



## Contents

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3. Immigration flow chart
4. Blue Flier – This document gives you an overview of the application and testing process you will go through with VETAssess before coming to Australia.
5. Green Flier – This is an example of an Offshore Technical Skills Record (OTSR) – the document you will be issued by VETAssess if successful.
6. Pink Flier – When you arrive in Australia you will be required to complete ‘gap’ training. This document tells you what this and how it works.
7. Orange Flier – E-profiling - Before gaining your full trade certificate and license you will need to carry a log book proving that you have completed electrical work in Australia. This document tells you about e-profiling and why it is required.
8. Yellow Flier – This flow chart gives you an idea of the pathway to gain your full certificate and hence your full electrical license.
9. Trades Recognition Australia (TRA) information
10. Leaflet – for the Office of Consumer and Business Affairs. This is the licensing body for South Australia and if you are intending to live and work in South Australia this is the body who will issue your full electrical license. A license issued by them or any other state is transferrable to other states.
11. Flier and Business card – Skills Recognition Services. This body has been set up by the South Australia Government and will be able to assist you with the process of getting your skills recognised.

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Dear Client

Welcome to PEER VEET!

When tradespersons migrate to Australia there are a number of factors which make each individual different and hence the information can be misleading or confusing. It is our intention that the information enclosed will assist you and provide clear details of the trades PEER VEET is able to conduct training for.

PEER VEET is a training and apprentice employment organisation based in Adelaide South Australia. The core of our business focuses on training for the Plumbing, Electrical, Electronics & Refrigeration (PEER) trades.

If at any time you would like to discuss your situation in more detail please contact either Peter Jolley or Kate Boneham on +61 8 8348 1200.

Yours sincerely

**Michael Boyce**  
Chief Executive Officer  
PEER VEET

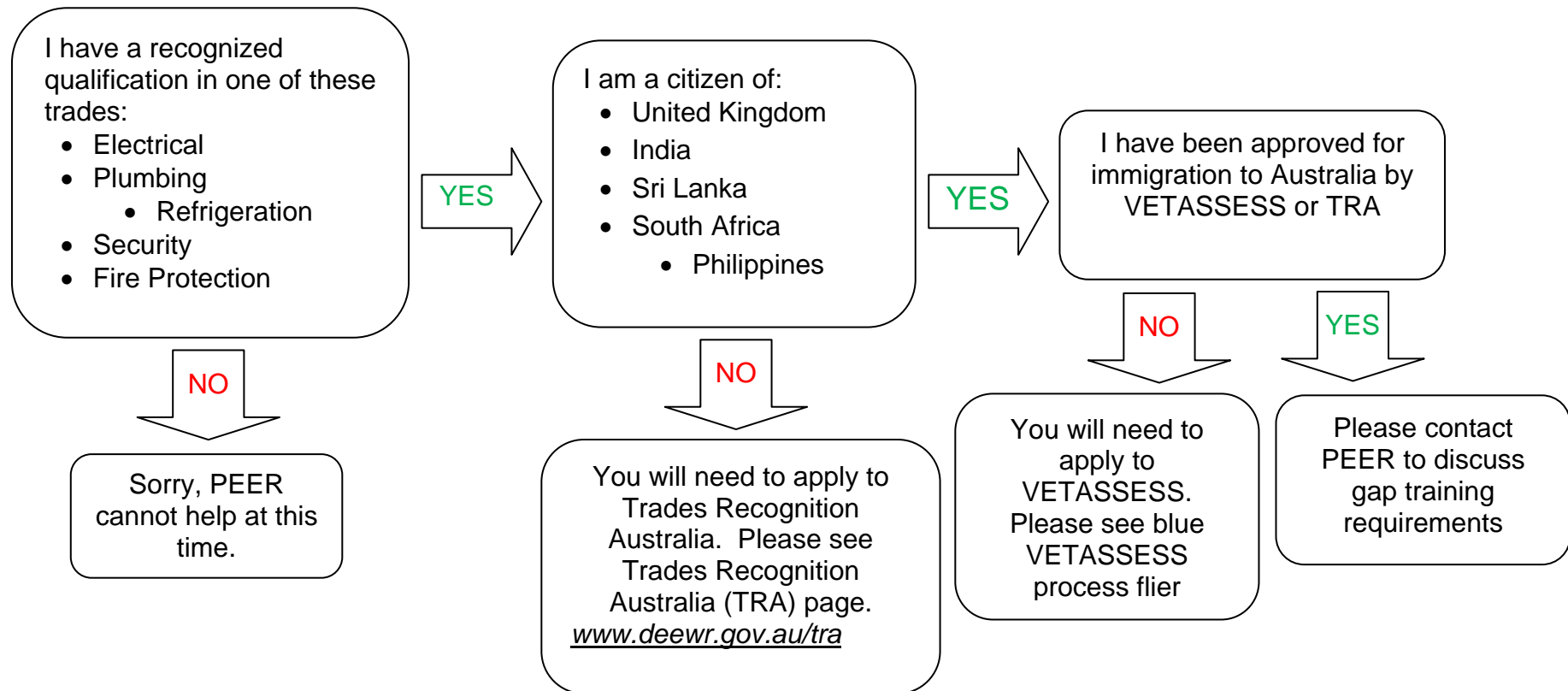
*Celebrating 20 years in providing apprentices, trainees and  
excellence in training for the future of our industries*

supported by these organisations



# IMMIGRATION TO AUSTRALIA WHERE DO I START?

**RIGHT HERE!**



## **Trades Recognition Australia**

Before arriving in Australia you need to apply to Trades Recognition Australia (TRA) as part of your VISA application. *NB: this first application to TRA is for immigration purposes only.* You will need to reapply to TRA to have your trade recognised for licensing purposes. This application can be submitted either once you arrive in Australia or whilst still in your home country. You will then be issued a letter from TRA indicating the outcome. If you are successful your official Australian Recognition of Trade Certificate (ARTC) will be issued once you arrive in Australia. Please recheck the criteria with the TRA for licensing purposes not only immigration. Just because you have been approved for a VISA due to your trade skills does not automatically mean you will also be approved for licensing.

The TRA may indicate you need what is known as "gap training" to successfully gain your ARTC. For this you will need to contact a training organisation. PEER VEET is a training organisation and will be able to help with any "gap training" the TRA has requested. PEER is a state based training organisation (conducting Nationally Accredited training) located in South Australia.

### **First point of contact:**

#### **PLUMBING**

Please contact the TRA and the relevant licensing body (In South Australia this is the Office of Consumer and Business Affairs (+61) 8 8204 9696, [www.ocba.sa.gov.au](http://www.ocba.sa.gov.au))

#### **REFRIGERATION**

Refrigeration is a National licensing system. Please contact the TRA and the Australian Refrigeration Council Ltd (ARC)

Victoria/Tasmania:	(+61) 3 9843 1600 / 1300 88 44 83
Queensland:	(+61) 7 3207 4222 / 1300 88 44 83
NSW/ACT:	(+61) 2 9553 6650 / 1300 88 44 83
Sth Aust./N.Territory:	(+61) 8 8343 8415 / 1300 88 44 83
Western Australia:	(+61) 8 9248 8044 / 1300 88 44 83

#### **SECURITY**

Please contact the TRA and the relevant licensing body (In South Australia this is the Office of Consumer and Business Affairs (+61) 8 8204 9696, [www.ocba.sa.gov.au](http://www.ocba.sa.gov.au))

#### **FIRE PROTECTION**

Please contact the TRA and the relevant licensing body (In South Australia this is the Office of Consumer and Business Affairs (+61) 8 8204 9696, [www.ocba.sa.gov.au](http://www.ocba.sa.gov.au))

#### **ELECTRICAL**

At this time electrical licensing in Australia is state based not national, meaning it is best for each student to **contact the licensing board in the state in which you are intending to live.** On the positive side however, once you have a license in one state reciprocal agreements between states mean you can simply transfer your license to another state by paying the appropriate state fee. You are able to study in South Australia, then transfer your license and work in other states.

To gain an Electrical license in South Australia you will require two things:

1. Australian Recognition of Trade Certificate (ARTC)
2. Australian Wiring Rules course certificate

In SA these 2 documents are all you need. Upon successful completion licensing will then issue you with an Electrical license which can be transferred to other states if you wish.

To our knowledge this is currently the easiest and fastest method to gaining your electrical license. It also has the added benefit of getting the process started while you are still in your home country.

If you have been assessed by the TRA indicating that your trade background is sufficient to be accepted for an ARTC, then PEER can assist with the Australian Wiring Rules course. This course is available by correspondence and can be started whilst you are still in your home country if you prefer. Once the fee is paid (course details attached) the references with trainer contact details is posted to you. When you are comfortable with the material you need to attend the PEER site in Adelaide for a two day, revision and assessment. This can be coordinated with your arrival in Australia if you wish.

Upon successful completion you can collect your certificate on the second day with enough time to take the 15 minute trip to the Adelaide city office of the Office of Consumer and Business Affairs to apply for your license. You can then take this to any state in Australia and they will transfer it for you. *NB: Completing the Wiring Rules course will have no effect upon your TRA application.*

If you would like to discuss this process in more detail or for clarification on any of these issues please contact either Peter Jolley or Kate Boneham on (+61) 8 8348 1200.



## Mutual Recognition

If you hold a current interstate or New Zealand plumbing, gas fitting or electricians licence and wish to perform similar work in South Australia, you can apply for an SA licence under the Mutual Recognition scheme. This is a quick and simple form of application. Contact our office for advice.

## Certificates of Compliance (COCs)

As a licensed contractor you have the responsibility to issue COCs for plumbing, gas fitting or electrical work carried out. COC forms are available from the Office of the Technical Regulator on (08) 8226 5500 (gas fitting and electrical work only) or SA Water on (08) 8207 1402 (plumbing work only). Any enquiries relating to COCs or technical matters can be directed to the relevant telephone numbers above.

## Business Name

Under the *Plumbers Gas Fitters and Electricians Act 1995*, you must not carry on business as a contractor under a licence except in the name that appears in your licence or in a business name that has been registered under the *Business Names Act 1996*. The Commissioner must also be advised in writing of your business name before you commence business.

## Contractors Must be Licensed

Any person (including a company) who carries on business or holds himself or herself out as a plumber, gas fitter or electrician, must be licensed as a contractor under the *Plumbers, Gas Fitters and Electricians Act 1995*. If a business operates as a partnership then each partner must hold their own licence.

You will not be entitled to any fee or other earnings if you conduct your plumbing, gas fitting or electrical business without a licence.

## compliance

The Office of Consumer and Business Affairs investigates breaches of the *Plumbers, Gas Fitters and Electricians Act 1995*, including unlicensed operators.

**SUBSTANTIAL PENALTIES MAY BE IMPOSED**

We strongly recommend that you obtain a copy of the *Plumbers, Gas Fitters and Electricians Act 1995* and Regulations from:

Service SA, Government  
Legislation Outlet,  
Lands Titles Office,  
101 Grenfell Street,  
Adelaide SA 5000  
Telephone **13 23 24**  
or visit  
[www.parliament.sa.gov.au](http://www.parliament.sa.gov.au)

### Office of Consumer and Business Affairs

### Business and Occupational Services

Level 3, Chesser House  
91 - 97 Grenfell Street  
Adelaide SA 5000  
Telephone (08) 8204 9696

### Regional Centres

Berri, Mount Gambier,  
Naracoorte, Port Augusta,  
Port Lincoln, Port Pirie  
Telephone **131 882**

### Translating and Interpreting Services (TIS)

Telephone **131 450**

[www.ocba.sa.gov.au](http://www.ocba.sa.gov.au)

May 2006

## Plumbers, Gas Fitters & Electricians

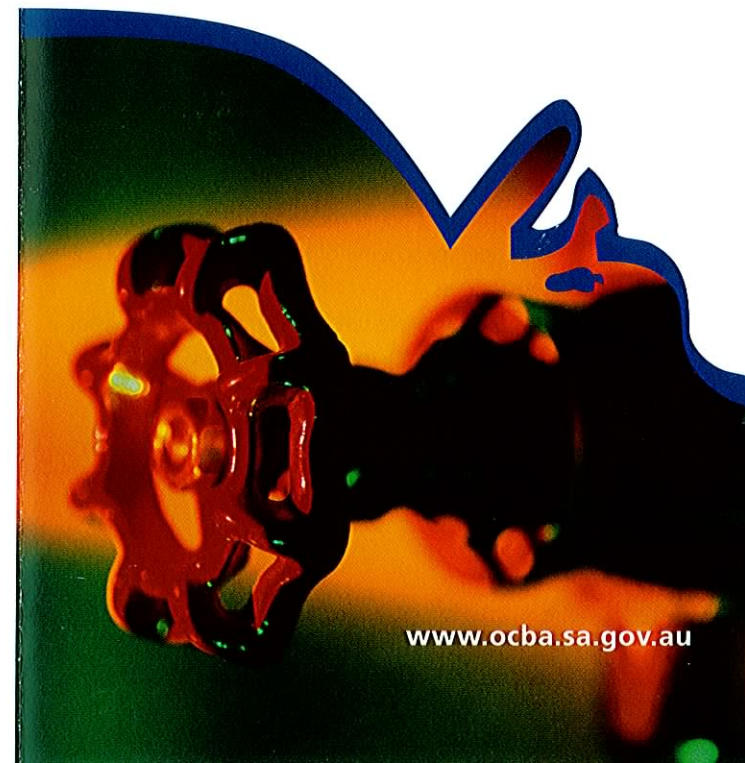
Contractors Licence

Workers Registration

Qualifications  
Experience

Your Obligations

Business and  
Occupational Services



[www.ocba.sa.gov.au](http://www.ocba.sa.gov.au)

The main reason for licensing and registering plumbers, gas fitters and electricians is to provide consumer protection. The Commissioner for Consumer Affairs administers the *Plumbers, Gas Fitters and Electricians Act 1995*. The legislation sets out minimum entry standards and promotes professional and ethical work practices in the building services industry.



## Entitlement to a Licence/Registration

You are entitled to hold a contractors licence if you:

- hold the approved qualifications (or one of your business partners is qualified)
- have sufficient business knowledge, experience and financial resources (or together your business partnership does)
- are not suspended or disqualified from practicing or carrying on an occupation, trade or business
- are not an undischarged bankrupt and are not subject to a composition or deed or scheme of arrangement with or for the benefit of creditors
- have not been, in the last five years, a director of a company wound up for the benefit of creditors
- are a fit and proper person.



Your company is entitled to hold a licence if:

- it is not suspended or disqualified from carrying on an occupation, trade or business
- it is not being wound up and is not under official management or receivership
- it has sufficient financial resources
- it has a minimum of 5000 shares that can be partly paid to a minimum of one cent in a dollar
- together the directors have sufficient business knowledge and experience
- each director has not been, in the last five years, a director of a company wound up for the benefit of creditors
- each director has not been suspended or disqualified from carrying on an occupation, trade or business
- each director is a fit and proper person.

If the Commissioner refuses your licence/ registration you can appeal to the District Court within one month from the date of refusal.

## Licence/Registration Conditions

The Act allows licences and registrations to be granted subject to conditions that limit any aspect of the work that can be performed. An officer from Business and Occupational Services can explain these limitations to you when processing your application. If your licence or registration has a condition, you can apply to have it changed at any time. However the Commissioner may refuse your application if you do not meet the criteria current at the time of application.

## Licence/Registration Fees

To maintain the currency of your licence/registration, you must pay a fee (each year if you hold a contractors licence or every three years if you only hold a workers registration) and disclose certain information to the Commissioner. If you hold both a contractors licence and workers registration, then payment of the annual fee for the contractors licence will also cover your workers registration. If you fail to do this, a penalty may be imposed and the licence and/or registration cancelled. In the case of partnerships, all partners are required to pay the relevant fees.

## Licence/Registration Card/Licence Certificate

As a licensed contractor and/or registered worker you will be issued with a photographic licence/registration card. If your company is licensed, you will receive a licence certificate, which you can display at your business premises.


## Disciplinary Action

Plumbers, gas fitters and electricians can be disciplined under the Act. The forum for disciplinary action is the Administrative and Disciplinary Division of the District Court and any person, including the Commissioner, may lodge a complaint to the court alleging grounds for disciplinary action to be commenced. The types of causes that may constitute this type of action are set out in the Act.

## Some of Your Obligations

You must comply with all the requirements of the Plumbers, Gas Fitters and Electricians Act and Regulations, and any building codes, standards and regulations relevant to the type of work you are doing. You must notify the Commissioner in writing (within 14 days) of changes to your personal or business details (e.g. address, directorship, business name, partnerships, etc). Contractors must ensure that the work is performed by appropriately registered plumbing, gas fitting and/or electrical workers.


# SouthAustraliaWorks to Recognise Skills



*South Australia Works to Recognise Skills* provides high quality services to people who seek recognition of qualifications and skills (whether gained locally or overseas) in order to find skilled employment in South Australia.

## **Skills Recognition Services**

*Skills Recognition Services* provides information, brokerage and referral services in the areas of recognition of qualifications and skills gained locally or overseas, pathways to recognition of prior learning and support with career development opportunities. .



The Service plays a role in skilling local people, identifying skills gaps and supporting people into employment.

The program makes South Australia highly competitive in attracting skilled workers from overseas.

Employment is the major focus of the service with recognition of qualifications and skills and career development being major pathways to employment.

Skills Recognition Services supports the skilling of South Australians through:

- the development/facilitation of pathways to recognition
- influencing the development of bridging and employment programs
- providing career development support
- providing case management support into employment.

The Service offers free:

- settlement information and advice to new South Australian residents
- information about pathways to recognition of qualifications and skills
- comparative assessments of overseas gained academic qualifications
- ongoing case management support through the process of gaining skilled employment
- career development support
- information and assistance with employment related issues
- *Skilled Work SA* - a project that supports skilled migrants to make informed decisions about maximising work opportunities in South Australia.

**Skills Recognition Services**  
Telephone - 1800 658 887





## **Government of South Australia**

Department of Further Education,  
Employment, Science and Technology

**Employment Programs**

**SKILLS RECOGNITION SERVICES**

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Toll Free 1800 658 887  
srs@saugov.sa.gov.au  
www.work.sa.gov.au

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