

A provisional licence is a temporary registration. It allows a person with suitable confirmed work experience to carry out electrical work under supervision, for a specified supervisor, while examinations are being undertaken to obtain permanent New Zealand electrical registration.

Key Information

Experience required to obtain a Provisional Licence

Electrician: Installation of building wiring and electrical servicing

A minimum of 4 years (8,000 hours) in the work of an electrician, including at least 2,000 hours general wiring installation work.

Electrical Service Technician: Servicing of electrical appliances

For work limited to the maintenance of appliances rated up to 230 volts supplied via plug and flexible cord.

- Completion of a minimum of 2000 hours experience servicing the electrical aspects of 230 volt plug-in appliances that has been obtained over a minimum of 18 months;

For work limited to the maintenance and replacement of electrical appliances and fittings rated up to 460 volts including their disconnection from and reconnection to permanent wiring.

- Completion of a minimum of:
- 1,000 hours servicing the electrical aspects of 230 volt plug-in appliances; and

- 1,000 hours servicing the electrical aspects of appliances over 230 volts and up to 460 volts rating; and fittings of an electrical installation- Note. Both of the above 1000 hours must have been obtained over a period of a minimum of 18 months in total.

Line Mechanic: Installation and maintenance of electric overhead or underground lines

- Completion of a minimum of 24 months relevant work experience, of which a minimum of 3 months must have been completed within New Zealand.

Applying for a Provisional Licence

Applications can be made by:

Completing the relevant application form including the following:

- A work history statement from relevant past employer(s) confirming the duration of employment and providing precise details of relevant actual electrical work experience, as is detailed above.

- Confirmation of completion of an appropriate course in safe working practices and testing that has been provided by a NZ licensed provider; and cardiopulmonary resuscitation and first aid that has been provided by St Johns, Red Cross or other approved provider.
- A certified copy of certificates showing electrical qualifications, as detailed in the Overseas Qualifications portion of the Board's website www.ewrb.govt.nz.

The provisional licence application fee is \$34.00 GST inclusive. (Cheques payable to "Electrical Workers Registration Board"). Visa, MC, Am Express also accepted.

Send your application to: The Registrar, PO Box 10156, Wellington New Zealand.

Key Information

Sections 6 & 7 must be completed and signed by the New Zealand employer and supervisor confirming that the employer and supervisor have read and understood the supervision aspects.

A Supervisor of Electrical Work must be a licensed person holding a current Practising Licence whose registration allows them to carry out the prescribed electrical work they are supervising; and

- Who has at least 3 years post registration experience; and
- Who is competent to carry out the prescribed electrical work they are supervising.

Provisional licences are valid for 12 months and are issued for a 12 month term with specific supervision and work area requirements.

During that time licence holders are required to study and attempt the coursework and

examinations as instructed by the Board towards obtaining permanent New Zealand electrical registration.

Provisional licences are not renewable unless evidence of compliance with the Board's requirements is provided to support any subsequent application. Evidence of work experience gained may also be required for subsequent Provisional Licence or Registration applications.

For overseas qualifications accepted toward New Zealand electrical registration please refer to the Overseas Qualifications Policy and Procedure Manual at the EWRB website www.ewrb.govt.nz

For courses on safe working practices, testing, CPR and basic first aid, please refer to the Safety Training course provider list on the Board's website www.ewrb.govt.nz.

Know Who is your supervisor of electrical work is (having signed the application)

Understand and follow the directions and instructions given by your supervisor of electrical work at all times.

Understand before commencing work:

- the limits of the work you can do.
- the boundaries of the safe working area.
- the hazards that have been identified.
- how to carry out the work in a competent manner
- the safety measures adopted for the duration of the work.

Find out Who is your supervisor of electrical work if you do not know

Ask Your supervisor of electrical work if you do not understand anything about the work.

Carry out The work to the best of your ability.

1. A “supervisor of electrical work” is

- a licensed electrician with 3 years qualifying experience.
- a licensed electrical service technician with 3 years qualifying experience.
- a licensed line mechanic with 3 years qualifying experience
- a licensed qualified engineer with 3 years experience in electrical engineering.
- a licensed electrical inspector.

Qualifying experience means that a person has had, at least 3 years experience in work they are permitted to carry out.

A supervisor of electrical work must be competent to do the work, which is the subject of the supervision.

2. The information contained in this circular is taken from or based on the “Guidelines for Supervision July 2002” issued by Electrical Workers Registration Board and Electrical Workers Licensing Group.

Being a Supervisor of Electrical Work

If your employer appoints you as the supervisor of electrical work to supervise a Provisional Licence Holder, you will need to:

Know The physical conditions existing at the workplace.

Assess The likely changes of those conditions as work progresses, including:

- If live exposed fittings could be contacted during the work
- If live fittings could become exposed during the work and be contacted.

Determine The isolation, testing, earthing and other safety measures required to make the work area safe for the trainee, other workers and the public.

Ensure Apparatus and equipment including personal protective safety equipment required to safely carry out the work is available at the work site.

Ensure Provisional Licence Holder

- has been trained in the correct use of the apparatus, equipment, and personal protective safety equipment;
- is notified of the identified hazards.

- understands the use of locks and safety tags, the limits of the work they can do and the boundaries of the safe working area:

Apply Appropriate supervision

Ensure Supervision is applied so:

- work is carried out in a competent manner;

- appropriate safety measures are demonstrated and adopted while the work is being undertaken;
- sufficient, competent assistance is readily available to enable the work to be safely carried out,
- The completed work complies with the Electricity Regulations 1997

Employers and Supervision

As an employer you must take all practical steps to ensure the safety of your employees. The law requires Provisional Licence Holders be supervised by a supervisor of electrical work to ensure that the work is performed safely and competently.

The employer can also be the supervisor of electrical work.

Ensure

The Board must be notified in writing if termination of supervision occurs during the issuing period of a provisional licence.

Note:

The information contained in this circular is taken from or based on the guidelines for supervision October 2003 issued by Electrical Workers Registration Board and Electrical Workers Licensing Group.

To view these Guidelines see website www.ewrb.govt.nz click on publication button