



APPLICATION FORM FOR LEVEL 3 REGISTRATION

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

Accreditation Name:	
Accreditation Number:	

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

Declaration: In accordance with Level 3 ASP Qualification and training requirements, by signing the declaration below, the applicant declares the following:

“I declare that I have competency and working knowledge with the standards required by relevant DNSPs for OH and or UG construction as applied for.”



Level 3 Employee/Subcontractor Full Name <i>(include middle name)</i> <i>Photo ID and evidence of qualifications/training to be attached for each person listed</i>	Declaration Signature	Class requested			ASP Scheme Internal Use
		Class 3A <i>(design of overhead electricity reticulation)</i>	Class 3B <i>(design of underground electricity reticulation)</i>	Sub-Contractor Y/N <i>See Page 2 for required evidence</i>	
<i>Eg. John Michael Citizen</i>	<i>John Citizen</i>	✓	✓	N	
1.					
2.					
3.					
4.					
5.					

Name: Signature:
(ASP's nominated representative)

Date:



Level 3 subcontractor additional requirements

- If you are using subcontractors for Class 3A, 3B, 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 sub-contract to you.

**Please note the company you are subcontracting from must 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 3 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)*

Level 3 ASP Qualification and training requirements

(There are 3 entry criteria, each applicant must meet one of these, and provide evidence, to be eligible to apply)

Class 3A: Design of overhead electricity reticulation	Class 3B: Design of underground electricity reticulation
<p>Criteria 1 – Professional qualifications:</p> <p>a) Professional qualifications:</p> <ol style="list-style-type: none"> i. Professional Engineer with the Institution of Engineers Australia, National Engineering Registration (NER) in the Electrical area of practice; or, ii. Engineering Technologist or Associate with the institute of Engineers Australia, National Engineering Registration (NER) in the Electrical area of practice; <p>and</p> <ul style="list-style-type: none"> • Minimum 12 months industry experience in designing electricity reticulation systems for overhead (evidenced by a statement of duties and experience from previous and or current employer(s)); and • provide a declaration indicating the applicant has knowledge of the electricity distributors' construction Standards and specifications relevant to overhead construction. 	<p>Criteria 1 – Professional qualifications:</p> <p>a) Professional qualifications:</p> <ol style="list-style-type: none"> i. Professional Engineer with the Institution of Engineers Australia, National Engineering Registration (NER) in the Electrical area of practice; or, iii. Engineering Technologist or Associate with the institute of Engineers Australia, National Engineering Registration (NER) in the Electrical area of practice; <p>and</p> <ul style="list-style-type: none"> • Minimum 12 months industry experience in designing electricity reticulation systems for underground (evidenced by a statement of duties and experience from previous and or current employer(s)); and • provide a declaration indicating the applicant has knowledge of the electricity distributors' construction Standards and specifications relevant to underground construction.
<p>Criteria 2 Industry specific training qualifications:</p> <p>a) Completion of training package UET60212 - Advanced Diploma of ESI - Power Systems including elective units:</p> <ul style="list-style-type: none"> • UETDRDS31A: Draft and layout a power system overhead distribution extension • UETDRDS33A: Draft and layout a power system street lighting system • UETDRDS34A: Draft and layout a power system distribution substation minor upgrade • UETDRDS35A: Design overhead distribution power systems • UETDRDS37A: Design power system distribution substations • UETDRDS38A: Design power system public lighting systems • UETDRDS39A: Prepare and manage detailed construction plans for electrical power system infrastructure <p>and</p> <p>b) provide a declaration indicating the applicant has knowledge of the electricity distributors' construction Standards and specifications relevant to overhead construction.</p>	<p>Criteria 2 - Industry specific training qualifications:</p> <p>a) Completion of training package UET60212 - Advanced Diploma of ESI - Power Systems including elective units:</p> <ul style="list-style-type: none"> • UETDRDS32A: Draft and layout a power system underground distribution extension • UETDRDS33A: Draft and layout a power system street lighting system • UETDRDS34A: Draft and layout a power system distribution substation minor upgrade • UETDRDS36A: Design underground distribution power systems • UETDRDS37A: Design power system distribution substations • UETDRDS38A: Design power system public lighting systems • UETDRDS39A: Prepare and manage detailed construction plans for electrical power system infrastructure <p>and</p> <p>(b) provide a declaration indicating the applicant has knowledge of the electricity distributors' construction Standards and specifications relevant to underground construction.</p>
<p>Criteria 3 Industry Experience:</p> <p>a) documentary evidence of at least 5 years industry experience in designing electricity overhead reticulation systems of the category for which accreditation is required;</p> <p>b) at least one written reference from an electricity distributor or similar organisation confirming the designer's experience and competence in overhead reticulation design; and,</p> <p>c) provide a declaration indicating the applicant has knowledge of the electricity distributors' construction Standards and specifications relevant to overhead construction.</p>	<p>Criteria 3 Industry Experience:</p> <p>a) documentary evidence of at least 5 years industry experience in designing electricity underground reticulation systems of the category for which accreditation is required;</p> <p>b) at least one written reference from an electricity distributor or similar organisation confirming the designer's experience and competence in underground reticulation design; and</p> <p>c) provide a declaration indicating the applicant has knowledge of the electricity distributors' construction Standards and specifications relevant to underground construction.</p>



APPLICATION FORM FOR LEVEL 3 REGISTRATION

The **Level 3 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

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 1st July 2017 will incur a 0.4% credit card surcharge fee.

Please debit my nominated credit card account the level 3 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**

ASP Number: Internal use		Date Application Processed:	
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