



**Electrical Workers
Registration Board**

SAFETY | COMPETENCY | COMPLIANCE

Provider:

Date:

Approved Competence Programme Provider Programme Audit Checklist

Electrical Safety and Testing Components
published in Gazette Notice 2023-sI4076

Competence Programme Audit Report

Training Provider:	Date: Auditor: Signature:
EWRB approved contact person: Title: Contact Address: Phone: E-mail:	Physical address where CP was held: <hr style="border: 0.5px solid black;"/> Facilitators name, contact details, registration class and practicing licence:

Minimum criteria for Instructors delivering competence programmes for electrical safety.

- Holder of a New Zealand electrical registration class that is at least to the level or at a level higher than that being taught.
- Holder of a current practicing license for the class of registration that is at least to the level or at a level higher than that being taught.
- Has relevant electrical industry related experience, skill competencies and knowledge of best industry practice.

Cardio-pulmonary resuscitation (CPR) and First Aid Instructors must be suitably trained /qualified to deliver courses to the following criteria

CPR instruction

A level that would meet the standards taught and assessed by New Zealand Resuscitation Council Emergency Care Instructors (ECI) or an equivalent. The new NZRC CPR requirements must now be used or provisions are put in place to ensure they are adhered to as soon as it is practicable.

First Aid instruction

First Aid instruction must be provided in accordance with the material published by Red Cross of New Zealand or St John of New Zealand.

Summary including comments:

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<u>Audit review guidelines</u>		<u>Subject to:</u>	
Prescribed requirements relating to the completion of competence programme (CP)		EWRB Gazette Notice subject matter https://gazette.govt.nz/notice/id/2023-sl4076	
<u>CP for registration classes: (Auditor to complete)</u>		<u>Additional Information:</u>	
<p>Important Note: a CP will not satisfy the requirements for Limited Certificates issued by the Board. (Safe Working Practices component is missing).</p>			
Audit Summary		✓ / ✗	Comments
	I, [Auditor Name], have reviewed and assessed the competency programme and am satisfied it meets the minimum requirements for an approved EWRB competence programme.		
	In undertaking our audit, I have determined that the' program:		
	Meets the minimum requirements of the gazette notice and facilitators and technical guide		
	Contained additional course information that added value to the participants, or was part of a professional development course		
	Provided additional reference "handout" material in the form of notes, books, power point slide copies, or similar		
	Used satisfactory test panels or practical exercises for electrical testing and verification processes.		
	Is recommended for board approval		
	Is recommended for board approval subject to conditions		
	Further conditions have been identified in order to meet EWRB minimum criteria		

Checklist		Auditor	Details and Audit Guidelines
1	<p>This audit is for :</p> <p>A. Application to become an approved competence program provider (CPP)</p> <p>B. Auditing an approved CPP</p>		<p>If the CPP already holds a current provider deed, auditor to view this deed to ensure: It is current with correct schedules and amendments attached. Confirm it is dated, signed, and witnessed by both parties.</p> <p>Note 1: Provider deed contains a schedule of the subject matter to be covered. Note 2 :For a new application provider deed will not have been supplied at this point</p>
2	<p>CPP must have a copy of gazette notice which sets out minimum requirements for programme subject matter NEW ZEALAND GAZETTE Notice 2023-sl4076</p>	Evidenced	<p>Gazette document sets out subject material that must be included in the CP for each class of registration. The CPP must have developed an effective program to that covers those areas including all Board issued requirements and guidance. Note: the auditor will require adequate electrical technical competence to assess the suitability relevance and correctness of information in the programme.</p>
3	<p>The CPP has a current copy and working knowledge of the - facilitators guide and technical guide and current Board directives</p>	Evidenced	<p>This document provides; guidance, and mandatory requirements including bank of technical questions and practical testing exercises</p>
4	<p>CPP demonstrates verification process to ensure participants have completed the E-learning modules prior to programme attendance. https://ewrb-learning.co.nz/register</p>	Evidenced	<p>Prior to attendance participants must complete two online learning modules and present the CPP with a certificate as proof of completion. Modules provide an overview of the CP and fundamental electrical safety requirements</p>
5	<p>CPP correctly uses written questions as part of the competency assessment.</p>	Evidenced	<p>The written assessment should contain a minimum of 10 questions which are taken from facilitators guide question bank. These are open book and the participant must answer 10 questions correctly. These must be marked before completion of programme.</p>
6	<p>CPP demonstrates understanding of process required to log onto the EWRB's portal and update the participants CP records within 5 working days. Understands requirements for verification that E-learning modules have been completed.</p>	Evidenced	<p>EWRB creates login using the REALME login process for the CP to access online EWRB portal. Record updates for CPR, first aid and electrical safety may be entered by the CPP or a designated person. When updating training records it's important to ensure accuracy and correctness of information. The participant may if necessary complete the online modules retrospectively, and forward the proof of completion certificate to CPP, only then can the CPP record the successful completion of programme to the EWRB. Prior completion is recommended</p>
7	<p>If the CPP delivers or arranges the delivery of first-aid + CPR components, do they comply with gazette requirements</p>	Evidenced	<p>CPR and First Aid must be provided in accordance with the requirements specified in this document. The CPP may have an agreement with a suitably qualified provider or have the required competencies and a qualification to deliver the training or this component is not part the program and the participant arranges this independently. This section of the course should be approximately 2 hours in duration.</p>
8	<p>Time taken for delivery of CP exclusive of first-aid + CPR components</p>		<p>The electrical safety presentation and assessment should be designed to take up to 6 hours to deliver inclusive of Q & A session for up to 12 persons with one facilitator. For larger courses or any number over 12 persons a second facilitator may be required to assist with the practical testing assessment</p>
9	<p>CPP's course content and presentation format is satisfactory.</p>	Evidenced	<p>The CPP should be able to provide evidence of a presentation format and examples of content, practical sessions, and assessment process</p>

10	CPP is aware of requirement and process to notify the Board if a participant is assessed as not demonstrating satisfactory competence	Evidenced	CPP should notify the EWRB detailing areas of concern as soon as possible. The participant will be contacted by the EWRB who will then communicate the actions required by the participant to upskill/improve their competence.
11	Demonstration of practical competency. The CPP must be able to demonstrate how they are going to provide a practical testing element to the competency program. This should contain practical exercises with test instruments and may involve test boards training panels or other satisfactory methods. Each individual participant is expected to carry out the practical testing exercise.	Evidenced	Ensuring participants have the appropriate competency in electrical testing for class of registration, including the verification requirements of AS/NZS3000. CPP should be able to demonstrate how they will assess the participants knowledge in : <ul style="list-style-type: none"> Identifying and using the correct test instrument Testing for personal safety Polarity testing Earth fault-loop impedance testing and interpreting / understanding results Calculating prospective short circuit understanding implications of results
12	Does the CPP have a suitable process for: A. Ensuring participants bring their own test instruments (or) B. Provision of test instruments (and) C. Educating participants who do not own or have access to suitable test instruments	Evidenced	The CPP should be able to explain/demonstrate how this part of the course is managed. All participants should be made aware that test equipment will be required and to supply or have access to test equipment they can bring to the programme