



# APPLICATION FORM FOR LEVEL 2 REGISTRATION

This application form is to register one or more employees or subcontractors under the accreditation of:

Accreditation Name:		
Accreditation Number:		
Do you already hold the classes of accreditation you are registering for?	Yes	No

The registration **fee of \$195** (incl. GST) is **payable for each application**. Please note, there is a limit of 5 people per registration application. Payment details are on page 4 of this form.

Ensure you submit this application form with:

1. Provide Drivers Licence, Proof of Age card or Travel Passport for each listed employee/subcontractor
2. Evidence that each person named below satisfies the qualifications/training requirements of the Australian Qualification Framework and in accordance with ASP Scheme rules (page 4 of this form)
3. When registering personnel as a subcontractor, there are additional requirements that apply – please refer to pages 2 and 3
4. Payment of the applicable **registration fee** (incl. GST) – see page 5

Employees, subcontractors or other agents of this ASP **must be registered prior to being authorised** by the **electricity distributor** to work on or near the distribution network and the work must be carried out in accordance with the requirements of the distributor's network management plan.

*Note: a fee may be payable to the local electricity distributor when applying for authorisation*

**\*Available classes for Level 2 ASP**

2A – Disconnect / Reconnect  
2B – Underground  
2C – Overhead

2D – Energising Service Equipment  
2X – Electrically Unqualified

Level 2 Employee/Subcontractor Full Name (include middle name)  <i>Photo ID and evidence of qualifications/training to be attached for each person listed</i>	Class 2A (Disconnect / Reconnect)	Class 2B (Underground Services)	Class 2C (Overhead Services)	Class 2D (Energising Service Equipment)	Class 2X (Electrically Unqualified)	Sub-Contractor Y/N <i>See Page 2 for required evidence</i>	ASP Scheme Internal Use
<i>Eg. John Michael Citizen</i>	✓		✓			N	<i>Example Only</i>
1.							
2.							
3.							
4.							
5.							

Name: ..... Signature: .....  
(ASP's nominated representative)

Date: .....

**APPLICATION FORM FOR  
LEVEL 2 REGISTRATION****Level 2 subcontractor additional requirements**

- If you are using subcontractors for Class 2A, 2B, 2C, 2D you are required to provide the following with your application:**

A letter from the company each employee works for on letterhead, naming the specific employee and the class to be sub contracted, and signed by the Owner, Director, or HR representative giving permission for that employee to subcontract to you.

*\*Please note for Class 2A, 2B, 2C, 2D the company you are subcontracting from must be an existing Accredited Service Provider (ASP)*

- If you are using subcontractors for Class 2X you are required to provide the following with your application:**

A letter from the company each employee works for on letterhead, naming the specific employee to be sub contracted and signed by the Owner, Director, or HR representative giving permission for that employee to subcontract to you.

*\*Please note for Class 2X work, the company you are subcontracting from does not need to be an existing Accredited Service Provider (ASP)*

- All subcontractor letters – *template/guide on page 3* - must be signed and dated within one month of submission**



## Content requirement guide - Level 2 letter for subcontractor/s

When submitting letters for subcontractors, the company (representative) that the individual/s work for, must provide a letter that includes the requirements below:

*Date (must be within one month of submission)*

*Name of company (sub-contracting company)*

*Address*

*Phone*

*ABN*

*ASP Number*

*To Dept of Planning, Industry and Environment,*

*I (sub-contracting company representative) give permission for the following employees to sub contract to (your company name)*

- 1. Employee name – Class (list the classes for this employee)*
- 2. Employee name – Class (list the classes for this employee)*

*Regards,*

*Signature of director of HR representative (sub-contracting company)  
(name of director or HR representative)*

# APPLICATION FORM FOR LEVEL 2 REGISTRATION

Level 2 ASP Qualification and training requirements		
Classes of Contestable Services (type of work)	ASP Scheme Qualification Criterion for Level 2 ASPs	
	Core Qualifications (refer <b>Note 1</b> )	Additional Mandatory Competency Units (refer to Note 2)
<b>Class 2A</b> – Disconnect and reconnect at connection point	<b>Meet</b> requirements for class 2B or 2C <b>OR</b> Currently registered for Disconnect / reconnect (former Level 2 Category 1)	<b>UETTDREL16A</b> - Working safely near live electrical apparatus <b>AND</b> <b>UETTDRRF11A</b> - Testing of connections to low voltage electricity networks
<b>Class 2B</b> – Underground Services	<b>UEE30811</b> – Certificate III in Electro-technology Electrician (or equivalent) <b>OR</b> <b>UET30812</b> – Certificate III in ESI – Power Systems – Distribution Cable Joining	<b>UETTDNIS55A</b> – Install and maintain low voltage underground services <b>AND</b> <b>UETTDRRF11A</b> - Testing of connections to low voltage electricity networks
<b>Class 2C</b> – Overhead Services	<b>UEE30811</b> – Certificate III in Electro-technology Electrician (or equivalent) <b>OR</b> <b>UET30612</b> – Certificate III in ESI – Power Systems – Distribution Overhead	<b>UETTDNIS56A</b> – Install and maintain low voltage overhead services <b>AND</b> <b>UETTDRRF11A</b> - Testing of connections to low voltage electricity networks
<b>Class 2D</b> – Energising service equipment – including disconnect and reconnect	<b>UEE30811</b> – Certificate III in Electro-technology Electrician (or equivalent)	<b>UETTDREL16A</b> - Working safely near live electrical apparatus <b>AND</b> <b>UEENEEK142A</b> - Apply environmentally and sustainable energy procedures in the energy sector <b>AND</b> <b>in relation to a basic meter installation request received by the distributor prior to 1 December 2017 either</b> <b>(i) UETTDNIS60A</b> – Install and replace power system meters and associated equipment, or, <b>(ii) UEENEEG171A</b> - Install, setup and commission interval metering <b>AND</b> <b>UETTDRRF11A</b> - Testing of connections to low voltage electricity networks
<p><b>Note 1:</b> Upon verification; those holding an equivalent qualification to:</p> <ul style="list-style-type: none"> <li><b>UET30612</b> and/or <b>UET30812</b> documented in the <b>UET12</b> Training Package and all corresponding units of competency that proceed back to and are inclusive of <b>UTT30101</b> and/or <b>UTT30301</b> documented in the <b>UTT98</b> Training Package will also meet the qualification requirements noted in this Level 2 table; or</li> <li><b>UEE30811</b> documented in the <b>UEE11</b> Training Package and all corresponding units of competency that proceed back to and are inclusive of <b>UTE31199</b> documented in the <b>UTE99</b> Training Package will also meet the qualification requirements noted in this Level 2 table.</li> </ul> <p><b>Note 2:</b> Registered Training Organisations (RTO's) must ensure that any/all prerequisite units of competency (as specified within each of the relevant competency standards) have been achieved prior to awarding any of the units of competency specified within the "Additional Mandatory Competency Units" column of Level 2 table.</p>		



# APPLICATION FORM FOR LEVEL 2 REGISTRATION

The **Level 2 Registration Application fee** is \$195.00 (inc GST).

*\*Note: all fees are non-refundable*

Please forward this application form and payment to:

**Email:** [asp.scheme@planning.nsw.gov.au](mailto:asp.scheme@planning.nsw.gov.au)

**Post:**

Department of Planning, Industry and Environment  
ASP Scheme  
PO Box 435  
PARRAMATTA 2124

ASP Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

If paying by **credit card** please complete the following section. Please note that all credit card transactions after 1<sup>st</sup> July 2017 will incur a 0.4% credit card surcharge fee.

Please debit my nominated credit card account the level 2 Registration Application fee of **\$195.00\***  
**\* Credit Card payments will incur an additional 0.4% surcharge of \$0.78**

Please tick one:  MasterCard  Visa

Card number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Expiry date: \_\_\_\_ / \_\_\_\_

Cardholder's name (as shown on credit card) \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Cheque Payment:**

If paying by **cheque**, please make it payable to: **Department of Planning, Industry and Environment**

<b>ASP Number: Internal use</b>		<b>Date Application Processed:</b>	
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