

# CPD – Skills Development

## Training provider acceptance for delivery of non-accredited training

### Guideline

#### Purpose

This guideline addresses the requirements for training providers to deliver **non-accredited** courses for the Continuing Professional Development (CPD) Skills Development program, and the associated acceptance process.

#### Background

The Electricity Safety (Registration and Licensing) Regulations 2020 establishes the authority for Energy Safe Victoria to require CPD activities on licence renewal for licensed electrical workers (LEW).

CPD is divided into two categories: Skills Maintenance and Skills Development.

Non-accredited training has been included in Skills Development activities, as it is dynamic and therefore better placed to provide training in new and emerging technologies and areas of interest. However, non-accredited training is not regulated and may present some risk.

To address this Energy Safe has considered the risks and what is required to ensure non-accredited training is delivered to an acceptable level. The acceptance process for training providers applying to deliver non-accredited training is addressed in these guidelines.

#### Regulatory requirements

The Electricity Safety (Registration and Licensing) Regulations 2020 r.36(2) states:

*The continuing professional development requirements may include skills maintenance or skills development activities or both and must not exceed for any one class of licence during a renewal period —*

- (a) 8 hours of skills maintenance activities; and*
- (b) 8 hours of skill development activities*

The Skills Development portion of CPD may be completed by the licence holder at any time within their 5-year renewal period.

#### Framework

The framework for Skills Development was approved in April 2023 and was documented in the legislative instrument titled CPD Notice (April 2023). This has since been superseded by 'CPD Notice 2023 No2' available on the [Energy Safe website](#).

In summary, acceptable CPD Skills Development activities fall into three broad categories.

- Category 1 - Electrical Industry Technical Training: courses and training that are directly related to technical electrical subjects or topics.
- Category 2- Electrical Industry – Non-technical: courses and training in safety or business skills, which are associated with the electrical industry.
- Category 3 - Mental health and wellbeing courses: courses or training to address or inform the mental health and mental wellbeing of the individual (self) or for others. Includes courses in awareness and implementation of diversity and inclusion.

The framework also determined that training courses and activities may be training package, accredited or non-accredited training, and the Skills Development training must be structured training to be accepted by Energy Safe.

## Structured training

Structured training for this purpose is defined as having:

- a clearly detailed schedule including topics to be covered
- a specific time frame, and
- objectives or goals.

Non-accredited activities must be delivered in person. Activities delivered online will **not** be accepted.

Training package and accredited training is structured training and falls under the jurisdiction of the Vocational Education and Training (VET) Regulators. Therefore, it is not within Energy Safe's remit to regulate this type of training, and Energy Safe may accept this form of training from the above 3 categories for Skills Development without further intervention, while maintaining the ability to submit any concerns or complaints to the relevant VET regulator.

## Non-accredited training

### Accepted training courses

Energy Safe will accept non-accredited Skills Development training courses undertaken by the LEW for the purpose of licence renewal only if the training falls within the categories as defined in the framework and is delivered by a training provider accepted by Energy Safe at the time the training was delivered to the licence holder.

Energy Safe will maintain a listing of accepted providers on its website, together with examples of typical acceptable topic areas. Examples of typically acceptable topic areas are listed in Appendix A of this document. Energy Safe is responsible for the acceptance of training providers but will not approve individual training courses.

### Technical training sessions

Technical training sessions run by accepted training providers may be accepted if they meet the definition of structured training and fall within the categories as defined in the framework.

These sessions may be standalone, or may form part of a larger seminar, conference, workshop, or information session. If they form part of a larger function, only the structured technical training session may be accepted as a Skills Development activity.

## Who can deliver non accredited training?

Accepted training providers for non-accredited training may be a Registered Training Organisation (RTO) or non-RTO. Accepted training providers will be required to agree and enter into a Services Deed with Energy Safe to deliver these activities to the required standard as specified by Energy Safe. Energy Safe will maintain a list of accepted providers on its website.

Energy Safe reserves the right to accept training providers for delivery of Skills Development training in Victoria only, or in other Australian states and territories. Interstate providers will need to be known, reputable providers.

Non-accredited training delivered by a training provider who has **not** been accepted by Energy Safe shall not be accepted as a Skills Development activity for licence renewal purposes.

Skills development -Training provider acceptance guidelines for delivery of non-accredited courses v1.1

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## Who can apply?

Energy Safe shall accept and assess applications from training providers to deliver **non-accredited training**.

Energy Safe may accept applications from CPD training providers who can demonstrate they meet certain standards in delivery of non-accredited training. Accepted providers are recognised for the quality education and training they can offer electrical licence holders to help meet their CPD Skills Development requirements.

## Eligibility

To be eligible to apply to deliver the non-accredited training, the following conditions need to be met:

- Applicants must be established training providers prior to applying to Energy Safe.
- Energy Safe will only accept applications from non-RTOs with a minimum of 5 years' experience in delivering training in at least one of the categories.
- RTOs must demonstrate they have a minimum of 2 years' experience in delivering training in at least one of the categories.
- A minimum of 2 references will be required and will be checked. References must be corporate or industry references. References from individuals shall not be accepted.

## Application requirements

Information that will be sought within the application includes (but is not limited to):

- Evidence the applicant is an established training provider, including if the training provider is an RTO, when the provider commenced training services, or how many years the business has been delivering training.
- Evidence the applicant currently provides non-accredited training in at least one of the CPD Skills Development categories and has been doing so consistently for a minimum of 5 years (for non-RTOs), or 2 years (for RTOs) (noting the actual courses may have changed over this timeframe).
- Where the training is currently delivered, and where the training provider intends to deliver in the future. If the provider currently provides, or intends to provide, training outside Victoria, this must be specified.
- The training provider must confirm compliance to certain legislation including the Information Privacy Principles contained in the *Privacy and Data Protection Act 2014 (Vic)* and the *Privacy Act 1988 (Cth)*.
- The training provider must provide details of how they manage their student records.
- The training provider must demonstrate the approach to maintaining and improving the quality of their services i.e. AS/NZS ISO 9001:2016 Quality management systems - Requirements or similar.
- The training provider must demonstrate the approach and policies in place around cyber security and disaster recovery.
- The training provider must provide evidence of guidelines to support students with disabilities and diversity i.e. details of accessible facilities and support services
- The training provider must provide evidence of a safety and wellbeing management system accredited against AS/NZS ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use **or** demonstrate that the appropriate systems are in place to adequately manage the safety and wellbeing of employees and students.
- Trainers must have appropriate vocational qualifications to deliver training **or** the Certificate IV in Training and Assessment or equivalent.
- The training provider must provide a minimum of 2 corporate or industry references.

## Current approved training providers for Skills Maintenance delivery

For the current approved Skills Maintenance CPD training providers, the application is limited to the course and location details for the non-accredited training they are proposing to deliver, as the other information has previously been supplied to Energy Safe.

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## Application process

### How to apply

Energy Safe will provide a standard format application document for ease of assessment and evidence will be required to be presented with the application form as requested. To obtain the application form, contact Energy Safe's CPD enquiries team ([cpdenquiries@energysafe.vic.gov.au](mailto:cpdenquiries@energysafe.vic.gov.au)).

Energy Safe will assess the information to make the recommendation for acceptance, refusal, or return to the training provider for more information.

A dispute resolution process is in place should the training provider wish to contest the Energy Safe response.

### Acceptance process

The acceptance of the training provider is delegated to the General Manager, Public Affairs. A Services Deed will be provided to the accepted training provider for signing.

### Services Deed

Accepted training providers must comply with the terms and conditions outlined in the Services Deed, including specified requirements if they market or represent themselves as being an Energy Safe accepted provider for CPD Skills Development activities.

Training provider acceptance shall be ongoing, provided there are no breaches of the Services Deed or changes to the conditions under which the acceptance was granted.

Energy Safe may monitor accepted training providers to ensure that CPD remains high quality and of value to licence holders. If issues are found, or reported, Energy Safe may work with providers on required improvements to ensure the required standards are maintained.

Energy Safe may withdraw acceptance of training providers if they deem the provider no longer meets the CPD training provider requirements. Energy Safe will formally notify the training provider if this occurs, including cessation of the Services Deed.

### Commercial

No commercial agreements are made between Energy Safe and the training provider.

Skills Development is a user pays model and all commercial arrangements are between the student and the training provider. Energy Safe will not be liable for any non-payment of student fees or any costs incurred by the training provider in delivery of any of the non-accredited courses.

Energy Safe will not require training providers to pay to apply for acceptance into the program, or for any ongoing acceptance. Energy Safe will place the accepted training providers' details on the Energy Safe website at no cost to the training provider.

## Training provider requirements

### Course evidence

Accepted training providers will be required to provide participants with documentation, such as a Certificate of Attendance, to certify their attendance at the course/event/activity/training. The documentation must be officially endorsed by the training provider and include the course details, participant details, date of completion of activity and the CPD hours claimed. One hour of CPD equals one hour of active learning.

## Student records

Accepted training providers will be required to keep records of any students attending courses for the purpose of meeting CPD Skills Development requirements. These records will need to be held for a minimum of 5 years from the date of completion of the activity in line with the renewal period.

These records will be used for Energy Safe audit purposes and for the resolution of any issues raised by a LEW on renewal of their licence.

## Advertising by training providers for non-accredited training

Only providers accepted by Energy Safe may market or represent themselves as being an Energy Safe accepted provider for CPD Skills Development hours. Whilst training providers will make a commercial decision about the CPD activities they wish to conduct, they shall understand the requirements set out in the Services Deed.

Best practice information that should be included in advertising and marketing:

1. The name of the CPD activity.
2. The category the learning will fall into.
3. The number of CPD hours the participant would be entitled to claim.
4. The learning objectives or goals.
5. The topic areas to be covered.
6. Whether any assessment is involved.
7. The time frame of the activity.

## Appendix A

Listing of acceptable topic areas – non-accredited training. Examples may include, but are not limited to:

### Category 1: Electrical Industry Technical Training

- Solar/renewable system design and/or installation
- Tuition or structured refresher courses for the Licensed Electricians Theory (LET) or Licensed Electricians Practical (LEP)
- LEI training (Solar Victoria endorsed course) or receiving formal tutoring to undertake LEI assessments
- Short courses on specific technical areas
- Construction wiring course
- Electrical installation testing

### Category 2: Electrical Industry - Non-Technical

- Non-accredited Registered Electrical Contractor business courses. These are listed on the Energy Safe website: [Business supervisor qualifications](#)
- Arc flash awareness
- Traffic Management
- Asbestos awareness
- Business courses relating to management, financial planning, strategic planning, succession planning, taxation laws

### Category 3: Mental Health and Wellbeing Courses

- Mental health and wellness
- Mental health condition awareness
- Mental health first aid
- Mental health in the workplace
- Inclusion/Inclusivity awareness
- Gender Equity
- Diversity training
- Suicide prevention and awareness
- Building Resilience
- Alcohol and Drug awareness
- Anxiety and stress management
- LGBTIQ+ inclusivity
- Family Violence awareness
- Emotional Wellbeing
- English as an additional language