



**Electrical Workers  
Registration Board**

SAFETY | COMPETENCY | COMPLIANCE

# Practising Licence and Competence Programme Rules

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## 1. Purpose

- 1.1 These Rules set out the Board's requirements for registered persons to be issued a practising licence or to renew a practising licence, and the Board's Competence Programme requirements.
- 1.2 Copies of the legislative provisions referred to in these Rules are contained in the Schedule.

## 2. Practising Licence Requirements

- 2.1 Section 98 of the Electricity Act ("the Act") sets out the requirement for a registered person to hold a current practising licence if they are to do or assist in doing prescribed electrical work.
- 2.2 Section 99 provides that a registered person is entitled to a practising licence if they:
  - (a) comply with section 100 of the Act which sets out the application requirements for a practising licence;
  - (b) meet the applicable minimum standards for registration. The minimum standards are those that apply in relation to the relevant class of registration and are prescribed under Part 10 of the Act (refer to the Board's Prescribed Classes of Registration Policy Ops-R-03);
  - (c) are not precluded from holding a licence because of any disciplinary action taken by the Board under section 147M of the Act;
  - (d) are a fit and proper person to be issued with a practising licence (refer to the Board's Fit and Proper Person Policy L-PO-12); and
  - (e) have paid the prescribed fee.
- 2.3 Applications to be issued a practising licence or renew a practising licence can either be made:
  - (a) Online through the Board's website (<http://ewrb.mbie1.cwp.govt.nz>); or
  - (b) Manually with forms available on the Board's website ([info@ewrb.govt.co.nz](mailto:info@ewrb.govt.co.nz)) or by contacting the Board at:
 

Electrical Workers Registration Board  
15 Stout Street, Wellington  
P O Box 10-156, Wellington 6143  
New Zealand; or  
0800 66 1000
- 2.4 Applications made online will be at a reduced fee compared to those submitted manually.
- 2.5 The Board requires that all applications be accompanied by a photo of the applicant which is satisfactory to the Board and which will be displayed on the practising licence and may, at the option of the applicant, also be displayed on the Board's online public register of electrical workers.
- 2.6 Under sections 101 and 102 of the Act the Board must consider the application and either issue or decline them. The Board will, in addition to the matters set forth in sections 101 and 102 when considering an application, have recourse to its Debt Management Policy O-PO-07.
- 2.7 Under section 103 of the Act a practising licence is issued subject to terms and conditions imposed by section 85(1)(c) (which allows the Board to Gazette the

terms and conditions of a practising licence). Under these provisions the Board has Gazetted Competence Programme requirements which are set out in these Rules.

- 2.8 Practising licences will be issued and or renewed for a period of not more than 2 years.

### Applications on Behalf of Employees by Employers

- 2.9 An employer may submit practising licence applications for registered persons in their employ.
- 2.10 If an employer makes an application on behalf of an employee or employees then the employer must in doing so comply with section 100 of the Act which sets out the application requirements for a practising licence and make a declaration that the employees on whose behalf they are making an application:
- (a) meet the applicable minimum standards for registration. The minimum standards are those that apply in relation to the relevant class of registration and are prescribed under Part 10 of the Act (refer to the Board's Prescribed Classes of Registration Policy Ops-R-03);
  - (b) are not precluded from holding a licence because of any disciplinary action taken by the Board under section 147M of the Act; and
  - (c) have attested to the employer in writing that the employee meets the Board's Fit and Proper Person Criteria (refer to the Board's Fit and Proper Person Policy L-PO-12).
- 2.11 The employer must retain the employee's declaration for a period of no less than 7 years.
- 2.12 Any employee who does not satisfy the Board's Fit and Proper Person criteria cannot be included in an employer application and must make an individual application for a practising licence.
- 2.13 The employer must pay the prescribed fees to the Board on behalf of any employees on whose behalf it is making an application for licensing and provide a comma separated value spreadsheet with the payment detailing the employees who the application and payment covers and such other information as the Board may require.
- 2.14 Applications made by an employer must include a photo of the employee applicant which is satisfactory to the Board and which will be displayed on the practising licence and may, at the option of the employee applicant, also be displayed on the Board's online public register of electrical workers provided that:
- (a) the photographs are linked to the employees electrical worker number as per the electrical workers register as a unique identifier; and
  - (b) include an election from the employee as to whether they want their photo included on the Board's online public register of electrical workers.
- 2.15 All other requirements as regards licensing and competency will apply to any application made by an employer on behalf of an employee.
- 2.16 Any application by an employer on behalf of employees will be subject to it being audited by the Board at any time.

## 3. Competence Programme Requirements

- 3.1 Section 108 of the Act provides for Competence Programmes for persons who do or assist in doing prescribed electrical work and:
- (a) section 85 allows the Board by notice in the Gazette to prescribe registration and licensing matters;

- (b) section 86 allows the Board to prescribe minimum standards in relation to a notice under Section 85; and
  - (c) section 87 sets out the guiding principles when prescribing matters in relation to sections 85 and 86.
- 3.2 In accordance with Sections 85, 86 and 87 the Board gave notice in the Gazette of certain requirements in relation to applications for the issuing of practising licences or applications for the renewal of practising licences.
- 3.3 The following sets out those Gazetted requirements which, in accordance with the Gazette Notice, took effect from 2 April 2015.

### Frequency of Competence Programmes

- 3.4 From 2 April 2015, applicants for all classes of practising licence (including the renewal of practising licences) must have completed a Competence Programme within a period of two years immediately before the date of each application.

### Subject Material for Competence Programmes

- 3.5 A Competence Programme is made up of Board approved courses of instruction in:
- (a) electrical safety, and
  - (b) basic first aid and cardio-pulmonary resuscitation.
- 3.6 The subject material for the electrical safety part of Competence Programmes for the Board's 10 classes of practising licences is listed in the Appendices below.

### Professional Development Programmes

- 3.7 Professional development programmes which includes a Board approved course of instruction in electrical safety and basic first aid and cardio-pulmonary resuscitation will constitute a Competence Programme.

### Cardiopulmonary Resuscitation and Basic First Aid

- 3.8 Instruction in cardio-pulmonary resuscitation must be provided so as to achieve the CPRL2 requirements of the New Zealand Resuscitation Council. First Aid instruction must be provided in accordance with material published by either the New Zealand Red Cross or St John New Zealand. Provided that is the case, the subject material of those courses of instruction will be deemed to be approved by the Board.

### Providers of Competence Programmes

- 3.9 Any person, company or organisation wishing to become a Board-approved provider of a Competence Programme must satisfy the Board that the requirements outlined in 3.5 to 3.8 will be satisfied.
- 3.10 Subject to 3.9 employer licence holders, or employers in general, can become Board-approved providers of Competence Programmes.
- 3.11 An application from any person, company or organisation wishing to become a Board-approved provider for a Competence Programme must be accompanied by curriculum vitae of the persons who will conduct the Competence Programmes and in the case of a company/organisation a profile of the company/organisation.
- 3.12 Any Board-approved provider of a Competence Programme must satisfy themselves of the identity of all Competence Programme attendees including by verifying the identity from the person's practising licence (if they hold one).

- 3.13 Competence Programme providers will be required to enter into a contract with the Board prior to them offering any Competence Programme.
- 3.14 The Registrar will hold and maintain a list of current Board-approved providers and the list will be published on the Board's website.

### Assessment of Competence

- 3.15 Any Board-approved provider of a Competence Programme must assess the competence of the attendees completing the programme in relation to the attendees' "levels of knowledge" and advise the Board whether or not each attendee has satisfactorily completed the programme.
- 3.16 Any Board-approved provider of a Competence Programme may be audited annually by the Board.

## Appendix Subject material for Competence Programmes

### Part A Competence Programmes for People Not Engaged in Works or High Voltage Installations

The following subject material must be included in the electrical safety aspect of the Competence Programme for the respective practising licence classes where any person applying for a practising licence is engaged either full time or part time on low voltage electrical installations designed and constructed to AS/NZS 3000 and on electrical appliances that are supplied from such installations:

1. **Electrical Inspector**
  - (a) Supervision of trainees
  - (b) Earthing requirements as listed in AS/NZS 3000
  - (c) The installation, operation and testing of residual current devices (RCCB, RCBO, SRCD and PRCD)
  - (d) Prospective short circuit currents
  - (e) Testing and certification as listed in AS/NZS 3000, AS/NZS 3760 and the Electricity (Safety) Regulations 2010
  - (f) Inspection
2. **Electrician, Electrical Engineer and Electrical Installer**
  - (a) Supervision of trainees
  - (b) Earthing requirements as listed in AS/NZS 3000
  - (c) The installation, operation and testing of residual current devices (RCCB, RCBO, SRCD and PRCD)
  - (d) Prospective short circuit currents
  - (e) Testing and certification as listed in AS/NZS 3000, AS/NZS 3760 and the Electricity (Safety) Regulations 2010
  - (f) Inspection
3. **Electrical Service Technician, Electrical Appliance Serviceperson (Endorsed) and Associated Tradesperson**
  - (a) Supervision of trainees
  - (b) Earthing requirements as listed in AS/NZS 3000
  - (c) Operation and operational testing of residual current devices (RCCB, RCBO, SRCD and PRCD)
  - (d) Prospective short circuit currents
  - (e) Testing requirements in accordance with AS/NZS 3000 and AS/NZS 3760

#### 4. Electrical Appliance Serviceperson

- (a) Supervision of trainees
- (b) Earthing requirements as listed in AS/NZS 3000
- (c) The purpose, usage and operational testing of residual current devices
- (d) Prospective short circuit currents
- (e) Testing requirements in accordance with AS/NZS 3760

#### 5. Line mechanic and cable jointer

- (a) Supervision of trainees
- (b) Earthing requirements as listed in AS/NZS 3000
- (c) Testing and certification as listed in AS/NZS 3000, AS/NZS 3760 and the Electricity (Safety) Regulations 2010.

## Part B Competence Programmes for People Engaged in Works or High Voltage Installations

The following subject material must be included in the electrical safety aspect of the Competence Programme for the respective practising licence classes where any person applying for a practising licence is engaged either full time or part time on works or high voltage electrical installations or on high voltage plant and equipment supplied from works or such installations.

#### 6. Electrical Inspector

- (a) Supervision of trainees
- (b) Prospective short circuit currents
- (c) Electrical safe distances and their application as listed in ECP 34
- (d) Earthing requirements as listed in the Electricity (Safety) Regulations 2010 and the use of bonding and equipotential zones to comply with regulation 8 of those regulations
- (e) The installation, operation and testing of electrical protection equipment, including current and voltage transformers
- (f) Testing and certification as listed in the Electricity (Safety) Regulations 2010
- (g) Inspection

#### 7. Electrician, Electrical Engineer, Electrical Installer and Electrical Service Technician

- (a) Supervision of trainees
- (b) Prospective short circuit currents
- (c) Electrical safe distances and their application as listed in ECP 34
- (d) Earthing requirements as listed in the Electricity (Safety) Regulations 2010 and the use of bonding and equipotential zones to comply with regulation 8 of those regulations
- (e) The installation, operation and testing of electrical protection equipment, including current and voltage transformers
- (f) Testing and certification as listed in the Electricity (Safety) Regulations 2010

#### 8. Line Mechanic and Cable Jointer

- (a) Supervision of trainees
- (b) Electrical safe distances and their application as listed in ECP 34
- (c) Earthing requirements as listed in the Electricity (Safety) Regulations 2010 and the use of bonding and equipotential zones to comply with regulation 8 of those regulations
- (d) Testing and certification as listed in the Electricity (Safety) Regulations 2010

## Schedule Electricity Act 1992 Provisions

### 85 Board may prescribe other registration and licensing matters

- (1) The Board may, by notice in the Gazette,—
- (a) prescribe for each class of registration the minimum standards for registration (including standards relating to required competence, qualifications, and experience) that persons must meet in order to be registered as registered persons and to be issued with practising licences; and
  - (b) prescribe for each class of registration the terms and conditions subject to which persons are registered as registered persons; and
  - (c) prescribe for each class of registration the terms and conditions subject to which practising licences are issued; and
  - (d) prescribe requirements relating to the completion of competence programmes in respect of persons who—
    - (i) apply for practising licences or provisional licences; or
    - (ii) hold practising licences or provisional licences; or
    - (iii) apply for renewals of practising licences or provisional licences; and
  - (e) prescribe requirements relating to competent and safe work practices and the testing of those practices; and
  - (f) recognise any overseas qualification, certificate, registration, or licence as satisfying a particular minimum standard for registration (in whole or in part) if, in the opinion of the Board, that overseas qualification, certificate, registration, or licence is equivalent to, or as satisfactory as, the standard, or part of the standard, that is treated as being satisfied.
- (2) The terms and conditions referred to in subsection (1)(c) may include, for example,—
- (a) a term that authorises the person to test or certify work or to supervise work;
  - (b) a condition that requires compliance with the requirements referred to in subsection (1)(e);
  - (c) a condition that requires the person to complete a competence programme;
  - (d) a condition that imposes limitations on the circumstances in which the person may do, or assist in doing, work;
  - (e) a condition that imposes limits on the work that the person may do, or assist in doing, under the practising licence.
- (3) The Board may make arrangements with the appropriate authorities controlling the registration, licensing, or recognition of electrical workers outside New Zealand for the reciprocal recognition of registration, licences, certificates, or other evidence of proficiency in electrical work.

### 86 Minimum standards for registration

- (1) A notice under section 85 may prescribe minimum standards for registration in any way the Board thinks fit, including in 1 or more of the following ways:
- (a) by requiring a degree or diploma or certificate of a stated kind recognised by the Board;
  - (b) by requiring the successful completion of a competence programme, degree, or course of studies accredited by the Board;
  - (c) by requiring a pass in a specified examination or any other assessment set by the Board or by another organisation approved by the Board;
  - (d) by reference to registration with, or a licence issued by, an overseas organisation that performs functions that correspond wholly or partly to those performed by the Board;
  - (e) by requiring experience in the provision of services of a particular kind;
  - (f) by requiring a certain level of competence.
- (2) However, the minimum standards for registration prescribed under section 85 may require a person to pass a specified examination or other assessment set by the Board only if the Board is satisfied that the person does not have a degree, diploma, or

certificate of a stated kind recognised by the Board under subsection (1)(a).

## 87 Principles guiding prescribing of registration and licensing matters

In prescribing matters under section 84 or 85, the Board must be guided by the following principles:

- (a) the matters must be necessary to—
  - (i) protect the health or safety of members of the public; or
  - (ii) promote the prevention of damage to property; or
  - (iii) promote the competency of persons who do, or assist in doing, prescribed electrical work; or
  - (iv) carry out, give effect to, or provide for a matter that is incidental to, or consequential on, the matters relating to subparagraph (i), (ii), or (iii); and
- (b) the matters may not unnecessarily restrict the registration or licensing of persons as electrical workers; and
- (c) the matters may not impose undue costs on electrical workers or on the public.

## 98 Practising licence required

- (1) A registered person is not authorised to do, or assist in doing, prescribed electrical work that the person is otherwise authorised to do by virtue of that person's registration unless that person is the holder of a current practising licence issued under this subpart that authorises the person to do, or assist in doing, the work.
- (2) Subsection (1) is subject to sections 75 to 80.
- (3) Any authority given under a practising licence issued under this subpart to a registered person to do, or assist in doing, any prescribed electrical work is sufficient authority for the person so authorised to do or, as the case may be, assist in doing that work.
- (4) Subsection (3) is subject to the terms and conditions imposed under section 103 and to any regulations.

## 99 Entitlement to practising licence

A registered person is entitled to be issued with a practising licence under this subpart for a class of registration in respect of which that person is registered if the individual satisfies the Board—

- (a) that he or she has complied with the application requirements in section 100; and
- (b) that he or she meets the current applicable minimum standards for registration; and
- (c) that he or she is not precluded from holding a licence because of any action taken by the Board under section 147M; and
- (d) that he or she is a fit and proper person to be issued with a practising licence; and
- (e) that he or she has paid the prescribed fee (if any).

## 100 Applications for practising licence

- (1) An application for a practising licence under this subpart must—
  - (a) be sent or delivered to either—
    - (i) the Registrar; or
    - (ii) the Plumbers, Gasfitters, and Drainlayers Board if the application is to be considered by that Board under section 114; and
  - (b) be in the prescribed form or, if there is no prescribed form, in the form required by the Board; and
  - (c) contain, or be accompanied by, the information and documentation required by the Board; and
  - (d) be accompanied by the prescribed fee (if any).
- (2) The Registrar must refer any application received by the Registrar under this section to the Board for consideration under section 101.

## 103 Practising licence subject to terms and conditions

- (1) A practising licence issued to a registered person is subject to—
  - (a) the terms and conditions imposed by notices published under

- section 85(1)(c) in relation to the class of registration concerned; and
- (b) any other terms and conditions that the Board thinks fit.
- (2) The terms and conditions may include, for example,—
  - (a) terms and conditions of the kind referred to in section 85(2);
  - (b) a condition that imposes limits on the circumstances in which the particular practising licence holder may do, or assist in doing, work;
  - (c) a condition that imposes limits on the work that the particular practising licence holder may do, or assist in doing, under the licence.
- (3) The conditions referred to in subsection (2)(b) and (c) may be in addition to, or instead of, any other limits that would otherwise apply in respect of the class of registration concerned.
- (4) The Board may, by written notice to a registered person, revoke, amend, or add to any term or condition imposed under subsection (1).
- (5) Subsection (1)(a) is subject to subsection (4) and section 107.

#### 104 Duration of practising licence

- (1) A practising licence issued under this subpart must specify the date of its expiry.
- (2) The date of expiry must not be later than 5 years after the date of the issue or renewal of the practising licence.
- (3) A practising licence continues in force until the close of the date of its expiry unless sooner suspended or cancelled under this Act.

#### 105 Applications for renewal of practising licence

- (1) An application for the renewal of a practising licence under this subpart—
  - (a) must not be made earlier than 3 months before the licence's date of expiry; and
  - (b) must be sent or delivered to either—
    - (i) the Registrar; or
    - (ii) the Plumbers, Gasfitters, and Drainlayers Board if the application is to be considered by that Board under section 114; and
  - (c) must be in the prescribed form or, if there is no prescribed form, in the form required by the Board; and
  - (d) must contain, or be accompanied by, the information and documentation required by the Board; and
  - (e) must be accompanied by the prescribed fee (if any).
- (2) The Registrar must refer any application received by the Registrar under this section to the Board for consideration under section 106.
- (3) If an application for the renewal of a practising licence is made before the licence's date of expiry but the licence has not been renewed before that date, the licence continues in force until the application is determined.

#### 106 Renewal of practising licence

- (1) A registered person is entitled to a renewal of his or her practising licence if the Board is satisfied that—
  - (a) the person has complied with the application requirements in section 105; and
  - (b) the person complies with the current applicable minimum standards for registration; and
  - (c) there is no reason to believe that the person has breached any term of condition of the licence during the period before the licence is renewed; and
  - (d) the person is a fit and proper person to hold a practising licence; and
  - (e) the person has satisfied the requirements of a competence programme that the person is required to complete under subsection (5).
- (2) If the Board is satisfied that the registered person is entitled to a renewal of his or her practising licence, the Board must direct the Registrar to—
  - (a) renew the licence for the period (not exceeding 5 years) that the

- Board thinks fit; and
- (b) send to the person notification of the Board's decision; and
- (c) enter details of the renewal in the register.
- (3) If the Board is not satisfied that the registered person is entitled to a renewal of his or her practising licence, the Board must notify the person of—
  - (a) the Board's decision; and
  - (b) the person's right of appeal to a District Court against the decision.
- (4) For the purposes of subsection (1)(c), the Board may, if it thinks fit, disregard a breach of a term or condition of the practising licence.
- (5) The Board may require a registered person to complete a competence programme before it renews that person's practising licence (regardless of whether or not the Board is satisfied of the matters referred to in subsection (1)(a) to (d)) if the person is required to complete a competence programme when applying for a renewal of the licence in accordance with a condition or requirement imposed by a notice published under section 85.
- (6) Despite subsection (1), if any fee or other money payable to the Board under this Act by the registered person has not been paid, the Board may refuse to renew that person's practising licence until that fee or other money is paid.

### 108 Competence programmes

- (1) For the purpose of examining or improving the competence of persons who do, or assist in doing, prescribed electrical work, the Board may set or recognise competence programmes in respect of persons who—
  - (a) apply for practising licences or provisional licences; or
  - (b) hold practising licences or provisional licences or
  - (c) apply for renewals of practising licences or provisional licences.
- (2) Any competence programme may be made to apply generally in respect of all of those persons, or in respect of a specified person, or in respect of any specified class of those persons.
- (3) However, a registered person may be required by the Board to complete a competence programme only if 1 or more of the following applies:
  - (a) the registration of the person or the provisional licences held by the person is subject to a condition imposed by a notice published under section 85 that requires the person to complete a competence programme; or
  - (b) the person is required to complete a competence programme in accordance with an applicable minimum standard for registration; or
  - (c) the person is required to complete a competence programme in accordance with a requirement imposed by a notice published under section 85(1)(d); or
  - (d) the person is required to complete a competence programme under Part 11 (which relates to discipline).
- (4) Any competence programme may require a person to do 1 or more of the following, within the period, or at the intervals, prescribed in the programme:
  - (a) pass an examination:
  - (b) complete a period of practical training:
  - (c) complete a period of practical experience:
  - (d) undertake a course of studies:
  - (e) anything else that the Board considers appropriate.
- (5) The Board may specify a period within which the person to whom a competence programme applies must comply with the requirements of the programme.
- (6) The Board may exempt any person or class of persons from all or any of the requirements of a competence programme.

### 109 Unsatisfactory results of competence programme

- (1) If any person who is required to complete a competence programme

does not satisfy the requirements of the programme, the Board may make 1 or more of the following orders:

- (a) that the person's practising licences or provisional licences be subject to any condition that the Board considers appropriate:
  - (b) that the person's practising licences or provisional licences be suspended:
  - (c) that the person's application for a renewal of a practising licences or provisional licences be declined.
- (2) The Board may not suspend a licence under subsection (1) unless it has first—
- (a) informed the person concerned why it may suspend the licence of that person; and
  - (b) given that person a reasonable opportunity to make written submissions and be heard on the question, either personally or by his or her representative.
- (3) The Registrar must ensure that a copy of the order made under subsection (1) is given to the person concerned.
- (4) An order made under subsection (1) takes effect from the day on which a copy of the order is given to the person concerned or from any date that is specified in the order, whichever is the later.
- (5) Any order made under subsection (1)(a) or (b) remains in effect until the time that the person concerned has satisfied all the requirements of the competence programme, and for that purpose the Board may extend the period within which the person is required to satisfy those requirements.