



Electrical Licencing and CPD Requirements

Information Objectives

This information will provide readers an update of electrical practitioner licencing & CPD obligations under the current, 2018 CPD Determination :

- ✓ Performing Electrical work in Tasmania
- ✓ Requirements when applying for a renewal of an electrical
- ✓ Providing evidence of CPD
- ✓ Who is responsible for recording & maintaining CPD
 - Practitioner responsibilities
 - Employer responsibilities

Note: *The CPD Determination is currently under review. Public consultation and industry engagement will occur prior to any changes taking effect.*



Performing Electrical Work

A current electrical licence is required if you are doing any electrical work:

- Electrician
- Line worker
- Cable Jointer

Detailed in [Occupational Licencing - Electrical Work Licence Classes Determination](#)

An electrical licence has a 3-year cycle of renewal.



Performing Electrical Work

When renewing an electrical licence, you must complete a declaration:

In the last 5 years have you:

- Been refused a licence/registration/certificate to carry out any type of prescribed work?
- Had a licence/registration/certificate relating to prescribed work disqualified, cancelled, suspended?
- Had conditions placed on a licence/registration/certificate relating to prescribed work?
- Been dismissed by an employer for any type of unsafe or defective prescribed work?



Performing Electrical Work

When renewing an electrical licence, you must complete a declaration:

In the last 5 years have you:

- Been convicted of an offence of dishonesty or of an offence relating to prescribed work? (If you have been issued with an Infringement Notice relating to prescribed work, you should tick yes).
- Do you have any disability that will affect your ability to perform prescribed work safely?
- Have you undertaken Continuous Professional Development during the last licence period?
- Is there a record that Continuous Professional Development has been completed



Performing Electrical Work

To hold an electrical licence, you must be a fit and proper person:

- Ensure that the declaration is completed honestly



Performing Electrical Work

What if my licence has expired:

- If licence has expired for more than 60 days, you must submit a new application (provide evidence of CPD)
- If expired more than 3 years, must provide evidence of competence (electrical competency assessment)



Performing Electrical Work

Holder of an electrical licence in another State or Territory may be eligible to have that licence recognised in Tasmania:

- Must notify the Tasmanian Government of intention
- Occurs via the CBOS 'Occupational Licensing – Application Start process'
- Must provide a summary of licence scope of work, proof of current licence, proof of identity, and evidence of any Public and Products Liability Insurance
- Must only work within the scope of the 'Home State Licence'
- Must comply with CPD and other consumer protection requirements

Detailed in Working as an Electrician in Tasmania - Automatic Mutual Recognition



Performing Electrical Work

If you are entering into contracts to perform electrical work:

- Must have an electrical contractors licence
- To be granted a licence you must meet eligibility requirements:

Which include:

1. The required public and products liability insurance of at least \$5 million (must provide a certificate of currency with application)
2. If an entity, provide evidence of registration of the entity
3. A suitably competent nominated manager who holds an electrical practitioner's licence in Tasmania and has completed the required course of training stated in the Determination 2016 - Approved courses electricity, gas, plumbing



Continuing Professional Development

What is Continuing Professional Development:

Continuing Professional Development (CPD) is how practitioners maintain, improve, and broaden their knowledge, expertise, and competence, and further develop their personal and professional qualities throughout their professional lives.



Continuing Professional Development

What is Continuing Professional Development:

- CPD is the professional development (training) you need to keep doing your job safely and competently.
- This includes keeping your skills and knowledge up to date



Continuing Professional Development

What is Continuing Professional Development:

- These skills may be gained formally through courses or training, or by attending and participating in approved CPD events and activities.



Continuing Professional Development

What will CPD do for you?

CPD will help you:

- continue to expand your knowledge and skills
- meet professional standards
- meet public expectations
- meet regulatory requirements.



Continuing Professional Development

What are my CPD requirements?

- Required to undertake CPD that is a blend of skills maintenance and skills development activities during a licence period.
- Electrical licence periods are three years.
- CPD is measured by a points system



Continuing Professional Development

What are my CPD requirements?

- Points are allocated according to the value of the activity undertaken.
- These individual activities must be undertaken throughout the licence period rather than just before the licence is renewed.
- Electrical licence categories has a minimum requirement of 36 points for a three year period.



Continuing Professional Development

How to achieve CPD requirements?

There are a wide range of approved learning activities available to assist you with the minimum CPD requirements:

- All CPD activities must either be nationally accredited training delivered by a Registered Training Organisation or submitted to and approved by CBOS.



Continuing Professional Development

How to achieve CPD requirements?

CPD could include other industry specific activities which include:

- Conferences
- face-to-face classroom style events, forums or workshops
- journals/newsletters which include technical and regulatory information
- online/e-learning programs & webinars
- trade events designed to update you on new technologies or new methods of work



Continuing Professional Development

CPD when working or living outside Tasmania

- You must complete the minimum CPD requirements, regardless of whether you work full or part-time or live and work interstate or overseas.



Continuing Professional Development

Recording CPD

If undertaking Research:

- Reason for research
- Journal details eg name of journal, date of publication, article title
- Website link to title of article and year



Continuing Professional Development

Recording CPD

As part of the renewal process, all licence holders must confirm their compliance with CPD:

- The responsibility for recording continuous professional development activities is with the licence holder.
- Keep your own record



Continuing Professional Development

Recording CPD

An Employer (Electrical Contractor) must also keep a CPD record/register

- To assist an employer in keeping their CPD register up to date, keep your employer up to date if you do some relevant training or other CPD in your own time.
- If you change employers, or decide to work for yourself, ensure you obtain a copy of your CPD record from your employer, keep it for future reference.



Continuing Professional Development

Recording CPD

An Employer (Electrical Contractor) record/register must include:

- The licence details of each employee who carries out prescribed work
- Qualifications
- Competencies
- CPD activities (including points)

The register can be subject to audit & must be made available on request on request. Failure to keep an accurate register is an offence under the Occupational Licensing Act 2005





Continuing Professional Development

Recording CPD

Details to record are:

- Date
- Training course
- The training provider
- Number of CPD points
- Certificate of attendance or attainment

(keep a copy on file in the event you are audited)



Continuing Professional Development

Recording CPD

CPD information can be recorded easily by using:

- a simple spreadsheet,
- Word document or diary
- Free downloadable CPD log provided by various organisations



Continuing Professional Development

Where can I find approved training or CPD approved activities

Go to the **CPD section** of the CBOS website :

- **CPD Events Calendar:** shows the range of training events available by either industry and date.
- **Training providers & additional resources:** provides additional lists of approved CPD training providers and their links
- When asking a training provider about their training – ask if it is CPD approved





Supporting the electrical industry

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