

## 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 and a limit of 1 application per email.

Ensure you submit this application form with:

1. A 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.
5. Please ensure you complete the RA number for your employee/subcontractor if available.
6. Also note we are unable to accept external links to documents eg google drive, dropbox. Supporting documentation should be submitted as either JPG or PDF attachments.

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>	RA number
<i>Eg. John Michael Citizen</i>	✓		✓			N	RA10/123
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 their letterhead, naming the specific employee and the class to be subcontracted, 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 their letterhead, naming the specific employee to be subcontracted 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**

## APPLICATION FORM FOR LEVEL 2 REGISTRATION

### 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 (subcontracting company)*

*Address*

*Phone*

*ABN*

*ASP Number*

*To NSW Department of Climate Change, Energy, the Environment and Water,*

*I (subcontracting 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 (subcontracting 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>UETDRRF11A</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 Jointing	<b>UETTDRI555A</b> – Install and maintain low voltage underground services <b>AND</b> <b>UETDRRF11A</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>UETTDRI56A</b> – Install and maintain low voltage overhead services <b>AND</b> <b>UETDRRF11A</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> <div style="margin-left: 20px;"> <b>(i) UETTDRI560A</b> – Install and replace power system meters and associated equipment, or,  <b>(ii) UEENEEG171A</b> - Install, setup and commission interval metering </div> <b>AND</b> <b>UETDRRF11A</b> - Testing of connections to low voltage electricity networks

**Note 1:**  
Upon verification; those holding an equivalent qualification to:

- UET30612** and/or **UET30812** documented in the **UET12** Training Package and all corresponding units of competency that proceed back to and are inclusive of **UTT30101** and/or **UTT30301** documented in the **UTT98** Training Package will also meet the qualification requirements noted in this Level 2 table; or
- UEE30811** documented in the **UEE11** Training Package and all corresponding units of competency that proceed back to and are inclusive of **UTE31199** documented in the **UTE99** Training Package will also meet the qualification requirements noted in this Level 2 table.

**Note 2:**  
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.

## 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)

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

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

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

\_\_\_\_\_

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

**If you wish to pay by bank deposit, please advise below (in the tick box) and the team will contact you with payment details.**

☐ Direct deposit

If paying by **credit card** please complete the following section.

Please debit my nominated credit card account the level 2 Registration Application fee of **\$195.00**

Please tick one: ☐ MasterCard ☐ Visa

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

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

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

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