

REFEREE'S STATEMENT

AIR CONDITIONING & REFRIGERATION WORK



Fair
Trading

133220 www.fairtrading.nsw.gov.au

FAIR TRADING – HOME BUILDING SERVICE

1. Purpose of Referee's Statement

For those applicant's in Air Conditioning and Refrigeration categories of work who completed a Mechanical or Electrical Engineering Degree or Diploma or Associate Diploma through TAFE NSW prior to December 2010 must provide statements from the applicant's employer or supervisor verifying the applicant's experience in carrying out the work in accordance with relevant standards and codes.

2. Responsibility of Person Providing Referee Statement

The person providing this statement must have:

- held a Qualified Supervisor Certificate (QSC) or Individual Contractor Licence (Q) during the period of time of the stated experience. The holder of a company or partnership licence cannot provide a referee statement,
- held that Certificate or Licence in an Air Conditioning/Refrigeration category of work during the period of time of the stated experience, and
- supervised the applicant carrying out the Air Conditioning and/or Refrigeration work.

Your attention is also drawn to the penalties outlined in the Declaration that may be imposed on any person found to be providing false or misleading information. Holders of unqualified licences cannot be a referee.

3. Referee's Details

Surname of Referee

Given Names (full legal name)

Date of Birth

Address (Not PO Box)

Contact telephone number

Mobile Number

Contractor Licence (Q)/QSC No.

Category of Work

Email address

4. Employer Details (Company, partnership or Sole Trader)

Note: Fair Trading cannot accept this referee statement if the employer details are not completed.

Name of Employer

Address (Not PO Box)

Contact telephone number

Mobile Number

Contractor Licence

Category of Work

Email address

5. Details of Applicant

Surname of Applicant

First Names (full legal name)

Category of Work:

 Air Conditioning

 Refrigeration

Term of Employment:

 Full Time

 Part Time (Provide details of part time arrangement, eg. 2 days pw over 12 months which equates to 20 weeks overall experience)

Nature of Employment:

 Apprentice TCID

 Journeyman

 Other

In accordance with section 12 of the *Licensing and Registration (Uniform Procedures) Act 2002* this referee statement document and any supporting attachments are part of the application form submitted by the applicant making application for an authority under the *Home Building Act 1989*.

6. Declaration

I, (name of Referee), the holder of Qualified Supervisor Certificate / Contractor Licence Number (Q) , **DECLARE THAT:**

- The above named Applicant was supervised by me between the following dates: // to //.
- I certify that the applicant was supervised by me carrying out work as listed below in a competent manner in accordance with relevant industry standards and codes.

Type	Experience (refer to guide below)	Dates	
		From	To
Refrigeration Work			
Air Conditioning Work			

- I understand that the provision of false or misleading information by me may result in proceedings being brought against me under the *Crimes Act, 1900* that could lead to imprisonment of up to 2 years and/or fines of up to \$22,000.
- I understand that the provision of false or misleading information may result in Fair Trading assessing me as not being a fit and proper person under the *Home Building Act, 1989* that could result in disciplinary action and/or impact my ability to renew any authorities I hold.
- I have read and understood the information provided in Section 1 "Purpose of Referee's Statement" and Section 2 "Responsibility of Person Making a Referee Statement".
- I authorise the Fair Trading to make the necessary enquiries with any organisation or individual to verify the information I have provided on this form and any organisation or individual to disclose relevant information to the Fair Trading for these purposes.

Signature: Date //

The following examples will assist you to complete the practical experience details section of this statement

Refrigeration Work All work required to install, maintain and service domestic, commercial and industrial refrigeration systems e.g. merchandising and display cabinets, freezer and cold rooms, beverage dispensing units, refrigerated containers, ice makers etc.

Air Conditioning All work required to install, maintain and service domestic, commercial and industrial air conditioning systems e.g. professional rooms, restaurants, single and multi-storey office buildings, shopping centres, environment controlled and other industrial applications.