

A guide to the range and scope of work experience for Apprentice Electrical Mechanic

Provide the required range of practical experience

If you employ a 'Systems Electrician' apprentice, or are thinking about doing so in the future, then be aware of the importance of providing a range of practical experience that has the outcome of balanced and competent electricians.

To have a licensing outcome at the end of the training, an apprentice needs to have practical exposure to major aspects of the electrical industry as covered by the training package.

If the range of exposure to the on-the-job component of the training package is not entirely within the scope of the activities of the employer then arrangements with other contractors may be entered into to facilitate the process.

Records of work experience

It is essential that records of work experience gained be maintained. Participation in the 'profiling' system is one method of record keeping that is acceptable as evidence. Please see [Publication 9](#) 'Electronic profiling for apprentices' for more information.

The holder of an unrestricted electrical licence must be able to, without supervision, carry out electrical work compliant with the Australian Standard AS3000 and relevant legislation. To this end the Board requires an applicant to have evidence of having achieved both the underpinning knowledge and work place competency. The underpinning academic knowledge is evidenced by the academic record issued by the Registered Training Organisation (RTO). The profiling report, read in conjunction with a statement on Form SD01 by the employer/trainer to evidence the workers experience of on-the-job tasks will evidence work place competency.

It is not mandatory that experience has been achieved in all types of installations or that all work tasks have been achieved. The information is to demonstrate the breadth of experience gained. However, domestic installation covers a wider scope of experience than any other part of the trade and the aim is for an outcome of balanced and competent electricians. The swapping of apprentices achieves this in the case of specialised employers.

[Form SD01](#) Statutory Declaration for Apprentice Electrical Mechanic work history summary.

An example of the declaration form SD01 appears on the following pages.

Statutory Declaration**WORK HISTORY SUMMARY****For evidencing on-the-job experience of person applying for a licence as an Electrical Mechanic**Section 23C(1)
oaths Act (NT) 1994*Northern Territory of Australia Oaths Act*(1) Name and
address of person
making the
declaration.

I, (Employer/Supervisor) <>

Holder of Licence No: Electrician (Unrestricted) – Electrical Mechanic

of (Company/Business):

have supervised and trained (worker):

(2) Insert here the
name of the worker
to whom this
declaration relates.

(2)

holder of Registration No: for a period of months

in the following types of electrical installations:

Print Yes or No. Ticks are not acceptable.

Yes / No

Domestic house installations.....

Domestic unit installations.....

Office installations.....

Shop installations.....

Multi story installations.....

Warehouse installations.....

Industrial installations.....

Caravan park installations.....

Mining installations.....

Supply Authority infrastructure
(Sub-stations, switching stations, cable jointing etc).....

And, has been workplace trained in the following areas:*Print Yes or No. Ticks are not acceptable.*

Yes / No

Accessing and interpreting information using AS3000 1

Referring to other Australian Standards 1

Planning electrical installation work 1

Calculating maximum demands in mains, sub-mains & final sub-circuits 1

Selection of cables using AS3008.1.1..... 1

Selection of cables for final sub-circuits..... 1

Selection of cables for mains and sub-mains..... 1

.....

Installation of underground cables & ducts 1

Installation of conduits in concrete slabs..... 1

Installation of cable ducting..... 1

.....

Installation of cable ladder..... 1

Installation of final sub-circuit cabling..... 1

Installation of mains and sub-mains..... 1

(3) Signature of the
person making the
declaration.

Declared by (3) :

Note: A person willfully making a false statement in a statutory declaration is liable to a penalty of \$2,000 or imprisonment for 12 months, or both.

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STATUTORY DECLARATION

SD1

– for evidencing on-the-job experience of a person applying for a licence as an Electrical Mechanic

Statutory Declaration

WORK HISTORY SUMMARY

For evidencing on-the-job experience of person applying for a licence as an Electrical Mechanic

Section 23C(1)
Oaths Act (NT) 1994

Northern Territory of Australia Oaths Act

(3) Workers name.

(J) (Name of worker)

Print Yes or No. Ticks are not acceptable.

Yes / No

Installation of fire rated cabling

Installation of circuits in class I or II hazardous areas

Selection of earthing conductors

Installation of main earthing conductors

Installation of earth electrodes

Selection of switchboard equipment

Selection of circuit protection devices

Assembling of switchboards

Installation of switchboards

Termination of circuit protective devices

Termination of Residual Current Devices (RCDs)

Termination of MEN connections

Termination of earthing conductors at switchboards

Termination of mains, sub-mains and final sub-circuits at switchboards

Installation and termination of Supply Authority metering

Assembling of electrical articles (fans, light fittings etc)

Termination of final sub-circuits

Insulation testing of mains, sub-mains and final sub-circuits

Continuity testing of mains, sub-mains and final sub-circuits

Polarity testing of mains, sub-mains and final sub-circuits

Testing RCDs

Calculating Earth Loop Impedance of mains, sub-mains and final sub-circuits

Commissioning of mains, sub-mains and final sub-circuits

Inspection of Installations for compliance with AS 3000

Other:

(4) Signature of the
person making the
declaration.(5) Signature of the
person witnessing
declaration.(6) This declaration
may be made before
any person who has
attained the age of
18 years.(7) Name and contact
address or telephone
number of person
before whom the
declaration is made,
legibly written, typed
or stamped.And I make this solemn declaration by virtue of the *Oaths Act* and conscientiously
believing the statements contained in this declaration to be true in every particular.

DECLARED at (Place)

On the day of in the year of

DECLARED by (Signature) (4)

Before me (5) (6)

(7)

The experience declared will be assessed and an audit may be performed if there is any doubt to its
validity.