

# Special Consideration for Electrical Licensing Assessments Application Form

To apply for Special Consideration for an Electrical Licensing Assessment, complete and return this form to Energy Safe Victoria. Only applicants eligible to sit an assessment may apply.

Special consideration applications must be made in line with the [Special Consideration for Electrical Licence Assessments policy](#).

## Application Process

1. Complete the application form and return it to Energy Safe Victoria by email [assessmentaudit@energysafe.vic.gov.au](mailto:assessmentaudit@energysafe.vic.gov.au) **together with relevant supporting evidence**.
2. Energy Safe will acknowledge receipt of the application.
3. Energy Safe may request further information from the applicant if required. If the required supporting documentation is not provided within one (1) month of the application being submitted, the application case will be closed, and a new application will need to be submitted when all supporting evidence is available.
4. Energy Safe shall process the application and provide a decision to the applicant within ten (10) business days from receipt of the fully completed application form and required supporting evidence. Only applications with the required supporting evidence can be processed.
5. Applicants will be advised in writing or via email of the outcome of their application.

## Applicant details

Name	
Address	
Email	
Phone number	

## Assessment details

Which Licensing Assessment/s are you applying for Special Consideration to be applied to? (check relevant box/es)	<b>Licensed Electrician's Assessment (LEA)</b> <input type="checkbox"/> LET <input type="checkbox"/> LEP <input type="checkbox"/> SWP
	<b>Restricted Electrical Worker's Licence Assessment (REL)</b> <input type="checkbox"/> REL Class 1 <input type="checkbox"/> REL Class 2
	<b>Switchgear Worker's Licence Assessment</b> <input type="checkbox"/> Switchgear Theory <input type="checkbox"/> Switchgear Practical
	<b>Licensed Electrical Inspector's Assessment (LEI)</b> <input type="checkbox"/> LEI Theory <input type="checkbox"/> LEI G Practical <input type="checkbox"/> LEI Safe Approach <input type="checkbox"/> LEI RE (Full) <input type="checkbox"/> LEI RE (restricted to internal combustion engines)
Intended Assessment Venue (Please advise where you intend to attempt the Licensing Assessment/s.)	<input type="checkbox"/> Venue:
	<input type="checkbox"/> Unsure

## Category of Special Consideration

**Which category of Special Consideration are you applying for?**

- Extenuating circumstances – complete Section One
- English as an additional language (EAL) – complete Section Two
- Medical or disability – complete Section Three

**Fill out the section relevant to the category you are applying for.**

### Section One: Extenuating Circumstances

An extenuating circumstance is any event or circumstance that is outside your capacity to prevent or overcome and affects your capacity to complete the electrical licensing assessment tasks.

**What are the extenuating circumstances?**

**How do the extenuating circumstances impact your ability to complete the relevant licensing assessment?**

**Before applying for special consideration, complete all tasks on the right and provide evidence of each point.**

- Attempted the assessment at least once **and** achieved a mark of at least 50% or more; and
- Obtained a letter from your Registered Training Organisation (RTO) or Tutor supporting the application; and
- Completed the applicable review process with the relevant assessment body based on your most recent attempt; and
- Attended a course of training or tutorial for the relevant assessment.

Applicants with English as an additional language who have a training contract under an Australian apprenticeship in an electrical trade (Electrical Apprentice) may apply for Special Consideration under the Extenuating Circumstances pathway.

### Section Two: English as an additional language – Offshore Technical Skills Record (OTSR) Pathway or Australian Technical Competencies Statement (ATCS) Pathway

Applicants with English as an additional language who are eligible to sit the licensing assessment via the overseas trade recognition pathway may apply for Special Consideration on the basis of having English as an additional language.

**Before applying for special consideration on the basis of English as an additional language, complete the task on the right and provide evidence.**

- Completed the 'Minimum Australian Context Gap course'

### Section Three: Medical or disability

Special consideration on medical or disability grounds may be considered for all licensing assessments.

Allowances may include the granting of extra time, solo assessments or other assistance as deemed necessary.

**Before applying for special consideration on the basis of medical or disability grounds, ensure you have:**

- Obtained a current letter of support from a medical practitioner, including a recommendation of the special consideration allowance required.

**All applicants must complete Sections Four and Five.**

### Section Four: Special Consideration Requirements

Describe what Special Consideration you require:

### Section Five: Further Information

Include evidence of your eligibility to sit the assessment, and add any further information you feel may be relevant to support your application for Special Consideration:

## Privacy statement

Energy Safe collects your personal information for the purpose of processing your application for special consideration. The supporting evidence and documents included or provided with the application may include or relate to your health information. Energy Safe collects your health information solely for the purpose of assessing your application.

The assessment venue conducting your licensing assessment may request Energy Safe disclose your information to enable the venue to make reasonable and suitable adjustments for the conduct of the assessment. If requested, Energy Safe may disclose the reason for your application and any supporting information you have provided (including any relevant health information), to the assessment venue for that purpose.

All information and documents provided with this application will be managed in accordance with Energy Safe's Privacy Policy. You may contact Energy Safe's Privacy Officer on 03 9203 9700 or at [privacy@energysafe.vic.gov.au](mailto:privacy@energysafe.vic.gov.au) if you have queries about the way in which Energy Safe manages your personal or health information, or if you wish to access the information that Energy Safe holds about you.

## Consent to collect and release information

I acknowledge that I have read and understood the privacy statement above. (Please check the boxes below.)

- I consent to Energy Safe collecting my information, (including health information, if any) included in this application or in documents I have provided in support of this application.
- I consent to Energy Safe disclosing the reason for my application, and any relevant supporting information I have provided (including any relevant health information), to the assessment venue conducting my licensing assessment.

**If you do not consent to releasing information, Energy Safe may be unable to assess your application.**

<b>Your signature</b>	
<b>Date</b>	