



Office hours: Monday – Friday 9:00am – 5:00pm

LICENSING ASSESSMENT - Guidelines

The following information is provided to persons wishing to present themselves for assessment in order to obtain either an Electrician's Licence or Registration as an Electrical Contractor.

Prerequisites to sit for assessment:

- Signed *Eligibility to Sit* form from a Registered Training Organisation); **or**
- Electrician's Supervised (ES Class) Licence; **or**
- L Licence from candidates who have held an ES Class Licence previously; **or**
- Electrician's (E Class) Licence. *This is required for REC Technical Assessment;* **or**
- Trades Recognition Certificate (for an Electrician) issued by Trades Recognition Australia **or**
- Letter from ESV indicating eligibility to sit for the licensing assessment

Assessment details:

Assessment sessions are usually held five days a week between the hours of 8:00 am and 5:00 pm.

Both written and practical exercises are involved.

Courses are available for the three examinations. Bookings or enquiries can be made through RTO'S

Please Note: Courses are not a prerequisite for the examinations.

The pass mark is 75% or more

Licensed Electricians Assessment (LEA) Fees	
Safe Working Practice (SWP)	\$130.00
Licensed Electricians Theory (LET)	\$85.00
Licensed Electricians Practice (LEP)	\$195.00

Reference Books: Please refer to the EPIC ITB web site. A list will also be sent with your confirmation letter when booking.

Refunds & Transfers:

- Requests for refunds or transfers will **only** be accepted if they are received in writing at least 5 working days prior to the assessment. Refunds for non-attendance will not be considered. A \$25 fee applies for all transfers
- *Cancellations:* a standard handling charge of \$25.00 will be deducted from the assessment fee paid. (These charges do not apply to assessments cancelled by the EPIC Administration.)
- Exemptions may be granted in the case of illness etc, subject to written notification by the day of the exam and upon submission of evidence (ie. Medical certificate, letter from employer/family).

Assessment Cancellation:

If insufficient enrolments are obtained, assessments may be cancelled. In this case you will either be offered an alternative assessment date or a full refund of money paid.

Release of LEA Results

An EPIC ITB Release of Results (ROR) form must be completed by the apprentice to allow EPIC ITB to release their LEA results to their RTO.

All apprentices will be notified of their results via **post** within 10 to 14 days of sitting their examination.

No results will be given over the phone.

LEA Practical Assessment Requirements

The LEP and SWP assessments are practical examinations. These assessments are to be regarded as 'real life' situations and as such all candidates must dress appropriately. Appropriate clothing and work boots must be worn. The assessor has the authority to deny any candidate entry to the examination if they are incorrectly attired.

Examination conduct

Please note that all EPIC ITB assessments are conducted under strict examination conditions.

The EPIC ITB Licensed Electricians Assessment is approved by ESV and we, including ESV, appreciate that all candidates realize the importance of the assessment and the consequences of not adhering to the examination procedures.

Confirmation of your assessment date and time will be mailed following receipt of your application form (enclosed), payment and confirmation of your eligibility. EPIC ITB administration reserves the right to allocate assessment dates and times as required. However, you may nominate a preferred assessment date on the application form.



LICENSING ASSESSMENT APPLICATION

Forward this application, **the appropriate fee** and applicable documentation to:
 EPIC Administration, 29 Drummond Street, Carlton 3053

Or fax to:
 (03) 9654 5299

Cheques should be made payable to "EPIC Industry Training Board".

EFTPOS facilities are available on the premises should you wish to pay in person.

PLEASE NOTE THAT ALL FIELDS ARE MANDATORY. APPLICATIONS WILL NOT BE PROCESSED IF YOU LEAVE BLANK SPACES

I am applying to sit for the:

SWP	<input type="checkbox"/>	LET	<input type="checkbox"/>	LEP	<input type="checkbox"/>
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This is my first LEA

I have sat a LEA before

First Name:		Surname:	
Residential / Postal Address:			Postcode:
Date of birth: / /		Email address:	
<u>Contact phone numbers:</u> <i>Mobile and work numbers must be supplied.</i>		Mobile:	Home:
Work:			
College during apprenticeship (if applicable):		College for refresher course (if applicable):	
Date of any previous assessment:		Preferred Assessment Date:	

- To indicate your eligibility to sit for the selected assessments, complete one of the six numbered options below, making sure to attach the required documents. Please note that original documents will not be returned.

1. I have an <i>Eligibility to Sit</i> form from a Registered Training Organisation (or TAFE) <i>You must attach a photocopy of your Eligibility to Sit document.</i>	Name of RTO or TAFE
2. I have an Electrician's Supervised Licence <i>You must attach a photocopy of the licence.</i>	Licence Number: Expiry date:
3. I have an L Class Licence but I used to have an Electrician's Supervised Licence (ES Class) <i>You must attach a photocopy of the L licence.</i>	L Licence Number: Exp Old ES Licence Number: Exp
4. I have an Electrician's Licence (for REC Technical Assessment applicants only) <i>You must attach a photocopy of the licence.</i>	Licence Number: Exp
5. I have a Trades Recognition Certificate <i>You must attach a photocopy of the certificate.</i>	Issued by Trades Recognition Australia Date Issued:
6. I have a letter from ESV <i>You must attach a photocopy of the letter.</i>	Date of letter:

I am paying by Cash Money Order/Cheque Credit Card

For payments by credit card, please provide the details below:

____ / ____ / ____ / ____ ____ / ____
 Card no. Expiry date

 Name on the card: Signature: