

REFEREE'S STATEMENT

ELECTRICAL WORK

FAIR TRADING – HOME BUILDING SERVICE



Fair Trading

13 32 20 www.fairtrading.nsw.gov.au

1. Purpose of Referee's Statement

An Electrical Contractor Licence (Q) or Qualified Supervisor Certificate is granted to persons who have proven ability to do or supervise the doing of electrical wiring work. All applications for a licence (except those based on equivalent interstate or New Zealand authorities or, where previous licence holders reapplying for the same class of licence previously held) must be accompanied by supporting statements from the applicant's employer or supervisor verifying the applicant's experience in electrical wiring work in accordance with AS/NZS 3000:2007, including:

- details of the **electrical wiring work*** performed (a minimum of 12 months),
- experience in low voltage work, and
- the time spent and experience on electrical wiring work.

* **Electrical wiring work is defined by the Electricity (Consumer Safety) Act 2004 as the actual physical work of installing, repairing, altering, removing or adding to an electrical installation or the supervising of that work.**

Please note that only the holders of an electrical licence or supervisor certificate can supervise electrical wiring work.

2. Responsibility of Person Providing Referee's Statement

The person providing this statement must have:

- held a Qualified Supervisor Certificate (QSC) or Contractor Licence (Q) in electrical wiring work during the period of time of the stated experience, and
- supervised the applicant carrying out electrical wiring 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.

3. Referee's Details (Supervisor)

Surname of Referee

Given Names (full legal name)

Date of Birth

Address (Not PO Box)

Postcode

Contact Telephone Number

Mobile Number

Contractor Licence (Q)/QSC

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)

Postcode

Contact Telephone Number

Mobile Number

Contractor Licence

Category of Work

Email address

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*.

5. Declaration

I, (name of Referee as shown on licence), the holder of Qualified Supervisor Certificate / Contractor Licence (Q), Number , **DECLARE THAT:** (full legal name of applicant) was supervised by me between the following dates: / / to / / during which time the applicant held the position of and I also declare that under my supervision, the applicant demonstrated competence in electrical wiring work and had (insert number of months) hands on electrical wiring work experience in the following electrical wiring areas in accordance with **AS/NZS 3000:2007:**

TYPE OF LOW VOLTAGE (LV) ELECTRICAL WIRING WORK SUPERVISED:	WORK SITUATION (please tick one or more boxes in the columns below for each type of LV electrical wiring)			
	Single dwellings	Multiple dwellings (eg: flats, units, townhouses etc)	Commercial (eg: office buildings, shopping centres etc)	Industrial (eg: factories, plants, mills etc)
PLEASE NOTE that applicants MUST have experience in ALL types of low voltage electrical wiring work listed below.				
<ul style="list-style-type: none"> Installation of cable support and cable mechanical protection methods. <ul style="list-style-type: none"> - Must include metallic conduit, non-metallic conduit, supporting cable clips/ties, cable trays/trunking and underground systems. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Design, installation and termination of low voltage power lighting and control circuit wiring. <ul style="list-style-type: none"> - Must include consumer mains, sub-mains and final sub-circuits. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Design, installation and termination of low voltage power lighting and control circuit wiring. <ul style="list-style-type: none"> - Must include protective earth systems including MEN wiring systems. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Installation of electrical apparatus and equipment. <ul style="list-style-type: none"> - Must include switchboards and circuit protection devices, heating, cooling, lighting and power apparatus, electric motors and/or transformers and controls. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Fault finding, maintenance and repair of LV wiring systems and electrical equipment. <ul style="list-style-type: none"> - Must include LV power and control circuit wiring and electrical apparatus and equipment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Test and verify compliance of LV electrical wiring systems and electrical equipment. <ul style="list-style-type: none"> - Must include mandatory testing of insulation resistance, earth continuity/resistance, polarity and earth fault - loop impedance as well as load and leakage current tests. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In providing the above information **I also declare that:**

- 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 the refusal of future applications to renew my authority.
- I have read and understand the information provided in Section 1 "Purpose of Referee's Statement" and Section 2 "Responsibility of Person Making a Referee Statement".
- I authorise 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 NSW Fair Trading for these purposes.

Signature of Licensee (Q)/Qualified Supervisor

/ /

Date Signed

Note to Applicant:

To further assist in assessing your practical experience, you may be required to provide evidence of your employment as outlined in this Referee Statement such as group certificates or pay docketts. You may also include other supporting documentation including your Profile Report, Employer Statements or any other information you wish to be considered. Where this information is not provided, a written and signed statement as to the reasons why the evidence of your employment is not available, may be requested.