

Licensing Assessment Appeal Form

Candidates have the right to appeal their assessment result. Any appeal should follow the process in place at the Assessment Body prior to appealing to Energy Safe Victoria (Energy Safe).

Appeal Process

1. Receive your result from your Assessment Body.
2. Prior to lodging an appeal with Energy Safe, you are required to:

Complete a review with your Assessment Body:

- for LET, LEP, you must complete both a paper review and a face-to-face review.
- for LEI Theory, LEI G Practical, or LEI Safe Approach, you must complete a paper review.
- for SWP, REL Class 2, REL Class 1 or Switchgear Practical, you must complete a video review.

If you are unsatisfied with the review outcome, the next step requires you to follow the appeal process of your Assessment Body.

3. Upon completion of the above review and appeal processes with your Assessment Body, if you still feel you have grounds to appeal your licensing assessment result:
 - complete the Licensing Assessment Appeal Form below, attach your supporting evidence, and
 - email your appeal to Energy Safe by email assessmentaudit@energysafe.vic.gov.au.
4. Energy Safe will commence the appeal process within 10 business days of receipt of your appeal and all supporting evidence.
5. Appeals may only be made by the candidate who undertook the assessment.

Energy Safe's decision is final.

Candidate details

Name	
Address	
Email	
Phone number	

Assessment details

Licensing Assessment being appealed (tick relevant box)	☐ LET ☐ LEP ☐ SWP ☐ REL Class 1 ☐ REL Class 2	☐ LEI Theory ☐ LEI G Practical ☐ LEI Safe Approach ☐ LEI RE (full) ☐ LEI RE (restricted to internal combustion engines)	☐ Switchgear Practical ☐ Switchgear Theory
Date of the assessment being appealed			
Assessment Body			

Have you completed the review process with your Assessment Body?	Please attach supporting evidence of your review outcome.
Have you completed an appeal with your Assessment Body?	Please attach supporting evidence of your formal appeal outcome.

Grounds for appeal

Please describe your grounds for appeal, including question number or type (e.g. Wiring Rules/Defects/Voltage Drop etc.) and a description of what you believe was marked incorrectly:

Privacy Statement

You understand that by submitting this appeal of your licensing assessment result to Energy Safe Victoria, the information you have provided will be made visible to Energy Safe employees, including personal details such as name, email and phone number

For further information, please contact Energy Safe or refer to the Energy Safe [Privacy Policy](#).

Your signature	
Date	