEEP016A Locate and rectify faults in low-voltage appliances using set procedures.

(From the UEE11 Electrotechnology Training Package)

Converting a REL from the previous policy framework to a REL for electronics and communication equipment

The following definitions applied in the previous REL policy framework:

Licence Type

Disconnect and Reconnect Licence

Work Area Category

- Communications/computing equipment
- Laboratory and scientific equipment

The REL is issued with the following scope of work:

Disconnect and reconnect fixed wired equipment up to 1000V, limited to like-for-like replacement of motors, solenoids, pressure switches and LV to ELV isolating transformers.

This licence type is no longer available for issue and may be converted to the current REL for electronics and communication equipment.

To convert the licence the applicant is to submit another request for a logbook and complete the on the job training relevant to the work area category as outlined in this policy.

	<p>General</p> <p>Where the training and assessment has not been completed within two years of the issue of the logbook, the approved logbook is deemed expired.</p> <p>The holder of a REL for electronics and communication equipment is not authorised to carry out electrical installing work or alteration of fixed wiring.</p> <p>The holder of a REL for electronics and communication equipment is only authorised to carry out work on the equipment listed in the initial application. If there are any changes to the work, equipment or its specifications then a new application is required for the Board's consideration.</p> <p>The licence has effect until suspended, cancelled or the licence holder's name is removed from the register in accordance with r.26 of the Regulations.</p> <p>The employer is to maintain and keep a record of licensed electrical workers in accordance with r.56 of the Regulations.</p> <p>The policy does not constrain the Board's capacity to depart from this policy as appropriate to the circumstances of any particular application.</p>
<p>Endorsement</p>	<p>This policy was endorsed by the Electrical Licensing Board at its meeting held on 20 January 2022.</p> <p>This policy supersedes the following policies:</p> <p>ELB - EW055 - 09/2020 - Requirements for the issue of a Restricted Electrical Licence for Electronics and Communication Equipment.</p> <p>ELB - EW051 - 07/2016 - Requirements for the issue of a Restricted Electrical Licence for Electronics and Communication Equipment.</p>

Resolved by the Board	Meeting Date: 20 January 2022	Item Number: 3.5.1
Chairperson	Signature 	Date: 17/02/2022
Next review	January 2025	