

CPD Notice 2023

Victorian Energy Safety Commission

Electricity Safety (Continuing professional development —Skills Maintenance and Skills Development) Notice 2023

In accordance with regulation 36(1) of the *Electricity Safety (Regulation and Licensing) Regulations 2020* (**Regulations**), Energy Safe Victoria publishes this notice in order to specify the continuing professional development (**CPD**) requirements for certain electrical licences and classes of electrical licence issued under the *Electricity Safety Act 1998* (Vic) and the Regulations.

This notice revokes and replaces the *Electricity Safety (Continuing professional development —Skills Maintenance) Notice 2022* dated 29 April 2022 and published on 5 May 2022.

Part A – CPD skills maintenance requirements

1. Classes of electrical licence that attract CPD skills maintenance requirements

The CPD skills maintenance requirements specified in Part A of this notice apply to the following electrical licences and classes of electrical licence (as each is described in the Regulations, as consolidated, amended, re-enacted or replaced from time to time):

- (a) Electrician's licence;
- (b) Electrician (Supervised) worker's licence;
- (c) Electrical switchgear worker's licence;
- (d) Restricted electrical worker's licence (Class 1);
- (e) Restricted electrical worker's licence (Class 2);
- (f) Class "L" inspector's licence;
- (g) Electrical inspector's licence (Class G);
- (h) Electrical inspector's licence (Class M);
- (i) Electrical inspector's licence (Class H);
- (j) Electrical inspector's licence (Class V); and
- (k) Electrical inspector's licence (Class RE).

2. Courses to be completed to satisfy CPD skills maintenance requirements

For the purpose of an application for renewal of an electrical licence specified in section 1 of this notice, the skills maintenance CPD required to have been completed (in addition to any applicable skills development CPD required to have been completed under Part B of this notice) is the applicable courses set out in Table 1 below (and further described in the remainder of this section 2):

Table 1

Electrical licence or class of electrical licence	Course
Electrician's licence	Skills maintenance CPD course (Electrician's licence)
Class "L" inspector's licence Electrical inspector's licence (Class G) Electrical inspector's licence (Class M) Electrical inspector's licence (Class H) Electrical inspector's licence (Class V) Electrical Inspector's licence (Class RE)	Skills maintenance CPD course (Licensed electrical inspector), in accordance with the following requirements: <ul style="list-style-type: none"> • All LEI licence holders must complete the core module of approximately 4 hours in duration. • Holders of G*, H, M, V, & RE Class LEI licences must complete supplementary modules of approximately 4 hours in duration, for each class of LEI licence held. • Holders of L Class LEI licences who do not hold an electrician's licence must complete an installation testing supplementary module of approximately 4 hours duration. • *Holders of G Class LEI licences who do not hold an electrician's licence or an L Class LEI Licence must complete an installation testing supplementary module of approximately 4 hours duration, in lieu of the G Class supplementary module.
Electrician (Supervised) worker's licence	Skills maintenance CPD course (Electrician (Supervised) licence)
Electrical switchgear worker's licence	Skills maintenance CPD course (Switchgear worker's licence)
Restricted electrical worker's licence (Class 1) Restricted electrical worker's licence (Class 2)	Skills maintenance CPD course (restricted electrical worker's licence) The holder of a restricted electrical worker's licence (Class 2) is only required to complete a shortened, six hour version of this course.

Each CPD skills maintenance course will be approved by Energy Safe Victoria and must, in order for an applicant to satisfy the CPD skills maintenance requirements for licence renewal, have been delivered to the applicant in-person by a training provider that was (at the time of delivery) approved by Energy Safe Victoria to deliver the relevant CPD course. The details of approved training providers will be published by Energy Safe Victoria on its website from time to time.

Completion of each CPD skills maintenance course will require fulfilment of all of the completion requirements set by Energy Safe Victoria and communicated to the applicant by the training provider and through the learning management system (to which an individual will be granted access on enrolment into the course).

3. Time within which CPD skills maintenance course must have been completed

In order to have satisfied the CPD skills maintenance requirements, an applicant for licence renewal must have completed the applicable CPD skills maintenance activity set out in section 2 of this notice within the two year period immediately prior to making the application for renewal.

4. Date of commencement of requirement to complete CPD skills maintenance

The requirement to have completed the applicable CPD skills maintenance activity set out in section 2 of this notice within the period set out in section 3 of this notice applies to each application for renewal of any electrical licence referred to in section 1 of this notice where that application is in respect of a licence that expires on or after 1 July 2023.

Part B – CPD skills development requirements

5. Classes of electrical licence that attract CPD skills development requirements

The CPD skills development requirements specified in Part B of this notice apply to the following electrical licences and classes of electrical licence (as each is described in the Regulations, as consolidated, amended, re-enacted or replaced from time to time):

- (a) Electrician's licence;
- (b) Electrician (Supervised) worker's licence;
- (c) Electrical switchgear worker's licence;
- (d) Class "L" inspector's licence;
- (e) Electrical inspector's licence (Class G);
- (f) Electrical inspector's licence (Class M);
- (g) Electrical inspector's licence (Class H);
- (h) Electrical inspector's licence (Class V); and
- (i) Electrical inspector's licence (Class RE).

6. Activities to be completed to satisfy CPD skills development requirements

For the purpose of an application for renewal of an electrical licence specified in section 5 of this notice, the skills development CPD required to have been completed (in addition to any applicable skills maintenance CPD required to have been completed under Part A of this notice) is at least eight hours of skills development activities, as further described in the remainder of this section 6.

The eight hour requirement applies to each individual with one or more of the electrical licences or classes of electrical licences specified in section 5 of this notice, regardless of the number of such licences held by the individual. Energy Safe Victoria will publish details of its policy as to how this will be assessed at the time of licence renewal, and when a licensed electrical worker will be required to have completed their skills development CPD or be entitled to an exemption to take into account that they are only obliged to undertake a single eight hours of skills development CPD per licence period.

In order for an applicant to satisfy the CPD skills development requirements for licence renewal, each of the skills development activities that they have undertaken must satisfy each of the below conditions.

If an activity partly satisfies the below conditions and partly does not, only those portions of an activity that satisfy all of the conditions are eligible to count towards the minimum number of CPD skills development hours.

- (a) The activities must fall into one or more of the following categories:
- (i) Category 1: Electrical Industry Technical Training: courses and training that are directly related to technical electrical subjects or topics.
 - (ii) Category 2: Electrical Industry – Non-technical: courses and training in safety or business skills, which are associated with the electrical industry.
 - (iii) Category 3: Mental health and wellbeing courses: courses or training to address or inform the mental health and mental wellbeing of the individual (self) or for others, which includes (for example) courses in awareness and implementation of diversity and inclusion.

Activities may be taken from a single category, or from a selection across multiple categories, up to the required minimum number of hours.

- (b) Activities must constitute structured training, which is defined for this purpose as the training activity having:
- (i) a clearly detailed schedule, including topics to be covered by the training;
 - (ii) a specific timeframe; and
 - (iii) objectives or goals intended to be achieved through undertaking the training.

For example, attendance at training courses or technical training sessions may meet this requirement. Each of the schedule, timeframe and objectives or goals must be set by the third party delivering the activity, not the applicant themselves.

The following activities are examples of activities that do not meet the structured training requirement:

- (iv) toolbox talks (being informal meetings or sessions, often focused on health and safety or topics related to the workplace or job, such as hazards, safe work practices and how the organisation is minimising risks);
 - (v) supplier trade shows and social or networking events;
 - (vi) information sessions that merely impart information rather than providing structured training;
 - (vii) workshops involving the sharing of knowledge and experience rather than providing structured training; and
 - (viii) seminars and conferences in their entirety (but structured technical training sessions may be delivered within or as part of a seminar or conference and would not be excluded on that basis).
- (c) Activities must be:
- (i) training delivered as part of a nationally endorsed training package, including individual units of competency within endorsed training packages; or
 - (ii) subjects within undergraduate or post graduate qualifications delivered by a higher education provider registered with the Tertiary Education Quality and Standards Agency (TEQSA); or

- (iii) training delivered as part of nationally recognised vocational education and training courses accredited by the Australian Skills and Qualifications Authority (ASQA), the Victorian Registration and Qualifications Authority (VRQA) or the Western Australian Training Accreditation Council (TAC), and delivered by a registered training organisation approved by ASQA, the VRQA or TAC, including individual units of competency within courses; or
- (iv) non-accredited training courses or technical training sessions (ie, training that does not fall within one of the categories in paragraphs (i), (ii) and (iii)) delivered by a training provider that was (at the time of delivery) accepted by Energy Safe Victoria to deliver skills development training.

Any non-accredited training or technical training session facilitated or delivered by a provider that has not been accepted by Energy Safe Victoria does not satisfy this condition.

- (d) Non-accredited activities (as described in paragraph (c)(iv)) must be delivered to the applicant in person. Such activities delivered online cannot be counted towards the minimum number of CPD skills development hours.
- (e) The activities must not fall into either of the following categories of excluded activities:
 - (i) in house training that is not also delivered to persons outside the organisation that provides the training; or
 - (ii) any activity undertaken by the applicant as a result of disciplinary action taken by Energy Safe Victoria under section 41(2)(b) of the *Electricity Safety Act 1998* or equivalent or similar disciplinary action taken by an electricity safety regulator in another State or Territory, whether the activity is a course of instruction that the applicant was required by Energy Safe Victoria (or other regulator) to attend, training that the applicant was required by Energy Safe Victoria (or other regulator) to complete, or other training or tutorials that the applicant completed voluntarily so as to be able to pass any examination that they were required by Energy Safe Victoria (or other regulator) to pass.
- (f) The activity must be completed by the applicant, such that the applicant has been issued (or is eligible to be issued) with a certificate of completion, statement of attainment, qualification or similar (for example, a certificate of attendance for non-accredited training that certifies attendance at the entirety of the training course or technical training session that satisfies the CPD skills development requirements).

7. Time within which CPD skills development activities must have been completed

In order to have satisfied the CPD skills development requirements, an applicant for licence renewal must have completed the applicable CPD skills development activities set out in section 6 of this notice at any time within the relevant renewal period, which means the period between the date the licence was issued or renewed, and the date the licence is next due to expire.

8. Date of commencement of requirement to complete CPD skills development

The requirement to have completed the applicable CPD skills development activities set out in section 6 of this notice within the period set out in section 7 of this notice applies to each application for renewal of any electrical licence referred to in section 5 of this notice where that application is in respect of a licence that expires on or after 1 July 2028.

Part C – General

9. Failure to complete CPD requirements

In the event that an applicant for licence renewal has not complied with the applicable CPD requirements set out in this notice, Energy Safe Victoria has certain options as set out in the Regulations and described further on its website.

10. Variations to CPD requirements

Energy Safe Victoria may vary the CPD requirements for electrical licences or classes of electrical licences from time to time in accordance with regulation 36(1) of the Regulations, such as to:

- (a) vary any of the CPD requirements set out in this notice; and/or
- (b) make additional electrical licences or classes of electrical licence subject to CPD requirements,

including by revoking this notice and publishing a replacement notice, or by publishing a supplementary notice, under regulation 36(1) of the Regulations.

Approval

THE OFFICIAL SEAL of the **VICTORIAN**)
ENERGY SAFETY COMMISSION was)
affixed pursuant to the authority of the)
Commission in the presence of:)



A handwritten signature in black ink, appearing to read 'Michelle Groves', with a long horizontal flourish extending to the right.

Michelle Groves

COMMISSIONER AND ACTING CHAIRPERSON

19 April 2023