

Form 39

# Completion Statement by Supervising Registered Training Organisation and Employer

(For an electrical work licence application other than apprentice)

V8.03-2013

Electrical Safety Act 2002

## Section 1 - Applicant details

Please complete in **BLOCK** letters

<b>Title:</b> Mr / Mrs / Ms / Miss / Other			
<b>Family name:</b>			
<b>Given name/s:</b>			
<b>Middle name/s:</b>			
<b>Date of Birth:</b>			
<b>Student number:</b>			
<b>Postal address:</b>	Unit/Building No.	Street No.	Street Name/PO Box
	Suburb/Town/Locality		State Postcode
<b>Phone:</b>		<b>Facsimile:</b>	
<b>Mobile:</b>			
<b>Email:</b>			

## Section 2 - Employer details

<b>Company name (if applicable):</b>			
<b>Title:</b> Mr / Mrs / Ms / Miss / Other			
<b>Full Name:</b>			
<b>Postal address:</b>	Unit/Building No.	Street No.	Street Name/PO Box
	Suburb/Town/Locality		State Postcode

## Section 3 - Declarations

### To be completed by employer where on the job training is required:

I declare that I am the employer that is a party to the training program under which the applicant completed their training. I declare that the applicant has satisfactorily completed the training in accordance with the training program.

<b>Name:</b> (Print name of person authorised to sign on behalf of employer)			
<b>Occupation:</b>			
<b>Signature:</b> (Authorised person)		<b>Date:</b>	

### To be completed by the applicant:

I declare that I have completed the training in accordance with the training program.

<b>Signature:</b> (Applicant's signature)		<b>Date:</b>	
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WHSQ12083

Applicant's name: \_\_\_\_\_ Student Number: \_\_\_\_\_

### Section 4 - Supervising Registered Training Organisation details (SRTO)

<b>Name:</b>													
<b>Contact:</b>													
<b>Postal address:</b>	Unit/Building No.	Street No.	Street Name/PO Box										
	Suburb/Town/Locality	State	Postcode										
<p>The SRTO declares that the SRTO is the Supervising Registered Training Organisation issuing a qualification or statement of attainment for training or assessment delivered to the applicant under their training program as approved by the Regulator.</p>													
<p>Please nominate the most relevant</p>													
<input type="checkbox"/> <b>Qualification and statement of attainment issued by SRTO</b> <small>(Approved training package qualification; e.g. UEE30811, UET30206 or skill set)</small>													
<input type="checkbox"/> <b>Endorsement and units of competence issued</b> <small>(For restricted electrical work applicants only)</small>													
<p>The SRTO declares that the SRTO is reasonably satisfied the applicant:</p> <ul style="list-style-type: none"> <li>• has completed all the training or assessment required for an electrical work licence; and</li> <li>• is entitled to be issued a qualification or statement of attainment for an electrical work licence; and</li> <li>• is competent in performing the electrical work the subject of the application.</li> </ul> <p>This training program is considered by the regulator of the Department of Justice and Attorney-General as evidence of competence in the trade work of:</p> <p><b>(If applying for additional licence only tick new category to be added to existing licence)</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Electrical fitter and electrical mechanic</td> <td><input type="checkbox"/> Electrical linesperson - Distribution</td> </tr> <tr> <td><input type="checkbox"/> Electrical mechanic</td> <td><input type="checkbox"/> Electrical linesperson - Transmission</td> </tr> <tr> <td><input type="checkbox"/> Electrical fitter</td> <td><input type="checkbox"/> Electrical linesperson - Traction</td> </tr> <tr> <td><input type="checkbox"/> Electrical jointer - Open</td> <td><input type="checkbox"/> Restricted electrical work</td> </tr> <tr> <td><input type="checkbox"/> Electrical jointer - Restricted polymeric</td> <td></td> </tr> </table>				<input type="checkbox"/> Electrical fitter and electrical mechanic	<input type="checkbox"/> Electrical linesperson - Distribution	<input type="checkbox"/> Electrical mechanic	<input type="checkbox"/> Electrical linesperson - Transmission	<input type="checkbox"/> Electrical fitter	<input type="checkbox"/> Electrical linesperson - Traction	<input type="checkbox"/> Electrical jointer - Open	<input type="checkbox"/> Restricted electrical work	<input type="checkbox"/> Electrical jointer - Restricted polymeric	
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<input type="checkbox"/> Electrical jointer - Open	<input type="checkbox"/> Restricted electrical work												
<input type="checkbox"/> Electrical jointer - Restricted polymeric													
<b>Name:</b> (Print name of person authorised to sign on behalf of SRTO)													
<b>Occupation:</b>													
<b>Signature:</b>		<b>Date:</b>											

### Section 5 - Lodging this document

**You may lodge your application by mail to:**  
 Department of Justice and Attorney-General  
 Electrical Safety Office Licence Processing Services  
 PO Box 820  
 Lutwyche QLD 4030

or  
 Email: LPS@justice.qld.gov.au

or  
 Fax: (07) 3874 7670

### Privacy statement:

The Department of Justice and Attorney-General is collecting your information to receive notice of completion of a training course in accordance with the *Electrical Safety Act 2002*. The department may be required to disclose your personal information to the prescribed electricity entities in Queensland and other Australian and New Zealand electrical regulators. This information may also be used for statistical research, evaluation and reporting of our services. This includes publishing your licence details on the department's online register which is accessible by the public.

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