



Electrical Workers and Contractors Licensing Board

NORTHERN TERRITORY

Form 10

Apprentice Registration >

Guidelines, Application Form and Checklist for Apprentice Electrical Worker seeking Registration

These Guidelines and Application Form are provided to assist persons enrolled as apprentices in electrotechnology and who are required to be registered with the Board.

The package contains:

- > Guidelines and information about Apprentice Registrations
- > Application Form
- > Completed Application Checklist

Before making application for Registration, please read the Guidelines provided to ensure that you meet the current requirements to be registered by the Board.

NOTE: It is important that you submit all the required documentation as listed in the Application Form provided in this package. Use the **Completed Application Checklist** at the back of this package to ensure you have supplied all of the requested information. Please note that incomplete applications cannot be accepted and your paperwork will be returned to you for you to resubmit, together with any additional information outlined on the Completed Application Checklist. You have 28 days to forward further information that may be requested. If you fail to supply the information within this time, the application will lapse.

Privacy Information:

The Electrical Workers and Contractors Licensing Board, under the [Electrical Workers and Contractors Act](#) collect the information on this Form, or otherwise provided by you, to process your application for registration. Failure to provide the information in full or in part may result in your application for registration being refused.

Some of the personal information provided by you will be made publicly available, including through the Internet, as part of a Public Register.

Any personal information provided can be subsequently accessed by you on request. If you have any queries please contact the Electrical Workers and Contractors Licensing Board on 8981 5435.

Lodgement Information

Lodgement in Person. At a **TERRITORY BUSINESS CENTRE** near you:

DARWIN	ALICE SPRINGS	KATHERINE	TENNANT CREEK
Ground Floor	Peter Sitzler Building	Shop 1	Shop 2
Development House	67 North Stuart Hwy	Randazzo Building	Barkly House
76 The Esplanade		18 Katherine Terrace	Cnr Davidson Street

Lodgement By Mail:

Electrical Workers and Contractors Licensing Board
GPO Box 1722, Darwin NT 0801

Licensing Enquiries:

Telephone: (08) 8981 5435 or 8999 5516

Facsimile: (08) 8999 5141

Email: electrical.licensing@nt.gov.au

Website: www.electricallicensing.nt.gov.au

General Information

For the full requirements of the Act and Regulations for the issue of all Licences and Permits see the *Electrical Workers and Contractors Act* and [Regulations](#). These can be purchased from the NT Government Printing Office on telephone: (08) 8999 4031 or accessed on the Board's website: www.electricallicensing.nt.gov.au

(a) What is the Electrical Workers & Contractors Licensing Board?

The Northern Territory Electrical Workers and Contractors Licensing Board (the Board) is a statutory authority established under the *Electrical Workers and Contractors Act* (the Act). The Board consists of five people appointed by the Minister to administer the Act. The composition of the Board is a cross section of the electrical industry to enable all sections to have representation.

(b) What is the main objective of the Board?

The main objective of the Board is to ensure work in the industry is only carried out by adequately trained workers and that they produce safe electrical work.

(c) How does the Board do this?

The Board achieves this by:

- > Licensing electricians
- > Licensing electrical contractors
- > Registering apprentices/trainees
- > Licensing restricted licence holders
- > Conducting investigations into complaints relating to unlicensed work, faulty or substandard installations, etc.

(d) Who needs to be licensed or registered?

Any person intending to perform electrical work needs a licence or permit to do so. This includes apprentices and trainees in the field of Refrigeration/Airconditioning, Communications, Computer Maintenance and Electronics, as well as in the mainstream electrical trades of Systems Electrician, Linesman and Cablejointer.

(e) Why do I need a licence or registration?

It is a punishable offence under the laws of the Northern Territory to perform electrical work without an appropriate licence or permit. (Refer to the *Electrical Workers and Contractors Act* for definitions of Electrical Work.)

(f) When should I apply for registration or licence?

As an apprentice, you should apply to the Board for a registration to perform electrical work under supervision on commencement of training. On completion of your training, you should apply for a licence.

(g) How do I apply for registration?

Fill in the application form, enclose attachments as required on the form and forward it to the Licensing Board. Use the Completed Application Checklist at the back of this package to ensure you have supplied all of the required information. There is no application fee required.

(h) What happens next?

Your application will be assessed and a decision conveyed to you in writing shortly after. On completion of the process you will receive a Notice of Registration.

(i) What if I change employers during my apprenticeship?

You will need to lodge a copy of your revised contract of training and a new Form 10 with the Board. You must do this every time you change employer.

Colour Identification Test:

Section 21(1)(d) of the Act provides that an application to the Board for an Electrical Workers Licence or Permit shall be accompanied by a statement of results that the applicant has obtained in a colour identification test. A section of the Licence Application Form provides for a person to state whether they have undertaken such a test and state the results. If a person has not previously undertaken such a test and cannot give the results of a test, then they will be required to undertake a colour identification test. The form on Page 3 of the Application Form attached may be used, or the results may be supplied on the practitioner's letterhead.

Further reading – information for you and your supervisor to be read in conjunction with this application to assist in understanding your obligations – www.electricallicensing.nt.gov.au

Publication 09	Electronic profiling for apprentices
Publication 10	Requirements for the supervision of registered apprentices
Publication 12	A guide to the range and scope of work experience for Apprentice Electrical Mechanic

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Application Form for Registration as an Apprentice

Personal Details	
	Applicant Details: Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify)..... Surname: Given Names: Date of Birth:
If the same as below, write "as below"	Postal Address: Suburb or Town:..... State:..... Post Code:.....
Current residential address (must be completed)	Residential Address: Suburb or Town:..... State:..... Post Code:.....
Provide contact details	Contact Details: Work Phone: Mobile Phone: Home Phone: Facsimile: Email:

Your Apprenticeship Details	
Provide details of your training contract	Apprenticed as: <input type="checkbox"/> System Electrician <input type="checkbox"/> Refrigeration / Airconditioning Mechanic <input type="checkbox"/> Instrumentation Fitter <input type="checkbox"/> Linesman / Cable Jointer <input type="checkbox"/> Other Date of Commencement of Training Contract

Current Employment Details	
Details of employer providing your training	Name of Employer:
Employer's postal address	Employer Contractor no.: C
Employer's business street address	Employer Postal Address: Suburb or Town:..... State:..... Post Code:.....
Provide contact details	Employer Business Address: Suburb or Town:..... State:..... Post Code:.....
	Employer Contact Details: Business Phone: Business Facsimile:..... Email:

Colour Identification Test

<p>If you have previously undertaken a Colour Identification Test, a test is not required</p> <p>Proof of test must be submitted</p>	<p>Colour Identification Test:</p> <p>I state that I have previously undertaken a Colour Identification Test and the results of that test, which are attached, were:</p> <p><input type="checkbox"/> I am able to correctly identify colours</p> <p><input type="checkbox"/> I am NOT able to correctly identify colours</p>
<p>If you have NOT previously undertaken a Colour Identification Test, please do so using Page 3 of this Application Form</p>	<p>Colour Identification Test:</p> <p>I state that I have NOT previously undertaken a Colour Identification Test and so have used Page 3 of this Application Form to do so:</p> <p><input type="checkbox"/> Please find my Colour Identification Test results on Page 3 of this Application Form</p>

Declaration

<p>Please sign and date before submitting Application</p>	<p>Declaration of Applicant Registering as an Electrical Apprentice:</p> <p>I declare that the information in this Application or any documentation attached by me is complete and true to the best of my knowledge.</p> <p>Signature: Date:</p>
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Completed Application Checklist – Form 10

Apprentice Registration

All required information is to be submitted with this Application for it to be accepted.

Please note that incomplete Applications cannot be processed.
Your paperwork will be returned to you and you will need to resubmit,
together with any additional information outlined below.

Please Tick	Have you attached the following to your Completed Application Form?	OFFICIAL USE ONLY
<input type="checkbox"/>	Colour Identification Test Results (Page 3 of the Application Form) OR A copy of a previous Colour Identification Test Results	
<input type="checkbox"/>	A copy of your Training Contract / Agreement (both you and your Employer will have copies) OR A copy of your Certificate of Registration of Training Contract issued by Australian Apprenticeship Centre (both you and your Employer will have copies)	

COMMENTS – OFFICIAL USE ONLY