

Supervised Worker's Licence Checklist

Electrical Apprentice



An electrician must be licenced to carry out electrical installation work in Victoria. If you are not eligible for an A Grade Electrician's licence, you may be eligible for a Supervised Worker's Licence. **This is only a short-term licence to allow you to carry out electrical installation work under the supervision of an A Grade Electrician** until you have met Energy Safe Victoria's requirements to apply for an A Grade Electrician's licence.

If you have completed an electrician's apprenticeship in Victoria, use the checklist below to determine your eligibility to apply for a Supervised Worker's Licence with Energy Safe Victoria.

If you reach the nominal completion date of your training contract (four years from your start date) and you have not yet completed your schooling, including your on-the-job training ('profiling'), do not apply for a Supervised Workers Licence. You must extend your training contract to legally continue carrying out electrical installation work.

Information on extending your training contract can be found [on the VRQA website](#).

Electrical Apprentice Training Contract	Yes	No
I have completed my apprentice training contract. (It is illegal to carry out electrical work three months from your completion date if you do not hold a licence.)	<input type="checkbox"/>	<input type="checkbox"/>
I have received a letter from VRQA notifying my electrician's apprenticeship is now complete.	<input type="checkbox"/>	<input type="checkbox"/>
Trade School		
I have received a Certificate III in Electrotechnology Electrician from my trade school	<input type="checkbox"/>	<input type="checkbox"/>
Licensing Assessments		
I have received a result of 75% or greater for my Safe Working Practice (SWP) assessment	<input type="checkbox"/>	<input type="checkbox"/>
Employer Letter		
<p>My employer has given me a letter stating I have carried out a minimum period of 12 months electrical installation work with their company (dates must be provided) The letter must include the following:</p> <ul style="list-style-type: none">Type of electrical work you have carried outType of equipment worked onType of industries you have worked in (domestic, industrial, commercial) <p>The letter must be on a letterhead or have the company details provided and be signed by the employer. The minimum period of 12 months electrical installation work may be demonstrated across several employer support letters.</p>	<input type="checkbox"/>	<input type="checkbox"/>
ESVConnect		
I have registered with ESVConnect	<input type="checkbox"/>	<input type="checkbox"/>
I have confirmed my Eligibility on ESVConnect	<input type="checkbox"/>	<input type="checkbox"/>
I have completed an application for a Supervised Workers Licence, and attached the following documents in ESV Connect:	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Certificate III in Electrotechnology ElectricianSafe Work Practice (SWP) result letterEmployer letter		
Payment		
I have paid the licensing fee	<input type="checkbox"/>	<input type="checkbox"/>

- It is illegal** to carry out electrical work three months from your apprentice training contract completion date if you do not hold a Supervised Worker's licence.