

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 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.

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 (include middle name) <i>Photo ID and evidence of qualifications/training to be attached for each person listed</i>	Declaration Signature	Class requested			
		Class 3A (design of overhead electricity reticulation)	Class 3B (design of underground electricity reticulation)	Sub- Contractor Y/N See Page 2 for required evidence	RA number
<i>Eg. John Michael Citizen</i>	<i>John Citizen</i>	✓	✓	N	RA10/123
1.					
2.					
3.					
4.					
5.					

Name: Signature:
(ASP's nominated representative)

Date:

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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 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 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**

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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 (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 subcontract 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)

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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"> Professional Engineer with the Institution of Engineers Australia, National Engineering Registration (NER) in the Electrical area of practice; or, 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"> Professional Engineer with the Institution of Engineers Australia, National Engineering Registration (NER) in the Electrical area of practice; or, 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>

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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

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 3 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: ____ / ____ / ____